

REVISED

**Winfield School District #34 Board of Education
Regular Board of Education Meeting
Thursday, April 23, 2020
Location: Winfield Central
0S150 Park St
Winfield, IL 60190 - 7:00 PM**

REVISED MEETING AGENDA

I. CALL TO ORDER

The live meeting is available to be viewed at this link: <https://stream.meet.google.com/stream/78237f11-e161-49b8-957e-f3d064c67302>

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE-Grade 4 Brach

IV. APPROVAL OF AGENDA - ADDITIONS OR CHANGES TO THE AGENDA

Recommended Motion: I move to approve the agenda as presented. (Voice Vote)

V. PUBLIC COMMENT:

We request members of the audience who wish to provide public commentary complete the Public Comment Request card and limit their comments or questions to three minutes. *Public comments submitted by digital form will be read by a board member or administrator during the Public Comment portion of the meeting. Comments may be submitted to <https://tinyurl.com/winfield34boardcomment>.* Questions that Board members cannot answer in a timely fashion will be referred to the appropriate administrator who will respond within the week or as soon as time permits. Thank you.

VI. APPROVAL OF MINUTES

Recommended Motion: I move to approve the minutes as presented. (Roll Call)

- A. Regular Board Meeting Minutes-February 27, 2020
- B. Public Hearing Policy 6:235 Meeting Minutes-March 26, 2020
- C. Regular Board Meeting Minutes-March 26, 2020
- D. Closed Session Meeting Minutes-March 26, 2020 *Confidential Attachment*

VII. CONSENT AGENDA (Routine matters that do not require discussion)

Recommended Motion: I move to approve the Consent Agenda action items A and B (read every listed item) as presented. (Roll Call)

- A. Approval of Finance Reports
 - 1. Bill List - Payable List and List of Other Payments
 - 2. Treasurer/Fund Balance/Bank Reconciliation Report
- B. Other Approvals
 - 1. FOIA Request-SMART Local 265
 - 2. Approve Summer Sports Camps
 - 3. Approve Board of Education Meeting Calendar for FY21
 - 4. File Notice of School Treasurer and Treasurer's Bonds

VIII. COMMUNICATION TO THE BOARD

- A. Superintendent's Report
 - 1. Legislative Update
 - 2. Committee Updates
 - 3. COVID-19
 - 4. E-Learning
 - 5. Board Retreat
- B. Finance Report from Director of Business Services 1

1. Budget Presentation and Update FY21 First Draft
- C. Board Procedures and Exhibit Updates
 1. 2:150-AP, Superintendent Committees
 2. 4:60-AP4, Federal and State Award Procurement Procedures
 3. 4:170-AP6, E1, School Staff AED Notification Letter
 4. 5:35-AP1, Fair Labor Standards Act Exemptions
 5. 5:90-AP, Coordination with Children's Advocacy Center -NEW
 6. 5:120-AP1, Statement of Economic Interests for Employees
 7. 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities
 8. 7:190-E2, Student Handbook Checklist
 9. 7:325-E, Application and Procedures to Involve Students in Fundraising Activities
 10. 8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders
 11. 8:30-E2, Child Sex Offender's Request for Permission to Visit School Property

IX. NEW BUSINESS

- A. Approve Continuing Sunrise Busing Agreement
Recommended Motion: I move to approve the Continuing Sunrise Busing Agreement as Presented. (Roll Call)
- B. Approve 2020-2021 Salaries and Activity Stipends
Recommended Motion: I move to approve the 2020-2021 Salaries and Activity Stipends as Presented. (Roll Call)
- C. Approve the Consolidated District Plan for State and Federal Grants.
Recommended Motion: I move to approve the Consolidated District Plan for State and Federal Grants as Presented. (Roll Call)
- D. Approve SASSED Lease 2020-2021 School Year
Recommended Motion: I move to approve the SASSED Lease for 2020-2021 School Year as Presented. (Roll Call)
- E. Approve Revised 2020-2021 Program Plan
Recommended Motion: I move to approve the Revised 2020-2021 Program Plan as Presented. (Roll Call)
- F. Approve Two Additional Stipends for Science Olympiad
Recommended Motion: I move to approve the Two Additional Stipends for Science Olympiad as Presented. (Roll Call)
- G. Approve First Reading of Policies
Recommended Motion: I move to approve the First Reading of Policies as Presented. (Roll Call)
 1. 2:125 Board Member Compensation; Expenses-*Answer Required*
 2. 2:125-E1 Exhibit - Board Member Expense Reimbursement Form
 3. 2:160 Board Attorney
 4. 2:160-E Exhibit - Checklist for Selecting a Board Attorney
 5. 4:50 Payment Procedures
 6. 5:35 Compliance with the Fair Labor Standards Act
 7. 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
 8. 5:60 Expenses *Answer Required*
 9. 5:60-E1 Exhibit - Employee Expense Reimbursement Form
 10. 5:150 Personnel Records
 11. 5:210 Resignations
 12. 5:280 Duties and Qualifications
 13. 6:135 Accelerated Placement Program
 14. 6:235 Access to Electronic Networks
 15. 6:280 Grading and Promotion
 16. 7:70 Attendance and Truancy
 17. 7:130 Student Rights and Responsibilities
 18. 7:325 Student Fundraising Activities
 19. 8:10 Connection with the Community

20. 8:30 Visitors to and Conduct on School Property

21. 8:80 Gifts to the District

22. 8:110 Public Suggestions and Concerns

H. Personnel

1. Employ Preschool Teacher: Alexandria Roop

Recommended Motion: I move to approve the Employment of Alexandria Roop as Presented. (Roll Call)

2. Employ 1.0 Speech & Language Pathologist: Andrea Schmittgens

Recommended Motion: I move to approve the Employment of Andrea Schmittgens as Presented. (Roll Call)

I. Items For Future Agendas

1. None

X. ADJOURN TO CLOSED SESSION – Reason 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1). (ROLL CALL VOTE)

XI. ADJOURN CLOSED SESSION TO REGULAR SESSION

XII. ACTION FROM CLOSED SESSION

A. None

XIII. ADJOURNMENT

Recommended Motion: I move that the Board of Education meeting be adjourned (Voice Vote)



Winfield School District #34 Board of Education
REGULAR Board of Education Meeting
Thursday, February 27, 2020
Location: Winfield Central School Commons - 7:00 PM

MEETING MINUTES

I. CALL TO ORDER

Board President Elizabeth Lee called the meeting to order at 7:00 p.m.

II. ROLL CALL

Board of Education Members in Attendance: Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Absent: Donna Bartlett, Annie Dragosh

Also Present: Matt Rich, Superintendent; Dawn Reinke, Principal; Lisa Honaker, Business Office; Kim Regalado, Administrative Assistant; and members of the staff and community whose signatures are filed with these minutes.

III. PLEDGE OF ALLEGIANCE-Kindergarten Cyrus

IV. APPROVAL OF AGENDA

Matt Tibble moved and Lynn Kammes seconded the motion to approve the agenda as presented. **A voice vote was taken. The “Ayes” carried.**

V. PUBLIC COMMENT

None.

VI. PUBLIC PRESENTATION

A. Student Recognition:

Cami Call (7) & Cooper Pensinger (8)

B. Music Hallway:

Bob Siemienkowicz and Cami Call demonstrated the 7th grade students musical walkway. The students wired foam tiles with different sounds. The tiles were connected. Staff, students and Board Members were able to walk on the tiles like a floor piano.

C. Winter Data Presentation:

Jessica Peters, Becky First and Matt Rich presented the Winter Data. We are moving forward as an organization. We are meeting kids where they are at and moving them forward. Middle School Teachers are glad students loop with the teachers for 3 years. Problem Solving Team available to discuss individualized plans for students’ needs. Language Arts is creating new groups between the teachers weekly and can target teacher’s strengths for students’ needs. Every grade in the district shares students in this manner.. The students want to do well on testing. Teachers are data driven. MAP helps teachers know what individual students need to work on. District #34 differentiates with our data. We make time for teachers on SIP days to look at student data. Class size enables this differentiation. Teachers support 1:1 instruction. Technology allows daily plans to be shared with the students.

VII. APPROVAL OF MINUTES

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to approve the minutes as presented. **A roll call vote was taken.**

Ayes-Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-Donna Bartlett, Annie Dragosh

MOTION CARRIED

- A. Interfund Transfer Hearing Minutes-January 23, 2020
- B. Regular Board Meeting Minutes-January 23, 2020
- C. Closed Session Meeting Minutes-January 23, 2020
- D. Special Board Meeting Minutes-February 6, 2020
- E. Closed Session Meeting Minutes-February 6, 2020
- F. Special Board Meeting Minutes-February 17, 2020
- G. Closed Session Meeting Minutes-February 17, 2020

VIII. CONSENT AGENDA (Routine matters that do not require discussion)

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to approve the consent agenda as presented. **A roll call vote was taken.**

Ayes-Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-Donna Bartlett, Annie Dragosh

MOTION CARRIED

- A. Approval of Finance Reports
 - 1. Bill List - Payable List and List of Other Payments
 - 2. Treasurer/Fund Balance/Bank Reconciliation Report
- B. FOIA Requests

IX. COMMUNICATION TO THE BOARD

A. Superintendent's Report

1. Legislative Update:

Monitoring potential changes regarding property taxes, pension funding, and consolidation.

2. Town Center Update:

The February 6th Village Board meeting discussed the remaining issues in the Town Center deal with Northwestern Medicine-CDH. [Village Town Center Slides](#), most of the issues are due to fine tuning the real estate expectations and transactions. The issues of timeline for taxes, in which the board essentially agreed to support the 20 years time frame and the pay as you go police services which the board would not support without a minimum were the only issues that affect District #34 operations.

3. Capital and Security Update:

Building Leadership Team and WTA president/vice president have discussed potential building needs and potential referendum need. The Building Leadership Team and the WTA leadership will both be working with their constituents to identify needs and build an understanding of the focus areas for referendum, security & infrastructure including roofs and HVAC. Next month, we will be meeting with the Coordinated Leadership Council to discuss this and posting articles in the March Tiger Times about our community forum in May.

4. Staffing Update:

We have requested an additional paraprofessional to support our work this year in preschool, maintaining interventions, and covering classrooms as a substitute. We are looking to do a co-taught preschool next year in either the morning or afternoon session, with 2 teachers (the preschool teacher and another special education teacher) facilitating this. This would increase our level of certified service for these students and reduce our needs for paraprofessionals. The 2020-2021 staffing plan will be discussed next month, we will be proposing a 1.0 FTE increase in special ed teacher staffing, a return to our 7.0 FTEs of paraprofessionals, and some tuition reduction in our Special Ed out placement budget. We always leave variance in that budget so that if situations occur and we need to outplace students during the school year for significant needs we have the resources to do so. This will remain the case. However it is better for our

students and our community, academically, socially, and fiscally when we are at a point to support these students here in an effective and appropriate manner.

5. Coronavirus Preparations and Communication:

We have been actively working with the DuPage Department of Health, DuPage Regional Office of Education, and Illinois Department of Health to stay current on prevention techniques regarding the Coronavirus. As always, we are emphasizing the importance of hand washing and if a case of the virus were to occur with one of our students or staff members, they would not be able to attend school until they receive clearance through the Department of Health or through a Department of Health protocol. Mrs. Martinez, our school nurse has sent out information to staff members and parents. This is a situation we will continue to monitor carefully.

6. Leases and Rentals:

We are continuing to work with CHSD 94 and West Chicago 33 to finalize agreements for these districts to rent our facilities this summer. We anticipate CHSD 94 renting the flex room and LRC from June 8 to June 26 for approximately \$1400. We anticipate West Chicago 33 renting 12 classrooms and the gym at Winfield Primary from June 26 to July 30 for approximately \$27,000. We have been working with our custodial/maintenance team and impacted teachers to ensure that we can use these rooms and have enough time to clean and setup for the upcoming school year.

7. DuPage IASB Division Dinner:

March 4th speaker Doug Bolton on Trauma Informed Schools. Board Members not yet registered need to register by March 1.

8. Coordinated Leadership Council:

3:30pm March 3rd - Donna Bartlett and Elizabeth Lee have expressed interest.

B. Building Report from Principal

1. Spring Professional Development:

The Staff PLC (Professional Learning Communities) will work together at the Primary, Intermediate and Middle School level to discuss student instruction. The April School Improvement Day, the Fine Arts Team plans projects with the staff. Upcoming staff appreciation includes: Staff Wellness, Waffle Breakfast, PTO Lunch for teachers.

2. Kindergarten Registration Night:

Kindergarten Registration is planned for Monday, March 16 at 6:30 p.m. in the Central Commons. We have 15 current preschoolers going to Kindergarten. We have 10 new students that have contacted the school and expect more.

X. **OLD BUSINESS**

A. Approve Building Usage Fees

MOTION: Matt Tibble moved and Lynn Kammes seconded the motion to approve Building Usage Fees Proposal #2 rounded figures. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempte, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

B. Approve Registration FY21 Fees

MOTION: Matt Tibble moved and Lynn Kammes seconded the motion to approve Registration FY21 Fees Proposal #2 rounded figures. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempte, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

C. Approve FY21 Activity/Sports Fees

MOTION: Lynn Kammes moved and Matt Tibble seconded the motion to approve FY21 Activity/Sports Fees Proposal #2 rounded figures. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

D. Approve Additional 1.0 FTE Paraprofessional

MOTION: Lynn Kammes moved and Dave Hempe seconded the motion to approve Additional 1.0 FTE Paraprofessional. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

XI. NEW BUSINESS

A. Personnel

1. Accept Resignation: Wanda Cheng

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to Accept Resignation: Wanda Cheng. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

2. Accept Resignation: Lauren Manka

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to Accept Resignation: Lauren Manka. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

3. Employ Paraprofessional: Sarah Kroth

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to approve Employment of Paraprofessional: Sarah Kroth. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

4. Approve Long-Term Maternity Sub Contract to cover for Becky First.

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to approve Long-Term Maternity Sub Contract to cover for Becky First. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

5. Approve Long-Term Maternity Sub Contract to cover for Kaitlyn Etchingham.

MOTION: Matt Tibble moved and Dave Hempe seconded the motion to approve Long-Term Maternity Sub Contract to cover for Kaitlyn Etchingham. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

B. Technology Request Proposal

MOTION: Lynn Kammes moved and Matt Tibble seconded the motion to approve the Technology Request Proposal. **A roll call vote was taken.**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

C. Items For Future Agendas

1. None

XII. ADJOURN TO CLOSED SESSION

Lynn Kammes moved and Matt Tibble seconded the motion to adjourn to Closed Session for **Reason 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).**

Ayes- Norm Bothwell, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -Donna Bartlett, Annie Dragosh

MOTION CARRIED

The meeting moved to Closed Session at 8:40 p.m.

XIII. ADJOURN CLOSED SESSION TO REGULAR SESSION

The meeting returned to Regular Session at 9:47 p.m.

XIV. ACTION FROM CLOSED SESSION

A. None

XV. ADJOURNMENT

MOTION: Dave Hempe moved and Matt Tibble seconded the motion to adjourn the meeting. A voice vote was taken. The "Ayes" carried .

The meeting was adjourned at 9:48 p.m. by acclaim.

Regular Board of Education Meetings:

***Unless otherwise noted, all Board of Education Meetings are on Thursdays and begin at 7:00 p.m. and are located in the Winfield Central School Commons.**

April 23, 2020

Monday, April 27, 2020 Joint Boards Meeting 6:00 p.m.

May 28, 2020
June 18, 2020

Approved:

**Elizabeth Lee, President
Board of Education**

**Lynn Kammes, Secretary
Board of Education**

Winfield School District #34 Board of Education
Public Hearing-Policy Hearing
Thursday, March 26, 2020
Location: Winfield Central School Commons - 6:55 PM

MEETING MINUTES

I. CALL TO ORDER

Board President Elizabeth Lee called the Video Conference Policy Hearing to order at 6:55 p.m.

II. ROLL CALL

Board of Education Members in Attendance: Norm Bothwell, Annie Dragosh, Lynn Kammes, Elizabeth Lee, Matt Tibble

Absent: Donna Bartlett, Dave Hempe

Also Present: Matt Rich, Superintendent; Dawn Reinke, Principal; Doug Gallois, Business Manager; Lisa Honaker, Business Office; Kim Regalado, Administrative Assistant; Brian Leisering and Sue Hempe, Teacher Representatives.

III. PUBLIC INPUT:

Members of the public may address the Board of Education regarding Policy 6:235 Access to Electronic Networks

No Public Input.

IV. PRESENTATION OF POLICY 6:235

Dr. Rich reviewed the policy and explained the students are using their devices from home but the apps are still filtered through our district.

V. ADJOURNMENT

Matt Tibble moved and Annie Dragosh seconded the motion to adjourn the meeting. A voice vote was taken. The "Ayes" carried.

The meeting was adjourned at 6:59 p.m. by acclaim.

Regular Board of Education Meetings:

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April 23, 2020

Monday, April 27, 2020 Joint Boards Meeting 6:00 p.m.

May 28, 2020

June 18, 2020

Approved:

Elizabeth Lee, President
Board of Education

Lynn Kammes, Secretary
Board of Education

Winfield School District #34 Board of Education
REGULAR Board of Education Meeting
Thursday, March 26, 2020
Location: Winfield Central School Commons - 7:00 PM

MEETING MINUTES

I. CALL TO ORDER

Board President Elizabeth Lee called the meeting to order at 7:00 p.m.

II. ROLL CALL

Board of Education Members in Attendance for the video conference: Norm Bothwell, Annie Dragosh, Lynn Kammes, Elizabeth Lee, Matt Tibble

Absent: Donna Bartlett (arrived 7:01), Dave Hempe (arrived 7:04)

Also Present: Matt Rich, Superintendent; Dawn Reinke, Principal; Doug Gallois, Business Manager; Lisa Honaker, Business Office; Kim Regalado, Administrative Assistant; Brian Leisering and Sue Hempe, Teacher Representatives.

III. PLEDGE OF ALLEGIANCE

Led by Mrs. Hempe's First Grade student that says the pledge at his home daily.

IV. APPROVAL OF AGENDA - ADDITIONS OR CHANGES TO THE AGENDA

Matt Tibble moved and Donna Bartlett seconded the motion to approve the agenda with removal of 6 A February 27, 2020 Regular Meeting Minutes. **A voice vote was taken. The "Ayes" carried.**

V. PUBLIC COMMENT:

Public comments submitted by digital form by Mrs. Tibble expressed her gratitude to the district and to contact her if the PTO or WEF can help in any way.

VI. APPROVAL OF MINUTES

MOTION: Lynn Kammes moved and Elizabeth Lee seconded the motion to approve 6 B Closed Session minutes as presented. **A roll call vote was taken.**

Ayes- Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-Donna Bartlett

MOTION CARRIED

VII. CONSENT AGENDA (Routine matters that do not require discussion)

MOTION: Matt Tibble moved and Donna Bartlett seconded the motion to approve the consent agenda as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

A. Approval of Finance Reports

1. Bill List - Payable List and List of Other Payments
2. Treasurer/Fund Balance/Bank Reconciliation Report

VIII. COMMUNICATION TO THE BOARD

A. Superintendent's Report

1. Legislative Update:

Representatives Sean Casten, Amy Grant, and Senator Laura Ellman called Dr. Rich to see if our District needed anything. They are interested in our e-learning and supplying lunches. Thankful to the District for reaching out to all families if free lunches are needed. Will be working with Representative Casten for Special Ed questions about funding because we are delivering services (SLP, OT, etc.) in a unique way.

2. Town Center Update:

Winfield Community Leaders scheduled a phone conference about Covid 19 effort (District 34, 200 and 94 are included). Winfield Public Library requested please do not return books until they are open again. District 34 working with the Village to hold their public hearing in our gym to insure social distancing space. Northwestern sent a memo on 3/19. Need to guarantee police funding. Need to be aware how the town center impacts the TIF.

IX. OLD BUSINESS

A. Approve West Chicago #33 Summer Lease Agreement

MOTION: Matt Tibble moved and Annie Dragosh seconded the motion to approve the West Chicago #33 Summer Lease Agreement as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

B. Approve Community High School District #94 Summer Lease Agreement

MOTION: Matt Tibble moved and Donna Bartlett seconded the motion to approve the West Chicago #94 Summer Lease Agreement as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

C. Accept Request for Proposal for Technology and Cybersecurity

MOTION: Matt Tibble moved and Donna Bartlett seconded the motion to approve the Proposal for Technology and Cybersecurity as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

X. NEW BUSINESS

A. Discussion: COVID-19:

Real life impact. Changes to our operations: deep cleaned both buildings, had been cleaning the playground 2 times a day because students were on the playground before the stay at home order, Jan making lunches, Matt Rich delivering lunches, Karina and Ailyn coming 2 times a week to clean, Blake performing weekly building walkthroughs. Dave Baum came in to get iPads going for students at SASSED buildings. If an iPad is not working contact the teacher or Matt Rich.

District #34 is a Northwestern Donation Center: donated materials will be dropped-off at our school.

Northwestern Team viewed our 3 large spaces (gyms and cafeteria) if needed for staging areas.

The Board of Education approved Hourly Employees being paid past the 3/31 act of God days as normal payroll. The salaries are in the budget. We would not be using additional funds. Doug Gallois

reported on the District Cash situation. We may receive less than usual funds by July but have

enough cash to pay throughout the summer. We anticipate getting all the property taxes but may be slower. Investments all maturing in June instead of July.

B. Discussion: E-Learning:

Dawn Reinke reported teachers doing a great job. Amazed by their growth mindset, learning alongside the students. Social Worker, Shona Dave reached out to ensure all students have internet. Middle School teacher Brian Lesising reported going well. Teacher downside is not able to answer students questions immediately, having to give feedback digitally. He is concerned about social and emotional learning needs. Reviewing curriculum now, how will it look when introducing new curriculum?

Primary Teacher Sue Hempe has received positive feedback from parents. 1st grade started a new money unit. Teachers use SEESAW to communicate with parents. Parents that are teachers in other districts said we are doing great. Susan Gavin giving audio feedback to students. Matt Rich reported some students are doing work later in the day, when teachers are not available. Students will be replied to during "school hours". Student Services Team is working in small groups in google hangout making sure kids are connected.

SpringBreak-teachers need to take a break. Paraprofessionals will help with materials if needed, currently on standby.

C. Appoint SASED Board of Control and Governing Board

MOTION: Elizabeth Lee moved and Dave Hempe seconded the motion to appoint the SASED Board of Control and Governing Board as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

D. Approve Program Plan for 2020-2021 School Year

MOTION: Lynn Kammes moved and Annie Dragosh seconded the motion to approve the Program Plan for 2020-2021 School Year as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

E. Personnel

1. Employ Library Technician/Paraprofessional: Laura Bothwell

MOTION: Matt Tibble moved and Donna Bartlett seconded the motion to employ Library Technician/Paraprofessional: Laura Bothwell as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-Norm Bothwell

MOTION CARRIED

2. Employ LBS 1/Preschool: Amanda Maletich

MOTION: Dave Hempe moved and Donna Bartlett seconded the motion to employ LBS 1/Preschool: Amanda Maletich as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

MOTION CARRIED

F. Items For Future Agenda

1. Covid-19
2. E-Learning
3. Busing Invoices during health crisis-A sub contract to transport 2 students

XI. ADJOURN TO CLOSED SESSION

Lynn Kammes moved and Matt Tibble seconded the motion to adjourn to Closed Session for **Reason 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent -None

MOTION CARRIED

The meeting moved to Closed Session at 8:02 p.m.

XII. ADJOURN CLOSED SESSION TO REGULAR SESSION

The meeting returned to Regular Session at 8:20 p.m.

XIII. ACTION FROM CLOSED SESSION

A. None

XIV. ADJOURNMENT

MOTION: Matt Tibble moved and Donna Bartlett seconded the motion to adjourn the meeting. A voice vote was taken. The "Ayes" carried .

The meeting was adjourned at 8:21 p.m. by acclaim.

Regular Board of Education Meetings:

***Unless otherwise noted, all Board of Education Meetings are on Thursdays and begin at 7:00 p.m. and are located in the Winfield Central School Commons.**

April 23, 2020

May 28, 2020

June 18, 2020

Approved:

**Elizabeth Lee, President
Board of Education**

**Lynn Kammes, Secretary
Board of Education**

A/P Check Register

Printed: 04/06/2020 12:57:41PM
 Winfield School District #34
 Check Date: 3/1/2020 to 3/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
32029	Glenn Stearns Chapter 13 Trustee	96	03/13/2020	43161	325.00	0.00	325.00
31834	TSA CONTRIBUTIONS	96	03/13/2020	43162	1,835.00	0.00	1,835.00
31858	U.S. Department of Education	96	03/13/2020	43163	24.89	0.00	24.89
30353	ANDERSON PEST CONTROL	326	03/26/2020	43164	97.50	0.00	97.50
31983	ARTLIP AND SONS INC	326	03/26/2020	43165	7,981.50	0.00	7,981.50
32315	Best Western	326	03/26/2020	43166	259.88	0.00	259.88
32198	Better Building Maintenance	326	03/26/2020	43167	2,766.30	0.00	2,766.30
32313	BrainPop	326	03/26/2020	43168	175.00	0.00	175.00
31344	CALL ONE	326	03/26/2020	43169	2,699.72	0.00	2,699.72
32009	CHRONICLE MEDIA LLC	326	03/26/2020	43170	50.00	0.00	50.00
30872	CLIC/School Board Legal	326	03/26/2020	43171	7,546.50	0.00	7,546.50
32265	Compliance Signs	326	03/26/2020	43172	52.71	0.00	52.71
31658	COSLEY ZOO	326	03/26/2020	43173	185.00	0.00	185.00
32222	Crown Awards	326	03/26/2020	43174	30.81	0.00	30.81
05448	Culligan of Wheaton	326	03/26/2020	43175	138.00	0.00	138.00
32195	Direct Energy Business	326	03/26/2020	43176	6,741.55	0.00	6,741.55
32248	Eich's Sports	326	03/26/2020	43177	216.00	0.00	216.00
08401	FOLLETT LIBRARY RESOURCES	326	03/26/2020	43178	427.71	0.00	427.71
29520	Fox Valley Fire & Safety Company, Inc	326	03/26/2020	43179	124.50	0.00	124.50
31721	GOLDY LOCKS, INC	326	03/26/2020	43180	850.00	0.00	850.00
31828	Hodges Loizzi Eisenhammer Rodick & Kohn LLP	326	03/26/2020	43181	0.00	567.10	567.10
30597	IASB	326	03/26/2020	43182	37.00	0.00	37.00
32074	IASBO	326	03/26/2020	43183	340.00	0.00	340.00
31914	LEARNING TECHNIQUES LTD	326	03/26/2020	43184	1,030.00	0.00	1,030.00
31942	Mobile Therapy Center of America LLC	326	03/26/2020	43185	540.00	0.00	540.00
17451	MURPHY ACE HARDWARE	326	03/26/2020	43186	34.18	0.00	34.18
18751	Nicor Gas	326	03/26/2020	43187	946.91	0.00	946.91
31747	NSN EMPLOYER SERVICES, INC	326	03/26/2020	43188	139.23	0.00	139.23
29514	OFFICE DEPOT	326	03/26/2020	43189	51.13	0.00	51.13
32302	Official Finders LLC	326	03/26/2020	43190	70.00	0.00	70.00
05500	PADDOCK PUBLICATIONS INC	326	03/26/2020	43191	49.45	0.00	49.45
31718	POWER UP BATTERIES LLC	326	03/26/2020	43192	341.08	0.00	341.08
14402	School Specialty	326	03/26/2020	43193	65.98	0.00	65.98
32237	Six Flags Great America	326	03/26/2020	43194	1,673.60	0.00	1,673.60
31821	SOLID IMPRESSIONS INC	326	03/26/2020	43195	2,126.68	0.00	2,126.68
32051	SPARE WHEELS TRANSPORTATION	326	03/26/2020	43196	550.00	0.00	550.00
32165	Sunrise Transportation	326	03/26/2020	43197	5,183.64	0.00	5,183.64
29928	TASC	326	03/26/2020	43198	148.26	0.00	148.26
32317	United Analytical Services	326	03/26/2020	43199	3,762.50	0.00	3,762.50
32270	Walling, Leitha	326	03/26/2020	43200	2,350.00	0.00	2,350.00
32232	Wards Science	326	03/26/2020	43201	78.96	0.00	78.96
31922	Wilson Language Training Corp	326	03/26/2020	43202	27.90	0.00	27.90
26801	VILLAGE OF WINFIELD	326	03/26/2020	43203	70.40	0.00	70.40
26802	VILLAGE OF WINFIELD	326	03/26/2020	43204	1,428.89	0.00	1,428.89
29623	BLUE CROSS AND BLUE SHIELD	25	03/30/2020	43207	35,841.47	0.00	35,841.47
32029	Glenn Stearns Chapter 13 Trustee	96	03/30/2020	43208	325.00	0.00	325.00
31553	METROPOLITAN LIFE INSURANCE COMPANY	25	03/30/2020	43209	3,347.83	0.00	3,347.83
31834	TSA CONTRIBUTIONS	96	03/30/2020	43210	1,835.00	0.00	1,835.00
31858	U.S. Department of Education	96	03/30/2020	43211	24.89	0.00	24.89
02101	FIRST NATIONAL BANK OF CHICAGO	97	03/13/2020	313202062	18,168.30	0.00	18,168.30
11651	ILLINOIS DEPT OF REVENUE	97	03/13/2020	313202063	5,699.99	0.00	5,699.99
29928	TASC	97	03/13/2020	313202064	1,279.55	0.00	1,279.55
25251	TEACHERS RETIREMENT SYSTEM	97	03/13/2020	313202065	10,580.45	0.00	10,580.45
25252	THIS	97	03/13/2020	313202066	2,385.53	0.00	2,385.53
28401	WINFIELD TEACHERS ASSOC	100	03/13/2020	313202067	0.00	874.79	874.79

A/P Check Register

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 Winfield School District #34
 Check Date: 3/1/2020 to 3/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
32209	Mediscan Staffing Services	326	03/26/2020	326202001	0.00	5,906.25	5,906.25
31543	Net56 Inc	326	03/26/2020	326202002	0.00	20,922.00	20,922.00
31955	PMA LEASING, INC	326	03/26/2020	326202003	0.00	1,109.48	1,109.48
32041	RICH, MATTHEW E.	326	03/26/2020	326202004	0.00	117.82	117.82
29867	Synchrony Bank - Amazon	326	03/26/2020	326202005	0.00	2,111.50	2,111.50
31853	TSA CONSULTING GROUP, INC	326	03/26/2020	326202006	0.00	50.00	50.00
30937	VANGUARD ENERGY SERVICES LLC	326	03/26/2020	326202007	0.00	2,879.61	2,879.61
31808	WDOWIARZ, MATTHEW J.	326	03/26/2020	326202008	0.00	107.22	107.22
30217	BMO PROCUREMENT CREDIT CARD	326	03/26/2020	326202009	1,270.71	0.00	1,270.71
28401	WINFIELD TEACHERS ASSOC	100	03/30/2020	330202064	0.00	874.79	874.79
02101	FIRST NATIONAL BANK OF CHICAGO	97	03/30/2020	330202065	17,789.34	0.00	17,789.34
11651	ILLINOIS DEPT OF REVENUE	97	03/30/2020	330202066	5,595.44	0.00	5,595.44
11901	ILLINOIS MUNIC RET FUND	99	03/30/2020	330202067	7,592.38	0.00	7,592.38
29928	TASC	97	03/30/2020	330202068	1,279.55	0.00	1,279.55
25251	TEACHERS RETIREMENT SYSTEM	97	03/30/2020	330202069	10,341.39	0.00	10,341.39
25252	THIS	97	03/30/2020	330202070	2,331.66	0.00	2,331.66
32275	Imprest	6	03/31/2020	331202001	25.00	0.00	25.00
31117	Chase Bank	6	03/31/2020	331202002	340.79	0.00	340.79
30923	REVTRAK, INC.	6	03/31/2020	331202003	180.08	0.00	180.08
Report Total					\$179,807.71	\$35,520.56	\$215,328.27

A/P Check Register

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Winfield School District #34
Check Date: 3/1/2020 to 3/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
32314	Pesavento, Amy	2	03/02/2020	4048	25.00	0.00	25.00
Report Total					<u>25.00</u>	<u>0.00</u>	<u>25.00</u>

Open Accounts Payable List

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Winfield School District #34

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
Aisle									
2020022	102220430	Monarch & Bluestem registration		423		0.00	20.00	4/23/20	10-2220-430-00-201
						0.00	20.00		
ANDERSON PEST CONTROL									
5565388	202540321	Pest control April		423		0.00	97.50	4/23/20	20-2540-323-00-601
						0.00	97.50		
BLUE CROSS AND BLUE SHIELD									
29623	000001456	MHVBV02C EMPLOYEE ONLY		98		0.00	364.24	4/15/20	10-481-456
29623	000001456	MBP73436 EMPLOYEE ONLY		98		0.00	542.04	4/15/20	10-481-456
29623	000001456	MBP73436 EMPLOYEE ONLY EMPLOYER		98		0.00	1,626.06	4/15/20	10-481-456
29623	000001456	MBP73436 FULL FAMILY		98		0.00	886.16	4/15/20	10-481-456
29623	000001456	MBP73436 FULL FAMILY EMPLOYER		98		0.00	1,329.22	4/15/20	10-481-456
29623	000001456	MHVBV02C EMPLOYEE + CHILDREN		98		0.00	863.72	4/15/20	10-481-456
29623	000001456	MHVBV02C EMPLOYEE + CHILDREN EMPLOYER		98		0.00	1,604.08	4/15/20	10-481-456
29623	000002456	MHVBV02C EMPLOYEE ONLY		98		0.00	273.18	4/15/20	20-481-456
29623	000002459	MHVBV02C EMPLOYEE ONLY EMPLOYER		98		0.00	819.51	4/15/20	20-481
29623	000001456	MPPC3Q36 EMPLOYEE ONLY		98		0.00	204.70	4/15/20	10-481-456
29623	000001456	MPPC3Q36 EMPLOYEE ONLY EMPLOYER		98		0.00	614.12	4/15/20	10-481-456
29623	000001459	MHVBV02C EMPLOYEE ONLY EMPLOYER		98		0.00	1,092.68	4/15/20	10-481
29623	000002456	MHVBV02C EMPLOYEE + CHILDREN		98		0.00	215.93	4/15/20	20-481-456
29623	000002456	MHVBV02C EMPLOYEE + CHILDREN EMPLOYER		98		0.00	401.02	4/15/20	20-481-456
29623	000001456	MBP73436 EMPLOYEE + SPOUSE		98		0.00	299.94	4/15/20	10-481-456
29623	000001456	MBP73436 EMPLOYEE + SPOUSE EMPLOYER		98		0.00	557.02	4/15/20	10-481-456
29623	000001456	MHVBV02C EMPLOYEE + SPOUSE		98		0.00	604.66	4/15/20	10-481-456
29623	000001456	MHVBV02C EMPLOYEE + SPOUSE EMPLOYER		98		0.00	1,122.94	4/15/20	10-481-456
29623	000001456	MBP73436 EMPLOYEE + CHILDREN		98		0.00	428.44	4/15/20	10-481-456
29623	000001456	MBP73436 EMPLOYEE + CHILDREN EMPLOYER		98		0.00	795.70	4/15/20	10-481-456
29623	000001456	MPPC3Q36 EMPLOYEE + SPOUSE EMPLOYER		98		0.00	647.41	4/15/20	10-481-456
29623	000001456	MPPC3Q36 FULL FAMILY EMPLOYER		98		0.00	1,255.06	4/15/20	10-481-456
						0.00	16,547.83		
BMO PROCUREMENT CREDIT CARD									
BMO PROCUREMENT CREDIT CARD - Amazon									
341624597	102660550	Charging cable - Lisa Honaker		423		0.00	8.91	4/23/20	10-2660-550-00-500
						\$0.00	\$8.91	Amazon	
BMO PROCUREMENT CREDIT CARD - Caliendos									
34102649	102540411	Staff lunch for e-learning day		423		0.00	319.80	4/23/20	10-2540-411-00-600
						\$0.00	\$319.80	Caliendos	

Open Accounts Payable List

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Winfield School District #34

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
BMO PROCUREMENT CREDIT CARD - Grainger										
340899784	202540323	Hot water pump		423		0.00	1,387.45	4/23/20	20-2540-323-00-601	
340899783	202540323	Coated gloves		423		0.00	23.43	4/23/20	20-2540-323-00-601	
342130959	202540323	Credit		423		0.00	(399.45)	4/23/20	20-2540-323-00-601	
						\$0.00	\$1,011.43	Grainger		
BMO PROCUREMENT CREDIT CARD - Heggerty										
340899785	101110410	K phonemic awareness - S Brackmann		423		0.00	79.99	4/23/20	10-1110-410-00-200	
						\$0.00	\$79.99	Heggerty		
BMO PROCUREMENT CREDIT CARD - Jewel										
341511157	102540411	Staff appreciation breakfast		423		0.00	16.75	4/23/20	10-2540-411-00-600	
						\$0.00	\$16.75	Jewel		
BMO PROCUREMENT CREDIT CARD - Menards										
340502208	202540410	Spray bottles for classroom cleaning		423		0.00	109.18	4/23/20	20-2540-410-00-601	
3450695937	202540410	credit		423		0.00	(8.09)	4/23/20	20-2540-410-00-601	
340695936	202540410	Terry towel 12 pack - cleaning		423		0.00	11.98	4/23/20	20-2540-410-00-601	
						\$0.00	\$113.07	Menards		
BMO PROCUREMENT CREDIT CARD - NASP										
339733089	10-2210-310-000-4932	Intermediate psy assessment - J Peters		423		0.00	95.00	4/23/20	10-2210-310-00-000-493200-301-152	
						\$0.00	\$95.00	NASP		
BMO PROCUREMENT CREDIT CARD - Spanisih.com										
341402648	101110310	Spanish online subscription - Laura K		423		0.00	9.99	4/23/20	10-1110-310-00-200	
						\$0.00	\$9.99	Spanisih.com		
BMO PROCUREMENT CREDIT CARD - USPS										
342537655	102630340	Postage		423		0.00	111.80	4/23/20	10-2630-340-00-600	
341402650	102630340	Postage		423		0.00	44.00	4/23/20	10-2630-340-00-600	
						\$0.00	\$155.80	USPS		
BMO PROCUREMENT CREDIT CARD - Walmart										
342299193	101110410	Science supplies - Cori Nelson		423		0.00	44.24	4/23/20	10-1110-410-00-200	
						\$0.00	\$44.24	Walmart		
							1,854.98	Payee Vendor Total		
CERES, INC										
	102560390	SASED reimb for January 2020		423		0.00	168.31	4/15/20	10-2560-390-00-600	
						0.00	168.31			
COMCAST										
	102660550	Digital adapter - 3/15-5/14/2020		423		0.00	8.44	4/23/20	10-2660-550-00-500	
						0.00	8.44			

ComplianceSigns

Open Accounts Payable List

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Winfield School District #34

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
90922	202540411	Bathroom sign		423	0000200294	0.00	8.50	4/23/20	20-2540-410-00-601	
90922	202540411	Bathroom sign		423	0000200294	0.00	19.00	4/23/20	20-2540-410-00-601	
						0.00	27.50			
Culligan of Wheaton										
10300	202540370	Water - Central School		423		0.00	89.00	4/23/20	20-2540-370-02-600	
10300	202540371	Water - Primary School		423		0.00	49.00	4/23/20	20-2540-370-01-600	
						0.00	138.00			
Direct Energy Business										
790041549956	202540467	Electric Central		423		0.00	5,374.79	4/23/20	20-2540-466-02-600	
800041563627	202540468	Electric Primary		423		0.00	1,513.48	4/23/20	20-2540-466-01-600	
						0.00	6,888.27			
DUPAGE FEDERATION ON HUMAN SERVICES REFORM										
5934	10-1200-310-000-4857	SST Interpering Purchase Srv		423		0.00	73.56	4/23/20	10-1200-310-000	
						0.00	73.56			
FIRST STUDENT										
135106	10-3000-310-000-4400	Timberlee -pick up		423		0.00	354.75	4/23/20	10-3000-310-00-000-440000-301-15	
133918	10-3000-310-000-4400	Timberlee - drop off		423		0.00	155.00	4/23/20	10-3000-310-00-000-440000-301-15	
						0.00	509.75			
Follett School Solutions Inc										
673214	102220430	Media Center Books		423		0.00	435.40	4/6/20	10-2220-430-00-201	
673214F	102220430	Media Center Books		423		0.00	144.98	4/23/20	10-2220-430-00-201	
						0.00	580.38			
Grainger										
9474914737	202540411	Termal Unit		423		0.00	39.98	4/23/20	20-2540-410-00-601	
9475329802	202540411	Manual motor starter		423		0.00	79.99	4/23/20	20-2540-410-00-601	
						0.00	119.97			
GUARDIAN PROTECTIVE SERVICES										
55066773	202540329	Security - Alarm monitoring basic sic		423		0.00	154.20	4/23/20	20-2540-329-00-600	
55066774	202540329	Security - remote		423		0.00	30.00	4/23/20	20-2540-329-00-600	
						0.00	184.20			
ILLINOIS MUNIC RET FUND										
11901	000005454	IMRF BOARD CONTRIBU.		99		0.00	1,096.31	4/15/20	50-481-454	
11901	000001454	I.M.R.F. employee		99		0.00	687.62	4/15/20	10-481-454	
11901	000005454	IMRF BOARD CONTRIBU.		99		0.00	1,500.01	4/15/20	50-481-454	
11901	000002454	I.M.R.F. employee		99		0.00	404.04	4/15/20	20-481-454	

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Winfield School District #34

Vendor Name									Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
11901	000005454	IMRF BOARD CONTRIBU.		99		0.00	365.77	4/15/20	50-481-454	
11901	000001454	IMRF Voluntary Addtl Cont		99		0.00	155.40	4/15/20	10-481-454	
							0.00	4,209.15		
METROPOLITAN LIFE INSURANCE COMPANY										
31553	000001456	D-E Dental Ins.-Employee Only		98		0.00	68.04	4/15/20	10-481-456	
31553	000002456	DD-C DENTAL Employer		98		0.00	56.68	4/15/20	20-481-456	
31553	000002456	LIFE INSURANCE		98		0.00	13.52	4/15/20	20-481-456	
31553	000001456	D-S Dental Ins.-EE + Spouse		98		0.00	108.24	4/15/20	10-481-456	
31553	000001456	DD-S DENTAL Employer		98		0.00	252.47	4/15/20	10-481-456	
31553	000001456	D-C Dental Ins.-EE + Children		98		0.00	91.56	4/15/20	10-481-456	
31553	000001456	DD-C DENTAL Employer		98		0.00	170.04	4/15/20	10-481-456	
31553	000002456	D-E Dental Ins.-Employee Only		98		0.00	11.34	4/15/20	20-481-456	
31553	000002456	DD-E DENTAL Employer		98		0.00	34.02	4/15/20	20-481-456	
31553	000001456	D-F Dental Ins.-EE + Family		98		0.00	117.32	4/15/20	10-481-456	
31553	000001456	DD-F DENTAL Employer		98		0.00	249.34	4/15/20	10-481-456	
31553	000001456	DD-E DENTAL Employer		98		0.00	204.12	4/15/20	10-481-456	
31553	000001456	LIFE INSURANCE		98		0.00	246.37	4/15/20	10-481-456	
31553	000002456	D-C Dental Ins.-EE + Children		98		0.00	30.52	4/15/20	20-481-456	
							0.00	1,653.58		
MURPHY ACE HARDWARE										
919774	202540410	Supplies Maintenance		423		0.00	19.31	4/23/20	20-2540-410-00-601	
919948	202540410	Gloves & vents		423		0.00	47.58	4/23/20	20-2540-410-00-601	
							0.00	66.89		
Nicor Gas										
March 2020	202540465	Heating Primary		423		0.00	303.00	4/23/20	20-2540-465-01-600	
March 2020	202540466	Heating Central		423		0.00	555.30	4/23/20	20-2540-465-02-600	
							0.00	858.30		
PEARSON ASSESSMENTS										
7698110	10-1200-410-000-4620	WPPSI-IV - Jessica Peters		423	0000200212	0.00	18.75	4/23/20	10-1200-410-00-000-462000-301	
							0.00	18.75		
SASED										
1002000710	402550331	Special Ed Transportation		423		0.00	1,060.65	4/23/20	40-2550-331-00-600	
1002000728	402550331	Special Ed Transportation		423		0.00	1,117.92	4/23/20	40-2550-331-00-600	
							0.00	2,178.57		
SPECIALIZED DATA SYSTEMS										
48844	10-2660-390-000-000	Hosting services		423		0.00	4,800.00	4/23/20	10-2660-390-00-500	

Open Accounts Payable List

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Winfield School District #34

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
48843	10-2660-390-000-000	Annual software support		423		0.00	4,695.00	4/23/20	10-2660-390-00-500
						0.00	9,495.00		
Sunrise Transportation									
8-19	402550331	Transportation 3/1-3/15/2020		423		0.00	2,876.68	4/23/20	40-2550-331-00-600
8-19	402550331	Transportation 3/16-3/31/2020		423		0.00	2,268.40	4/23/20	40-2550-331-00-600
						0.00	5,145.08		
TASC									
1731954	102310390	Admin fees - May 2020		423		0.00	148.26	4/23/20	10-2310-390-00-400
						0.00	148.26		
VILLAGE OF WINFIELD									
CFD20-0029	202540323	Fire Department 6" connection required		423		0.00	580.00	4/23/20	20-2540-323-00-601
	202540370	Water - Central School		423		0.00	164.66	4/23/20	20-2540-370-02-600
	202540371	Water - Primary School		423		0.00	99.74	4/23/20	20-2540-370-01-600
						0.00	844.40		
William V Mac Gill & Co									
0712403	102130410	Hand sanitizers		423	0000200284	0.00	119.80	4/23/20	10-2130-410-00-300
						0.00	119.80		
						<u>\$0.00</u>	<u>\$51,956.47</u>		Report Total

WINFIELD SCHOOL DISTRICT #34

MARCH 31, 2020

TREASURER'S REPORT

Chase Bank - GENERAL ACCOUNT

Checking Account #0306 Beginning Balance									\$511,411.91
Deposits And Additions									\$490,333.26
Checks Paid									-\$120,095.92
Electronic Withdrawals									-\$538,558.21
Chase Fee									-\$340.79
Checking Account #0306 Ending Balance									\$342,750.25
Outstanding Checks									\$67,361.49

Chase Bank - IMPREST ACCOUNT

Checking Account #9100 Beginning Balance									\$1,523.55
Deposits And Additions									\$1,066.45
Checks Paid									-\$265.00
Checking Account #0306 Ending Balance									\$2,325.00
Outstanding Checks									\$350.00

Investments: PMA

General Investment	10990-101								\$3,756,701.47
2005 BONDS TAXABLE	10990-203								\$200,488.40
Capital Account	10990-204								\$171,241.17

Consolidated Funds Cash and Investments

\$4,128,431.04

ISDLAF + LIQ Account - 10990-101

\$253,810.65

ISDMAX Fund

\$544,490.82

Certificate of Deposit, Maturing	1.650%	04/23/2020	\$247,100.00
Certificate of Deposit, Maturing	1.630%	04/23/2020	\$247,100.00
Certificate of Deposit, Maturing	1.710%	05/28/2020	\$246,700.00
Certificate of Deposit, Maturing	1.710%	05/28/2020	\$246,700.00
Certificate of Deposit, Maturing	1.978%	06/18/2020	\$245,900.00
Certificate of Deposit, Maturing	1.776%	06/18/2020	\$246,400.00
Certificate of Deposit, Maturing	1.865%	06/18/2020	\$246,200.00
Certificate of Deposit, Maturing	1.756%	06/18/2020	\$246,400.00
Certificate of Deposit, Maturing	1.713%	06/18/2020	\$246,500.00
Certificate of Deposit, Maturing	1.701%	06/18/2020	\$246,400.00
Certificate of Deposit, Maturing	1.700%	06/18/2020	\$246,500.00
Certificate of Deposit, Maturing	1.711%	06/18/2020	\$246,500.00

\$3,756,701.47

2005 BONDS TAXABLE 10990-203

ISDLAF + LIQ Account

\$487.07

ISDLAF + MAX Account

\$1.33

Certificate of Deposit, Maturing	1.651%	04/27/2020	\$200,000.00
----------------------------------	--------	------------	--------------

\$200,488.40

Capital Account 10990-204

ISDLAF + LIQ Account

\$171,198.72

ISDLAF + MAX Account

\$42.45

\$171,241.17

Fund Balance Report		Month To Date		Year To Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start Of Year	Current
10	Education Fund	\$339,812.42	\$65,298.41	\$2,883,246.67	\$2,611,667.94	-\$271,578.73	\$3,086,733.91	\$2,815,155.18
20	Oper, Build, Maint Fund	\$44,463.11	\$333.64	\$435,993.83	\$326,901.45	-\$109,092.38	\$515,133.75	\$406,041.37
30	Debt Service Fund Or Fund Group	\$0.00	\$0.36	\$997,253.99	\$525,452.88	-\$471,801.11	\$669,925.19	\$198,124.08
40	Transportation Fund	\$5,183.64	\$0.38	\$51,003.12	\$40,802.83	-\$10,200.29	\$590.23	-\$9,610.06
50	I.M.R.F. / Soc. Sec. Fund	\$12,109.93	\$1,394.40	\$102,966.89	\$133,324.42	\$30,357.53	\$338,502.22	\$368,859.75
60	Capital Projects Fund Or Fund Group	\$3,762.50	\$130.66	\$38,174.08	\$75,004.12	\$36,830.04	\$134,411.13	\$171,241.17
70	Working Cash Fund	\$0.00	\$293.64	\$0.00	\$9,526.63	\$9,526.63	\$453,363.96	\$462,890.59
99	Miscellaneous	\$2,327.95	\$0.00	\$10,707.93	\$4,171.84	-\$6,536.09	-\$371.19	-\$6,907.28
		\$407,659.55	\$67,451.49	\$4,519,346.51	\$3,726,852.11	-\$792,494.40	\$5,198,289.20	\$4,405,794.80

Douglas J. Ellis
Treasurer

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: Freedom of Information Requests

Recommendation:

The following Freedom of Information/Open Meetings Act request was received. See attached response.

SMART Local 265

WINFIELD SCHOOL DISTRICT 34

Winfield Primary
School Winfield
Central School

0S150 Winfield Road, Winfield, IL 60190
0S150 Park Street, Winfield, IL 60190

Jen Weeks
SMART Local 265
Email: Jen@smart265.org
Direct Line: (630) 668-0110 ext.11

RE: Freedom of Information Act Request

April 6, 2020

Dear Ms. Weeks:

Thank you for contacting Winfield School District 34 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. for commercial purposes.

On April 3, 2020, you requested information relating to the invoices, names and contact information of contractors and/or subcontractors that have been awarded and/or assigned work to be performed at any location owned, rented or leased by your taxing body over the past 12 months, which include the following scope.

- HVAC (heating, air conditioning, ventilation)
- Exhaust systems
- HVAC maintenance work and/or maintenance agreements
- Architectural metals, used for weatherproofing and/or ornamental purposes
- New installation and/or replacement of lockers
- Kitchen Renovations

In response to the above request: the invoices and contracts are attached.

Your request is hereby granted within the mandatory five working days response time.

If you have any further questions, feel free to contact me.

Thank You.

Kim Regalado

FOIA Officer



ARTLIP AND SONS, INC.

230 South Broadway Aurora, IL 60505

Phone 630-896-1560 Fax 630-896-1198

COMMERCIAL INDUSTRIAL RESIDENTIAL

MAR 11 2020

CONTRACT INVOICE

BILL TO:	CUSTOMER:	DATE:
WI4973 WINFIELD SCHOOL DISTRICT 34 0S150 WINFIELD ROAD WINFIELD IL 60190	WI4973 WINFIELD SCHOOL DISTRICT 34 0S150 WINFIELD ROAD WINFIELD IL 60190	03/11/20
JOB NAME: WINFIELD SCHOOL DISTRICT 34	JOB # G3674	INVOICE # 0009213
03/11/20		
Original Contract Amount:	47,889.00	
Net Change Orders:	0.00	
Total Contract Amount:	47,889.00	
Total Billed To Date:	23,944.50	
Retainage To Date		
Description		
3 YEAR MAINTENANCE AGREEMENT FOR HEATING AND COOLING EQUIPMENT 3RD OF 6 BILLING		
2025403.23		
Billing Amount:		7,981.50
Less Retainage:		
Net Amount Due:		7,981.50

MAR 24 2020

THIS INVOICE IS SUBJECT TO A FINANCE CHARGE OF 1.5 PER MONTH, ANNUAL PERCENTAGE OF 18 WHICH IS ALLOWED BY LAW ON ALL BALANCES OVER 30 DAYS PAST DUE. PURCHASER AGREES TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0197459
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

FEB 18 2020

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 02/14/2020
Serviced: 02/06/2020

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
137	LABOR	139.00	3.00		417.00

MSale
2/18/2020

FEB 27 2020

Total Due: 417.00

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0196807

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 12/09/2019
Serviced: 11/25/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	CSC3004 VAV CONTROL	490.85	2.00	EA	981.70
1000	2372502 HIGH PRESSURE SELEC	107.68	3.00	EA	323.04
1000	2350501 REVERSING RELAY	217.95	2.00	EA	435.90
1000	VIIHAA PNEUMATIC EP VALVE	318.28	1.00	EA	318.28
108	LABOR	139.00	11.50		1,598.50
137	LABOR	139.00	11.00		1,529.00

JAN 23 2020

202540323

Total Due: 5,186.42

Find pneumatic leaks cause
air compressor to continuously
run.

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505
REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Quality Service by Craftsman Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

24 HOUR SERVICE
HOT & COLD LINE
(630) 956-1500

196801

DATE 11/25/2019

CODE CB

SD
SM
①
RD

BILL TO

NAME Winfield SP#34
STREET
CITY STATE ZIP
MAKE MODEL SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

11/25 Shut all equipment down so I can find all leaks. Go through compressor old section of School and leaks at all fobby and basehubs. Find 7 Pneumatic leaks. Saw small, saw large. Get parts to repair leaks. Will return ASAP to repair.
11/26 Return with parts to repair leaks. Replace all pneumatic controls that are leaky. Check out pneumatic compressor when complete. Unit is now cycled. We should be. System OK.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	

PARTS	AMOUNT
LABOR	3,127.50

FUEL CHARGE	AMOUNT
	5186.42

SERVICED BY: Jimmy 0108 + Jimmy 0137

TERMS - NET DUE ON COMPLETION

TOTAL AMOUNT DUE \$ 5186.42

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Disposal			
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Disposal			
Equipment			
Charged out Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disposal			

WE AUTHORITY TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE, IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL ALL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE RESPONSIBLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL. THE BUYER SHALL PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS LITIGATED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOMERS SIGNATURE

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0196497
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 12/09/2019
Serviced: 12/02/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
118473	COUPLER	78.47	1.00	EA	78.47
137	LABOR	139.00	2.50		347.50

JAN 23 2020

ASL 11/11/19

Total Due: 425.97

Pump Coupler

ATTN# 1

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 996-1560

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

196497

DATE 12/2/19

CODE OS

SD Mo
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

COMMERCIAL INDUSTRIAL RESIDENTIAL

NAME

Winfield Center

STREET

PHONE

CITY

STATE

ZIP

MAKE

MODEL

SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

12/2 Pump Coupler Bad. repaired works 35 with B3G 118473. ops up ok.

ENVIRONMENTAL CHECK LIST

Refrigerant

Type Refig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned to This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____

Equipment

Charged out Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disassembled Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

WE HAVE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY REFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE LIABLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. I AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (1 1/2% ANNUAL RATE) will be imposed (where applicable).

STOMERS SIGNATURE

SERVICED BY: Jimmy F #137

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR 2 1/2	
FUEL CHARGE	
TOTAL AMOUNT DUE	\$425.97

TERMS: NET 30 ON COMPLETION

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

DEC 05 2019

Invoice: 0196493

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 11/29/2019
Serviced: 11/25/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
118473	COUPLER	78.47	1.00	EA	78.47
137	LABOR	139.00	1.50		208.50

DEC 12 2018

202540323

Total Due: 286.97

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 898-1880

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

196493

SERVICE INVOICE

DATE 11/25/19

CODE CS

SD _____
SM _____
APR

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME Winfield Primary
STREET _____
CITY _____ STATE _____ ZIP _____

PHONE _____

MAKE _____ MODEL _____ SERIAL NUMBER _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

Pump coupler bad on perimeter heating boiler room. changed coupler and test. All ok at this time

ENVIRONMENTAL CHECK LIST

Refrigerant

Type Refrig	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Non-Useable Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____

Equipment

Charged out Or Replaced Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

WE HAVE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (13% ANNUAL RATE) will be imposed (where applicable).

CUSTOMERS SIGNATURE _____

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING _____

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	<u>208.50</u>
FUEL CHARGE	
TOTAL AMOUNT DUE	<u>\$ 286.97</u>

SERVICED BY: Jimmy E #137

TERMS: NET DUE ON COMPLETION

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0196938

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

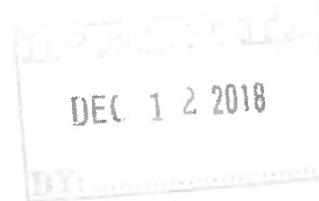
Invoice Date: 11/13/2019

Serviced: 10/30/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
108	LABOR	139.00	1.50		208.50
137	LABOR	139.00	1.50		208.50

202540323



Total Due: 417.00

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AUBORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(830) 896-1560

REFRIGERATION AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

196938

DATE 10/30/2019

CODE OS

SD MD
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

Set up discharge air
trap for locker room
ventilation system

(None)

ENVIRONMENTAL CHECK LIST

Item	Yes	No	Qty
Type Refrig Recovered	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____
Recycled	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____
Reclaimed	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____
Returned To This System	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____
Disposal	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____
Non-Useable	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____
Disposal	<input type="checkbox"/>	<input type="checkbox"/>	Qty _____

ENVIRONMENTAL CHECK LIST
Refrigerant

Disposal

Equipment

Charged out Yes No

Or Replaced Yes No

Dismantled Yes No

Refrigerant Yes No

Disposal Yes No

AVI AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE LIABLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THE BUYER SHALL BE RESPONSIBLE FOR ALL COSTS AND REASONABLE ATTORNEY'S FEES INCURRED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (Where applicable).

BILL TO

NAME Winfield SD #34

STREET _____ PHONE _____

CITY _____ STATE _____ ZIP _____

MAKE _____ MODEL _____ SERIAL NUMBER _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

DATE 10/30

Over the summer we were able to get MVA system for boys/girls locker room going we were unable to set discharge air trap because it was too hot out. Get gung and set da trap to DOE.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SERVICED BY: Jimmy @ 108 + Jimmy @ 1B7

TERMS NET DUE ON COMPLETION

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR <u>3</u>	<u>417.00</u>
FUEL CHARGE	
TOTAL AMOUNT DUE	<u>\$417.00</u>

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

RECEIVED
NOV 30 2019

Invoice: 0196937

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 11/13/2019
Serviced: 10/30/2019

Invoice Details					
Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
108	LABOR	139.00	2.50		347.50

202540323

RECEIVED
DEC 12 2018
BY:

Total Due: 347.50

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 996-1500

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Qualify Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

196937

DATE 10/30/2019

CODE OS

SD MPB
SM RD

VISA/MC CASH/CHECK

No. _____ S/C _____

EXP. _____

AMOUNT PAID \$ _____

Set up burner on boiler #2
Intermediate School

(MPB)

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned to This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Equipment		
Charged out	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disposal			

WE HAVE AUTHORITY TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY COMPLETED. AS OUTLINED ABOVE, IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. WE AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMERS SIGNATURE _____

NAME Winfield SP#34
STREET _____ PHONE _____
CITY _____ STATE _____ ZIP _____

MAKE _____ MODEL _____ SERIAL NUMBER _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

10/30 While doing heating P.M. and checking controls found on boiler #2 burner badly burns off @ high fire but very bad low fire when we did P.M. we cleaned combustion fan wheels, when clean unit wasn't burning properly. Go through + Set up combustion through the complete firing range. Unit now burning clean. OK for season.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR GUARANTEE - The labor charges as recorded here relative to the equipment serviced are noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING _____

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	

PARTS 2/2

LABOR 317.50

FUEL CHARGE _____

TERMS (NET DUE ON COMPLETION)

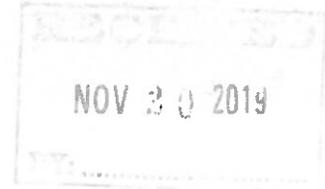
TOTAL AMOUNT DUE \$ _____

SERVICED BY: Jimmie @ 108

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0196940
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

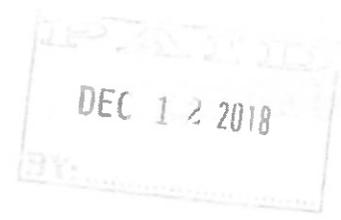
Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 11/13/2019
Serviced: 10/31/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
6699470	RIB24P 20A 24V DPDT RELAY	87.58	1.00	EA	87.58
108	LABOR	139.00	1.75		243.25

202540323



Total Due: 330.83

Replace DPT

Snake relay on

coil #1

(Intermarket School)

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(830) 596-1550

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

196940

SERVICE INVOICE

DATE 10/6/2019

CODE CB

SD INV
SM RD

VISA/MC CASH/CHECK

No. _____ S/C _____

EXP. _____

AMOUNT PAID \$ _____

ITEM UNIT PRICE

RibZUP 24V 87.58

DPT Relay

Ass Test parts

ENVIRONMENTAL CHECK LIST

Refrigerant

Type Refrig Recovered Yes No Qty _____

Recycled Yes No Qty _____

Reclaimed Yes No Qty _____

Returned to This System Yes No Qty _____

Disposal Yes No Qty _____

Non-Useable Disposal Yes No Qty _____

Equipment Charged out Yes No

Or Replaced Dismantled Refrigerant Yes No

Disposal Yes No

WE HAVE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY COMPLETED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL REMAIN RESPONSIBLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE RESPONSIBLE TO PAY ALL COSTS AND DAMAGES RESULTING FROM THE REMOVAL THEREOF. THIS AGREEMENT IS IN FULL PAYMENT OF ANY AND ALL DAMAGES INCURRED BY THE BUYER PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMER'S SIGNATURE _____

BILL TO

NAME Winfield SD#34

STREET PHONE

CITY STATE ZIP

MAKE MODEL SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DATE 10/31

DESCRIPTION OF WORK PERFORMED

Wound down heavily PM. Ford snake relay for boiler is mechanically damaged. The outer case has fallen off. Install and wire in replacement. Unit operational when complete.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
PARTS	
LABOR	243.75
FUEL CHARGE	
TOTAL AMOUNT DUE	\$ 330.83

SERVED BY: Jimmy Q108

TERMS: NET DUE ON COMPLETION

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0196939
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

RECEIVED
NOV 30 2019

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 11/13/2019
Serviced: 10/31/2019

Invoice Details						
Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price	
79	3/4 X 1/2 AIR VENT	168.92	1.00	EA	168.92	
108	LABOR	139.00	1.25		173.75	

202540323

DEC 1 2 2018

Total Due: 342.67

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(930) 896-1580

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Quality Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

196939

SERVICE INVOICE
DATE 10/31/2019

CODE CS

SD MB
SM RD

VISA/MC CASH/CHECK

No. _____
EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME: Whitfield SD # 34
STREET: _____ PHONE: _____
CITY: _____ STATE: _____ ZIP: _____

MAKE: _____ MODEL: _____ SERIAL NUMBER: _____
CITY: _____ STATE: _____ ZIP: _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

10/31 Found out air bleeder leaky water. Take off + clear out it still leaks. Isolate + voice off piping. Remove faulty bleeder. Install new bleeder and pipe to operator, all ok now.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	173.75
FUEL CHARGE	

SERVICED BY: Jimmy O'Driscoll

TERMS: NET DUE ON COMPLETION

TOTAL AMOUNT DUE \$ 342.67

Replace automatic
air bleeder
-Baker System
Intermedat School

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Equipment			
Charged out	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

WE AUTHORIZE TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL ALL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. SHE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

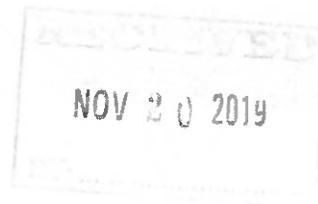
FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOMERS SIGNATURE _____

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0196936
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

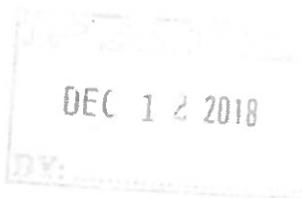
Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 11/13/2019
Serviced: 10/30/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
2098221	3JE SLEEVE	13.60	1.00	EA	13.60
108	LABOR	139.00	3.50		486.50
137	LABOR	139.00	1.50		208.50

202540323



Total Due: 708.60

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1560

REFRIGERATION AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

1969936

SERVICE INVOICE

DATE 10/30/2019

CODE C9

SD MB
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

White dog PM notice
RTU #2 not able
to make hot air

AN.	ITEM	UNIT PRICE	PRICE
	3TE Sleeve		1360

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Equipment			
Charged out	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

BILL TO
NAME Winfield SD#34
STREET
CITY STATE ZIP
PHONE

MAKE _____ **MODEL** _____ **SERIAL NUMBER** _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

10/30 See discharge air on RTU #2 below 67°F when it should be almost 80°F. Check the valve above boys bathroom on 2nd floor, verify that coil is not air locked. All ok. Find cover to be faulty 3TE copper/sleeve between pump + motor. Will get and install ASAP.

10/31 Return to job when sleeve take apart pump assy. Find old sleeve frayed and hubs that hold sleeve & loose. Take apart and re-fashion hubs to properly assy + motor.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

Install new sleeve. Check operation when complete. All ok now.

SERVICED BY: Jimmie 108 + Jimmie 137

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR 5	695.00
FUEL CHARGE	
TOTAL AMOUNT DUE	\$708.60

STOMERS SIGNATURE _____



ARTLIP AND SONS, INC.

230 South Broadway Aurora, IL 60505

Phone 630-896-1560 Fax 630-896-1198

NOV 13 2019

COMMERCIAL INDUSTRIAL RESIDENTIAL

CONTRACT INVOICE

BILL TO:	CUSTOMER:	DATE:
WI4973 WINFIELD SCHOOL DISTRICT 34 0S150 WINFIELD ROAD WINFIELD IL 60190	WI4973 WINFIELD SCHOOL DISTRICT 34 0S150 WINFIELD ROAD WINFIELD IL 60190	11/04/19
JOB NAME: CENTRAL SCHOOL	JOB # G3749	INVOICE # 0009105

11/04/19

Original Contract Amount:	4,735.00
Net Change Orders:	0.00
Total Contract Amount:	4,735.00
Total Billed To Date:	4,735.00

Retainage To Date

Description

PROVIDE AND INSTALL EXHAUST FANS IN THE MEN AND MOMENS REST ROOMS AT CENTRAL SCHOOL

THANK YOU

602530314

DEC 12 2018

Billing Amount:	4,735.00
Less Retainage:	
Net Amount Due:	4,735.00

THIS INVOICE IS SUBJECT TO A FINANCE CHARGE OF 1.5 PER MONTH, ANNUAL PERCENTAGE OF 18 WHICH IS ALLOWED BY LAW ON ALL BALANCES OVER 30 DAYS PAST DUE. PURCHASER AGREES TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

OCT 20 2019

Invoice: 0196319

Location: WI4973 1 1

Page 1 of 1

WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 10/25/2019

Serviced: 10/16/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
111040	B&G PUMP MOTOR 1/4	1,051.43	1.00	EA	1,051.43
108	LABOR	139.00	5.25		729.75

NOV 1 2018

202540323

Total Due: 1,781.18

Pump not running
in boiler room
basement

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1560

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

196319

SERVICE INVOICE

DATE 10/16/2019

CODE B

SD
SM  RD

VISA/MC CASH/CHECK

No. _____ S/C _____

EXP. _____

AMOUNT PAID \$ _____

BILL TO

COMMERCIAL INDUSTRIAL RESIDENTIAL

NAME

Wm field SD #34

STREET

PHONE

CITY

STATE

ZIP

MAKE

MODEL

SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

DATE

10/16 Arrive on job + Blake shows me pump that's not working. Check over pump/leg and find motor is faulty. Locate replacement. Will PID and return and install asap.

10/17 Return to job with pump motor. Remove faulty motor. Install new motor, a train coupler and wire in. Power up pump + check operation.

Eventually get warm water back to pumps. Classrooms now have heat. Also go + check on proxy assy in other basement boiler

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 90 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

room. Lubricate pumps in basement.
All is ok now.

SALE ITEM AMOUNT

RESIDENTIAL DIAGNOSTIC FEE

RESIDENTIAL FLAT RATE

PARTS

LABOR 5 1/4

729.75

FUEL CHARGE

TOTAL AMOUNT DUE \$ 1781.18

ENVIRONMENTAL CHECK LIST

Refrigerant

Type Refrig Recovered Yes No Qty _____

Recycled Yes No Qty _____

Reclaimed Yes No Qty _____

Returned To This System Yes No Qty _____

Non-Useable Disposal Yes No Qty _____

Equipment

Changed out Or Replaced Yes No

Dismantled Refrigerant Yes No

Disposal _____

NAME AUTHORITY TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL THE PAYMENT IS MADE AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES - Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOMERS SIGNATURE

SERVED BY: Jimmy @108

TERMS NET DUE ON COMPLETION

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0195911

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

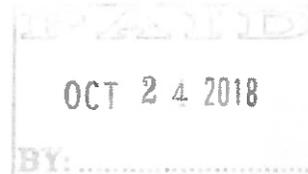
Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190



Invoice Date 09/19/2019
Serviced: 09/11/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
108	LABOR	139.00	11.50		1,598.50
108	LABOR - NO CHARGE		2.50		



Total Due: 1,598.50

Troubleshoot Ventell IFV

Fans on Trane

RTU's

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1550

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

195911

DATE 8/30/2019

CODE CS

SD
SM

①②
RD

VISAMC CASH/CHECK

No. _____

EXP. _____ SIC _____

AMOUNT PAID \$ _____

BILL TO

COMMERCIAL INDUSTRIAL RESIDENTIAL

NAME

Winfield SD#34

STREET

PHONE

CITY

STATE

ZIP

MAKE

MODEL

SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

8/30 Begin troubleshooting Trane RTU's with faulty IFV's.

9/4 Continue troubleshooting IFV's

9/6 Continue troubleshooting IFV's

9/11 Return + finish troubleshooting. Get a parts list complete and will give to Jay so it can be quoted for repairs.

RTU-C / Needs VVM Board

RTU-D / Needs Igv actuator

RTU-A / Needs Igv actuator, Static Pressure Transducer

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR GUARANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
PARTS	
LABOR	11 hrs 1598.50
FUEL CHARGE	

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Non-Useable Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Equipment			
Charged out Or Replaced Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disassembled Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

WE HAVE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. BUYER TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS NOTICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMER SIGNATURE

SERVICED BY: Jimmy @ 108

TERMS NET DUE ON COMPLETION

TOTAL AMOUNT DUE \$

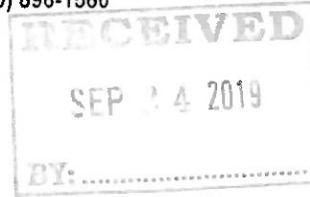
Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0196299
Page 1 of 1

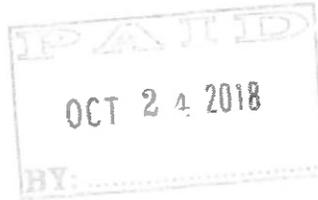
Location: WI4973 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190



Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 09/20/2019
Serviced: 09/13/2019

Invoice Details					
Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
108	LABOR	139.00	5.00		695.00



202540323
Transferred
TO
602530314
Lower Room
Renovations

Total Due: 695.00



ARTLIP AND SONS, INC.

230 South Broadway Aurora, IL 60505

Phone 630-896-1560 Fax 630-896-1198

COMMERCIAL INDUSTRIAL RESIDENTIAL

CONTRACT INVOICE

BILL TO:	CUSTOMER:	DATE:
WI4973 WINFIELD SCHOOL DISTRICT 34 0S150 WINFIELD ROAD WINFIELD IL 60190	WI4973 WINFIELD SCHOOL DISTRICT 34 0S150 WINFIELD ROAD WINFIELD IL 60190	09/30/19
JOB NAME: WINFIELD INTERMEDIATE SCHOOL	JOB # G3715	INVOICE # 0009063

09/30/19

Original Contract Amount:	6,420.00
Net Change Orders:	0.00
Total Contract Amount:	6,420.00
Total Billed To Date:	6,420.00

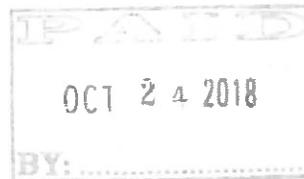
Retainage To Date

Description

PROVIDE AND REPLACE THE MIXED AIR DAMPERS IN THE AAON UNIT FOR THE 2ND FLOOR

THANK YOU

202540323



Billing Amount:	6,420.00
Less Retainage:	
Net Amount Due:	6,420.00

THIS INVOICE IS SUBJECT TO A FINANCE CHARGE OF 1.5 PER MONTH, ANNUAL PERCENTAGE OF 18 WHICH IS ALLOWED BY LAW ON ALL BALANCES OVER 30 DAYS PAST DUE. PURCHASER AGREES TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.



ARTLIP AND SONS, INC.

230 South Broadway Aurora, IL 60505

Phone 630-896-1560 Fax 630-896-1198

COMMERCIAL INDUSTRIAL RESIDENTIAL

CONTRACT INVOICE

BILL TO:	CUSTOMER:	DATE:
WI4973 WINFIELD SCHOOL DISTRICT 34 OS150 WINFIELD ROAD WINFIELD IL 60190	WI4973 WINFIELD SCHOOL DISTRICT 34 OS150 WINFIELD ROAD WINFIELD IL 60190	08/16/19
JOB NAME: WINFIELD SCHOOL DISTRICT 34	JOB # G3674	INVOICE # 0009027

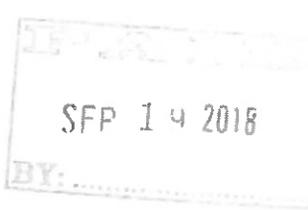
08/16/19

Original Contract Amount:	47,889.00
Net Change Orders:	0.00
Total Contract Amount:	47,889.00
Total Billed To Date:	15,963.00
Retainage To Date	

Description

3 YEAR MAINTENANCE AGREEMENT
FOR HEATING AND COOLING
EQUIPMENT
2ND OF 6 BILLINGS

202540323



**SATISFIED?
WRITE A REVIEW!**

FACEBOOK GOOGLE

Billing Amount:	7,981.50
Less Retainage:	
Net Amount Due:	7,981.50

THIS INVOICE IS SUBJECT TO A FINANCE CHARGE OF 1.5 PER MONTH, ANNUAL PERCENTAGE OF 18 WHICH IS ALLOWED BY LAW ON ALL BALANCES OVER 30 DAYS PAST DUE. PURCHASER AGREES TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

Service Work Order Invoice

ARTLIP & SONS

230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0195912

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

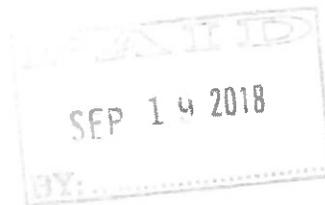
Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 08/30/2019
Serviced: 08/23/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
108	LABOR	139.00	5.75		799.25



Total Due: 799.25

*Very Harold
In Luncheon Room / Expa*

ARTLIP AND SONS, INC.
230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(830) 888-1550

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Quality Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

195912

SERVICE INVOICE
DATE *8/23/2019*

CODE *GS*

SD *RD*
SM

NAME *Winfield SD #314*

STREET CITY STATE ZIP

MAKE MODEL SERIAL NUMBER

DATE

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

8/23 Check out 2 RTU's that serve Luncheon room gym area. Go through. At settings on units. New one set to roughly 80% set it to 10% min on. Set evaporator to "D" setting to have stricter settings for programming go thru controls and set up occupancy and check conty. Units should be good to go.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR GUARANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR <i>5 3/4</i>	<i>828.00</i>
FUEL CHARGE	<i>799.25</i>
TOTAL AMOUNT DUE	<i>1627.25</i>

ENVIRONMENTAL CHECK LIST

Refrigerant		QTY
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal		
Non-Useable	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal		
Equipment		
Changed out Or Replaced	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	

WE AUTHORIZE TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMERS SIGNATURE

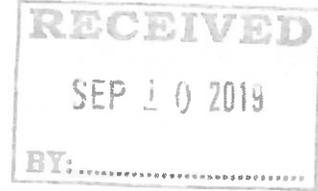
Jimmy Olds

TOTAL AMOUNT DUE \$ *1627.25*

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0195910
Page 1 of 1

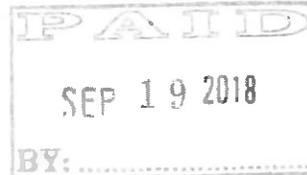
Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 09/05/2019
Serviced: 08/30/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
266	LABOR	139.00	7.50		1,042.50
108	LABOR	139.00	4.00		556.00



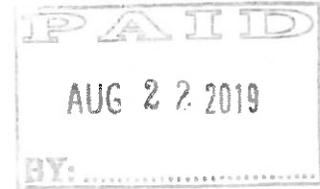
6025-30314

Total Due: 1,598.50

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0195877
Page 1 of 1

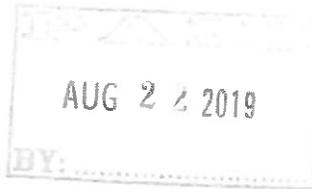
Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date 07/29/2019
Serviced: 07/16/2019

Invoice Details						
Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price	
1000	REPAIR WATER PIPING IN CEILI LABOR AND MATERIAL	1,290.00	1.00	EA	1,290.00	

202540323



Total Due: 1,290.00

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1580

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Quality Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

*Repair Water Piping
in Ceiling
Primary School*

QUAN.	ITEM	UNIT PRICE	PRICE
30'	1 1/8" Copper		
30'	Insulation		
1	Roll Tape		
1	1" MOT Adhesive		
2	Insulps w/stop		
2	Curby w/stop		

ENVIRONMENTAL CHECK LIST

Refrigerant			
1	Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
2	Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
3	Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
4	Returned to This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
5	Non-Useable Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Equipment			
6	Charged out Or Replaced	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Disassembled Refrigerant	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Disposal		

I HAVE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FINAL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. I AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMERS SIGNATURE _____

BILL TO
NAME: Winfield SD #34
STREET: _____ PHONE: _____
CITY: _____ STATE: _____ ZIP: _____
MAKE: _____ MODEL: _____ SERIAL NUMBER: _____
DATE: 7/16/2011

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED
7/16
Cut out leaking portion of galvanized piping. Cut out as much of ceiling as was possible to get piping and install new piping copper in ceiling and pre press joints. Re fill system & check for leaks. All is ok. Invoice prepared. The one put in quote. All ok now.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.
UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SERVICED BY: Jimmy #108

TERMS: NET DUE ON COMPLETION

DATE: 7/16/2011
CODE: CS
SD: RD
SMI: _____

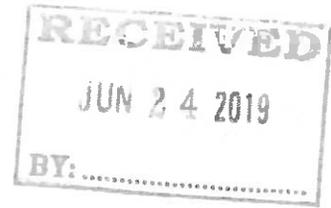
VISAMC CASH/CHECK
No. _____
EXP. _____ S/C _____
AMOUNT PAID \$ _____

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	
FUEL CHARGE	
TOTAL AMOUNT DUE	\$ 1290.00

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0195307

Location: WI4973 1 1

Page 1 of 1

WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

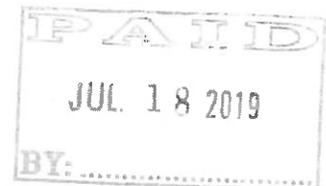
Invoice Date: 06/17/2019

Serviced: 06/03/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	1" REPAIR COUPLING	14.50	1.00	EA	14.50
108	LABOR	139.00	4.25		590.75

202540323



Total Due: 605.25

Water leak in room #107 primary school

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505
REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
COMMERCIAL INDUSTRIAL RESIDENTIAL

24 HOUR SERVICE
HOT & COLD LINE
(930) 896-1560

195307

DATE 6/3/2019

QTY	ITEM	UNIT PRICE	PRICE
1	1" repair clamp		1450

BILL TO: NAME Winfield SD # 34
STREET
CITY STATE ZIP
MAKE MODEL SERIAL NUMBER

CODE B
SD MJP
SM RJD
VISA/MC CASH/CHECK

ENVIRONMENTAL CHECK LIST

Refrigerant		QTY
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Non-Useable Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Equipment		QTY
Charged out Or Replaced	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Dismantled Refrigerant	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____

WARRANTY SERVICE AGREEMENT CONTRACT

DATE _____ DESCRIPTION OF WORK PERFORMED

AMOUNT PAID \$ _____
No. _____
EXP. _____ S/C _____

Go out to school get in class and there is a lot of water coming through ceiling. Make sure hooks to locate leaks find hole in galvanized pipe spray 2 above ceiling. Blake shuts off water and I go get a repair couple. Return + install copy, then water back on. Take into so we can quote a permanent repair of pipe. It failed in the middle. will quote replacement of 50' section of pipe.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR GUARANTEE - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

pipe.

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR 4 1/4	590.75
FUEL CHARGE	
TOTAL AMOUNT DUE	\$ 685.25

SERVICED BY: Jimmy #108

CUSTOMERS SIGNATURE

TERMS: NET DUE ON COMPLETION

TOTAL AMOUNT DUE \$ 685.25

DATE 6/3/2019

Service Work Order Invoice

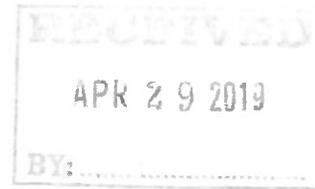
ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0194776

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

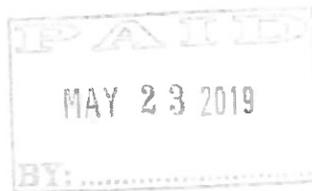


Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date 04/26/2019
Serviced: 04/15/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	750D312 PRESSURE TRANSDUCER	213.34	1.00	EA	213.34
1000	860D30 PRESSURE TRANSDUCER	546.68	1.00	EA	546.68
42BF35AJ	CONTACTOR 30A 3P 24V	41.80	1.00	EA	41.80
1000	6161225 AUX SWITCH	19.72	1.00	EA	19.72
100	MISC. MATERIAL	5.00	1.00	EA	5.00
108	LABOR	139.00	4.75		660.25



202540323

Total Due: 1,486.79

RTU #1 Exhaust
 always running

Intermediate School

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
 AURORA, IL 60505

REFRIGERATION, AIR CONDITIONING, HEATING
 VENTILATION AND SHEET METAL
Quality Service by Craftsmen Who Care
 COMMERCIAL INDUSTRIAL RESIDENTIAL

24 HOUR SERVICE
 HOT & COLD LINE
 (630) 896-1960

194776

DATE 4/2/2019

CODE *CB*

SD *MR*
 SM *RD*

VISA/MC CASH/CHECK

No. _____

EXP. _____ SIC. _____

AMOUNT PAID \$ _____

AN.	ITEM	UNIT PRICE	PRICE
	750P-312		213.34
	Pressure transducer		
	860P-56 Pressure		546.68
	transducer		
	3P 30A 24 V		418.00
	Contractor		
	AVX set of contacts		1972
	Miss. Wrg Nuhn thrs		5.00

ENVIRONMENTAL CHECK LIST

Refrigerant		QTY
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Non-Useable Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____

WE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY COMPLETED, IS OBTAINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ALL EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL ALL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE RESPONSIBLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THIS AGREEMENT SHALL BE VOID IF THIS INVOICE IS NOT SIGNED AND RETURNED TO THE SELLER WITHIN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

OWNER'S SIGNATURE _____

BILL TO

NAME Whfield SD # 34
 STREET
 CITY STATE ZIP

MAKE MODEL SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

4/2 End communication board for BAS always powering exhaust relay for RTU #1, Find pressure sensor reading .244"wc. This is not really happening. Will replace pressure sensor + check out after. Order new sensors.

4/5 Return + new pressure sensors (transducers). Replace sensor for VFD for control and building pressure sensor for RTU #1. Also replace exhaust fan contractor and aux relay contacts. Wtg is enough + test. Pressure sensor now ready comply.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR GUARANTEE - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

and BAS is not locking on Exhaust relay. Unit now operating normally.

SERVED BY: Jimmy 0108

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	

PARTS

LABOR 4 3/4 6600.25

FUEL CHARGE

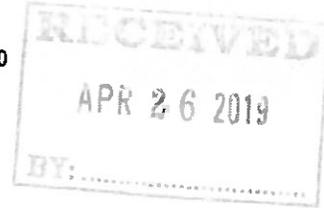
TOTAL AMOUNT DUE \$ 1486.79

TERMS: NET DUE ON COMPLETION

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0194784

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

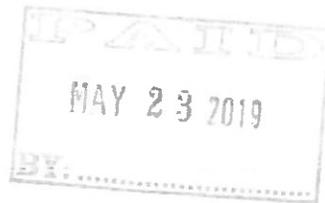
Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date 04/22/2019
Serviced: 04/15/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	COMPRESSOR OIL 150	63.98	2.00	EA	127.96
1000	OIL FILTER	23.50	2.00	EA	47.00
108	LABOR	139.00	2.00		278.00



Total Due: 452.96

Oil Change + oil filter

Air Compressor for Intermediate School

Pneumatics

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505
REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Quality Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1500

194784

DATE 4/15/2019

SD MD
SM RD

CODE CB

AN.	ITEM	UNIT PRICE	PRICE
2	Gallons Quincy Oil		127.96
2	Oil filters		47.00

ENVIRONMENTAL CHECK LIST

Refrigerant		QTY	QTY
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____
Non-Useable	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____	QTY _____

ANY AUTHORITY TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED AS OBTAINED ABOVE, IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE LIABLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THE BUYER SHALL PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS NOT PAID IN FULL BY THE DATE OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOMERS SIGNATURE

BILL TO NAME Winfield SD #34

STREET STATE ZIP

CITY MAKE MODEL SERIAL NUMBER

DATE 4/15

DESCRIPTION OF WORK PERFORMED

Air Compressor for Intermediate was running very bad previously. Dory another oil change quickly since oil was in poor shape previously. Replace oil filter and oil. Run unit + check operation when done. All ok now, unit runs long cycles but ok.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR GUARANTEE - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SERVED BY: Jimmy 0108

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR 2	278.00
FUEL CHARGE	
TOTAL AMOUNT DUE	452.96

TERMS: NET DUE ON COMPLETION

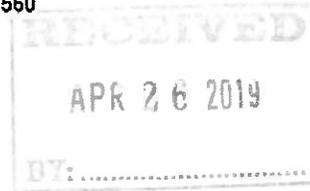
Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0194669
Page 1 of 1

Location: WI4973 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

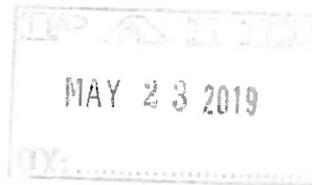


Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date 04/22/2019
Serviced: 04/09/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
119	LABOR	139.00	2.50		347.50



Total Due: 347.50

10 AC OFFICE

Primary School

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1560

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

194669

DATE 4/9/19

CODE CS

SD MB
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME Winfield School

STREET _____

PHONE _____

CITY _____

STATE _____

ZIP _____

MAKE TRAVIS

MODEL _____

SERIAL NUMBER _____

DATE _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

*Found with compressor operating backwards
Changed wires to compressor - operating
Environment change on*

ENVIRONMENTAL CHECK LIST

Refrigerant

Type Refrig Recovered Yes No QTY _____

Recycled Yes No QTY _____

Reclaimed Yes No QTY _____

Returned to This System Yes No QTY _____

Disposal Non-Useable Yes No QTY _____

Equipment

Charged out Or Replaced Dismantled Refrigerant Disposal Yes No

WE HAVE AUTHORITY TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY COMPLETED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE RESPONSIBLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THE BUYER TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

CHARGE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STEWART'S SIGNATURE _____

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR GUARANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR <u>2 1/2</u>	<u>347.50</u>
FUEL CHARGE	

SERVICED BY Althea

TERMS: NET DUE ON COMPLETION

TOTAL AMOUNT DUE \$ 347.50

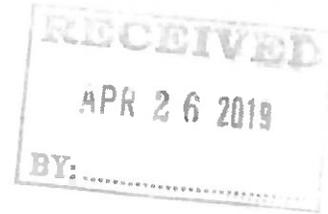
Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0194777
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

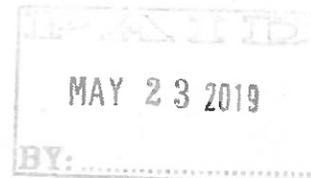


Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 04/22/2019
Serviced: 04/02/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	TK1001 THERMOSTAT	343.22	2.00	EA	686.44
108	LABOR	139.00	1.75		243.25



Total Due: 929.69

Hot in Library

Intermediate School

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505
24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1568
REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL
Quality Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

194777

DATE 4/2/2019

CODE G

SD MB
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME Winfield SD #34
STREET
CITY STATE ZIP

MAKE MODEL SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

4/2 Very hot in library of intermediate school. Take a quick look @ 2 thermostats for the area. One is way out of calibration and I stuck in 100% heat. Order replacement stats. Will install ASAP + check out VAN'S.

4/15 Replace both pneumatic thermostats in library of intermediate school mount up + mark. Both are now functioning correctly.

PARIS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR GUARANTEE - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	

PARTS

LABOR 3 1/4 243.25

FUEL CHARGE

TOTAL AMOUNT DUE \$ 929.69

ENVIRONMENTAL CHECK LIST

Refrigerant		Qty
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Disposal		
Non-Useable	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Disposal		
Equipment		Qty
Charged out Or Replaced	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Dismantled Refrigerant	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Disposal		

HAVE AUTHORITY TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE AND IF SETTLEMENT IS NOT MADE AS AGREED THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMER'S SIGNATURE

SERVICED BY: Jimmy & 101

TERMS: NET DUE ON COMPLETION

Service Work Order Invoice

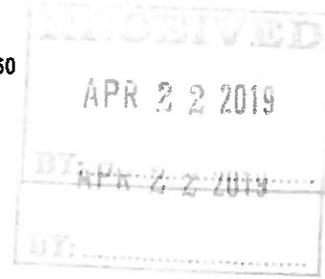
ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

Invoice: 0194286

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

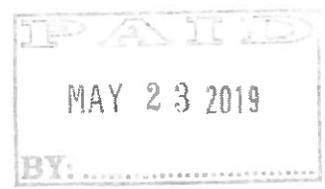


Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 04/15/2019
Serviced: 04/02/2019

Invoice Details					
Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	REPAIRS PER OUR PROPOSAL LABOR AND MATERIAL	4,939.00	1.00	EA	4,939.00

22540323



Total Due: 4,939.00

Repairs at Winfield
School / Intermediate

Est # 25714

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(830) 580-1500

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

194286

SERVICE INVOICE

DATE 3/19/2019

CODE *CS*

SD *RD*
SM

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

IAN.	ITEM	UNIT PRICE	PRICE
1	Johnson Control P74EA-8		
1	1/4 O-100 gauge		
1	Quincy 2023402404		
1	Quincy 2023400903		
1	HW R822P1014		
1	Rein Switch Nv11*164H-D		
1	10HP Trane Blower Motor UH0V		

ENVIRONMENTAL CHECK LIST

Refrigerant		Qty
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Non-Useable Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	Qty _____
Equipment		
Charged out	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Or Replaced	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Refrigerant	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	

WE HAVE AUTHORITY TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT HAS NOT BEEN RETURNED TO THE BUYER. PAYMENT IS MADE AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE THE SAME AND THE SELLER WILL BE RESPONSIBLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THE BUYER SHALL PAY ALL COSTS AND RESPONSIBILITY FOR COLLECTION OF THE SAME PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOWERS SIGNATURE _____

BILL TO: NAME Winfield SD #314
STREET DS15D Winfield Rd.
CITY Winfield, IL STATE ZIP
MAKE Winfield MODEL SERIAL NUMBER

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

3/9 Get all parts from supplier ready for 3/20.
3/20 - Oil change on pneumatic air compressor
- Air filter change on pneumatic compressor
- replace gauge on oil pump
- replace pressure switch on oil pump
3/26 - replace oil cooling filter element in pneumatic line
4/2 - replace new pressure switch in RTU. Line in and check exhaust damper + check operation. That portion of unit now good to go. *WV*

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relating to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

Order parts + work new hvac so unit can read correct btu's power.

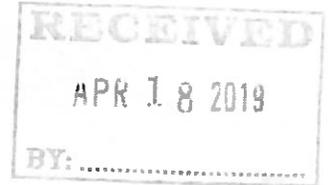
SERVED BY: *Jimmy 0108 + Jim #95*

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	
FUEL CHARGE	
TOTAL AMOUNT DUE	\$ 4939.

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0194769

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date 04/11/2019
Served: 03/27/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	9618A MOTOR 1/4HP 15V	355.98	1.00	EA	355.98
108	LABOR	139.00	2.50		347.50



Total Due: 703.48

Replace Univent
Motor

(Primary School)

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1560

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care
COMMERCIAL INDUSTRIAL RESIDENTIAL

194769

DATE 3/27/2019

CODE *CS*

SD *MB*
SM *RD*

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME Winfield SD# 34
STREET
CITY STATE ZIP

MAKE MODEL SERIAL NUMBER

DATE 3/27

WARRANTY SERVICE AGREEMENT CONTRACT

Get parts from Jimmy's bin. Return to Winfield and replace motor in univent. Verify operation and 3 spreads when complete. All OK now.

ENVIRONMENTAL CHECK LIST

Refrigerant

Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____

Equipment

Charged out Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dismantled	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

WE AUTHORIZE TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOWERS SIGNATURE

SERVICED BY: *Jimmy @ 108*

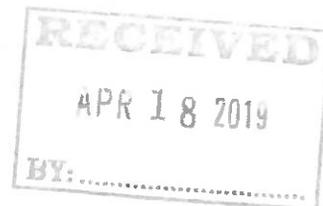
TERMS: NET DUE ON COMPLETION

SALE ITEM	AMOUNT
LABOR 2 1/2	347.50
FUEL CHARGE	
TOTAL AMOUNT DUE	\$ 73.98

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0194492

Location: WI4973 1 1

Page 1 of 1

WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

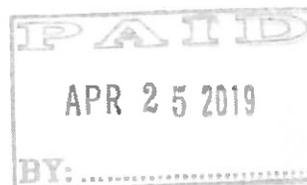
Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 04/11/2019
Serviced: 03/05/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
137	LABOR	139.00	3.00		417.00

202540323



Total Due: 417.00

LARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 898-1860

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

194492

SERVICE INVOICE

DATE 2/26/19

CODE GS

SD MD
SM RD

VISA/MC CASH/CHECK

No. _____ S/C _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME Windfield Central
STREET _____ PHONE _____

CITY _____ STATE _____ ZIP _____

MAKE _____ MODEL _____ SERIAL NUMBER _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

2/26 Fan coil unit not working. found bad motor. removed motor and brought to Apex to get matched. will refer in once motor gets in.

3/5 went to apex to match motor.

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Returned to This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Non-Useable Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	QTY _____
Equipment			
Charged out	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disassembled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Refrigerant Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

WE AUTHORIZE TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY PERFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. AGREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

INVOICE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

CUSTOMER SIGNATURE _____

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING _____

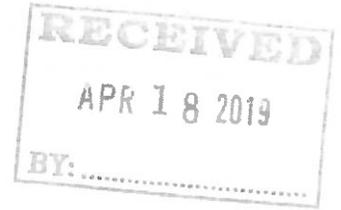
SERVED BY: Jimmy F #137

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	3 417.00
FUEL CHARGE	
TOTAL AMOUNT DUE	5417.00

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0194770
Page 1 of 1

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 04/11/2019
Serviced: 03/27/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
108	LABOR	139.00	1.50		208.50

Total Due: 208.50

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1580

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

194770

SERVICE INVOICE

DATE 3/27/2019

CODE CS

SD MP
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ S/C _____

AMOUNT PAID \$ _____

BILL TO

NAME Winfield SD # 34

STREET _____ PHONE _____

CITY _____ STATE _____ ZIP _____

MAKE _____ MODEL _____ SERIAL NUMBER _____

WARRANTY SERVICE AGREEMENT CONTRACT

DESCRIPTION OF WORK PERFORMED

DATE 3/27 Check operation of 7 room units in primary school.

Some have had issues kept up. Got through operation of each, check thermostat settings. End up reprogramming time clocks in units so they now. Let Blake know filters are due but other than that they are good to go.

ENVIRONMENTAL CHECK LIST

Refrigerant			
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Disposal			
Non-Useable Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qty _____
Equipment			
Charged out	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dismantled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Refrigerant Disposal			

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications

LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.

UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	<u>1 1/2 208.50</u>
FUEL CHARGE	

SERVED BY: Jimmy D108

TERMS: NET DUE ON COMPLETION

TOTAL AMOUNT DUE \$ 208.50

WE AUTHORIZE TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER SHALL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE UNFINISHED UNTIL ALL PAYMENT IS MADE AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE FREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOMERS SIGNATURE

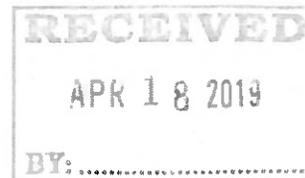
Check operation of new
units in primary
school

None

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560



Invoice: 0194765

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

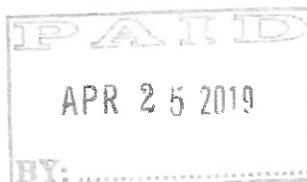
Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date 04/11/2019
Serviced: 03/20/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
1000	TK1001 2 PIPE THERMOSTAT	337.23	6.00	EA	2,023.38
1000	CSC3004 TITUS VAV CONTROL	417.10	1.00	EA	417.10
1000	2360501 RELAY	211.53	1.00	EA	211.53
108	LABOR	139.00	9.00		1,251.00



Total Due: 3,903.01

ARTLIP AND SONS, INC.

230 SOUTH BROADWAY
AURORA, IL 60505

24 HOUR SERVICE
HOT & COLD LINE
(630) 896-1850

REFRIGERATION, AIR CONDITIONING, HEATING
VENTILATION AND SHEET METAL

Quality Service by Craftsmen Who Care

COMMERCIAL INDUSTRIAL RESIDENTIAL

194765

SERVICE INVOICE
DATE 3/20/2019

CODE GD

SD MB
SM RD

VISA/MC CASH/CHECK

No. _____

EXP. _____ SIC _____

AMOUNT PAID \$ _____

Pneumatic Air Compressor
Running 100% of time

QTY	ITEM	UNIT PRICE	PRICE
5	TK1001 Barker Column	2023	38

1	Thermostats		
1	PSL-3004 Titus Valve	417	10

1	2360-501 Relay	211	53
---	----------------	-----	----

ENVIRONMENTAL CHECK LIST

Refrigerant		QTY
Type Refrig Recovered	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Recycled	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Reclaimed	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Returned To This System	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Non-Useable	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Equipment		QTY
Charged out	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Or Replaced	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Dismantled	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Refrigerant	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____
Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	QTY _____

WE AUTHORIZE TO ORDER THE WORK WHICH HAS BEEN SATISFACTORILY PERFORMED AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED TO THE BUYER UNTIL ALL PAYMENTS ARE MADE AND IF SETTLEMENT IS NOT MADE AS AGREED, THE BUYER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE LIABLE FOR ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS NOT PAID IN FULL BY THE BUYER. THIS AGREEMENT SHALL BE VOID IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.

FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).

STOWERS SIGNATURE _____

BILL TO: NAME Winfield SD #54
STREET
CITY STATE ZIP

MAKE MODEL SERIAL NUMBER
CITY STATE ZIP

DATE 3/20
DESCRIPTION OF WORK PERFORMED

3/20 Air compressor is not shutting off at all. Found a few pneumatic t-stats leaky a lot of air. order replacements will check further for more air leaks asap.
3/20 Go through building looking for pneumatic leaks. Found compressor to run all the time. Found 6 total thermostats (leaky) fixed 1 reverse relay and 1 box controller - found. Get replacement parts return and install replacement parts. Check out when complete, air compressor now cycles off and on. Much better now.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturers specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.
UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR	9 1,251.00
FUEL CHARGE	
TOTAL AMOUNT DUE	3903.01

SERVED BY: Jimmy 4108

TERMS: NET DUE ON COMPLETION

Service Work Order Invoice

ARTLIP & SONS
230 SOUTH BROADWAY AVENUE
AURORA, IL 60505

Phone: (630) 896-1560

APR 01 2019

Invoice: 0194766

Location: WI4973 1 1
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Page 1 of 1

Bill To WI4973
WINFIELD SCHOOL DISTRICT 34
0S150 WINFIELD ROAD
WINFIELD, IL 60190

Invoice Date: 03/28/2019
Serviced: 03/20/2019

Invoice Details

Product ID/Tech ID	Description	Unit Price	Quantity	U/M	Extended Price
118473	COUPLER	78.47	1.00	EA	78.47
108	LABOR	139.00	0.75		104.25

*Pump
Repair in
Primary Boiler RM.*

M/Dale

4/1/19

202540323

APR 25 2019

BY: _____

Thank you!
Your business is sincerely
appreciated.

Total Due: 182.72

Pump for classrooms
noisy (Primary School)

ARTLIP AND SONS, INC.
 230 SOUTH BROADWAY
 AURORA, IL 60505
 24 HOUR SERVICE
 HOT & COLD LINE
 (630) 896-1560
 REFERRIGATION, AIR CONDITIONING, HEATING
 VENTILATION AND SHEET METAL
 Quality Service by Craftsmen Who Care
 COMMERCIAL INDUSTRIAL RESIDENTIAL

194766
 SERVICE INVOICE
 DATE 3/20/2019
 CODE *G*

NAME Winfield SD #34
 STREET
 CITY STATE ZIP
 PHONE

VISA/MC CASH/CHECK
 No. _____
 EXP. _____ S/C _____
 AMOUNT PAID \$ _____

QTY	UNIT PRICE	PRICE
1	BtL 118473	7847
	Coupler	

ENVIRONMENTAL CHECK LIST

Refrigerant		
Type Refrig Recovered	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reclaimed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Returned To This System	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Non-Useable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment		
Charged out	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Or Replaced	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disassembled	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refrigerant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DATE 3/20
 DESCRIPTION OF WORK PERFORMED
 Blake Shows me noisy pump. Find cause to be semi-broken coupler. Take apart and replace coupler. Run pump when complete, all ok now.

PARTS WARRANTY - All parts as recorded are warranted as per manufacturer specifications
LABOR WARRANTY - The labor charges as recorded here relative to the equipment serviced as noted is guaranteed for a period of 30 days.
 UPON INSPECTION OUR TRAINED PERSONNEL RECOMMEND THE FOLLOWING

SALE ITEM	AMOUNT
RESIDENTIAL DIAGNOSTIC FEE	
RESIDENTIAL FLAT RATE	
PARTS	
LABOR 3/4	104.25
FUEL CHARGE	
TOTAL AMOUNT DUE	\$ 182.72

SERVICED BY: *Jimmy #108*
 TERMS NET DUE ON COMPLETION

WE AUTHORIZE TO ORDER THE WORK, WHICH HAS BEEN SATISFACTORILY REFORMED, AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL THAT MAY BE FURNISHED UNTIL FULL PAYMENT IS MADE. AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF. THREE TO PAY ALL COSTS AND REASONABLE ATTORNEY'S FEE IF THIS INVOICE IS PLACED IN THE HANDS OF AN ATTORNEY FOR COLLECTION.
 FINANCE CHARGES: Balances due over 30 days (1 1/2% INTEREST) PER MONTH (18% ANNUAL RATE) will be imposed (where applicable).
 CUSTOMER'S SIGNATURE _____

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: Summer Sports Camps

Recommendation:

It is the recommendation of the Superintendent to offer basketball and volleyball camps during July 2020.

Background Information:

Mr. Kahlfeldt (basketball) & Mrs. J Honaker (volleyball) would like to offer camps again this summer. The camps only run if there is sufficient enrollment. The cost of the camps are covered through the registration fee. (See below information)

Sports: Two separate camps: Basketball & Volleyball (Both include boys and girls)

Format: Drills, Contests & Scrimmage with Take home Tips

Grades: Basketball: Entering 4th - 6th graders for School Year 2020-2021
Volleyball: Entering 6th-8th

Camp Directors: Bball: Steve Kahlfeldt, Vball: Jess Honaker Teacher hourly: \$31.19/hr, 7 days x 2hr/day)

Dates: T/W/Th July 7-9 & M/T/W/Th July 13-16

Times: Basketball: 9:00 – 10:30, Volleyball: 11:00-12:30

Cost: \$50 per child per sport (Minimum of 9 / Maximum of 20 participants per sport), This program will fund itself.

Timeline: Proposal to School Board for Approval – Thursday, April 23rd
Flyer & Registration Forms Given to Students – TBD in May
Registration Deadline & Decision to Run Camp – TBD in May/June

Registration Form: Parent Permission, Physician & Insurance Information, Concussion Signoff

Purpose: To keep student athletes more active year round in specific sports as a supplement to our school-year eight week sport seasons, and possible park district leagues; to make Winfield more competitive in conference league play during the school year; & to continue the success of the past summer camps.

Benefits: Low cost compared to others offered in the area, short transportation, physical activity in the summer, additional connection between school and home.

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: 2020-2021 Board Meeting Calendar

Recommendation:

It is the recommendation of the Superintendent to approve the attached FY21 Board Meeting Calendar. Additional meetings may be added at any time if deemed necessary.



The Mission of Winfield District 34 is to challenge, inspire and empower passion within all learners.

Board of Education Meeting Calendar for FY21

<u>Special</u> Board of Education Meetings	<u>Regular</u> Board of Education Meetings*
<p>Joint Boards hosted by: WCHS #94: Monday, April 26, 2021 6:00 p.m. (tentatively)</p>	<p>Thursday, August 27, 2020 (Budget Hearing 6:55 p.m.)</p> <p>Thursday, September 24, 2020</p> <p>Thursday, October 22, 2020</p> <p>Thursday, November 19, 2020</p> <p>Thursday, December 17, 2020 (December Levy Hearing 6:55 p.m.)</p> <p>Thursday, January 28, 2021</p> <p>Thursday, February 25, 2021</p> <p>Thursday, March 25, 2021</p> <p>Thursday, April 22, 2021</p> <p>Thursday, May 27, 2021</p> <p>Thursday, June 18, 2021</p>

***Unless otherwise noted, all Board of Education Meetings begin at 7:00 p.m. and are located in the Winfield Central School Commons.**

BOARD APPROVED:

Board of Education Information

To: Board of Education

From: Doug Gallois

Date: April 23, 2020

Re: Treasurer's Bond

Recommendation:

It is the recommendation of the Director of Business Services, Doug Gallois, to approve the filing of the School Treasurer and Treasurer's Bond with the DuPage ROE as presented.

Background Information:

This is an annual requirement from the state.

DuPage Regional Office of Education
Treasurer Bond Calculation Form

Date:

District Name:
Address

Treasurer's Name:

Treasurer's date of election or appointment
Treasurer's date of expiration (if applicable)

School Treasurer's Bond (105 ILCS 5/8-2)

Projected Highest Fund Balance:	<input type="text" value="\$ 6,700,000.00"/>	Enter highest projected fund balance
Mulipied by 25%	x <input type="text" value="25%"/>	
Anticipated Surety Bond Issue Amount	= <input type="text" value="\$ 1,675,000.00"/>	
The amount of the Bond listed on State of Illinois School Treasurer's Bond - Surety Bond Form.	<input type="text" value="\$ 1,800,000.00"/>	Enter treasurer's surety bond amount
	<input type="text" value="\$125,000.00"/>	Properly Funded

Surety Company: _____ **Issuance Date:** _____ **Expiration Date:** _____

Treasurer's Bond For General Oligation Bond Issuance (105 ILCS 5/19-6 and 105 ILCS5/8-2)

Anticipate Bond Proceeds:	<input type="text"/>	Enter anticipated bond proceeds
Mulipied by 25%	x <input type="text" value="25%"/>	
Anticipated Special Surety Bond Amount	= <input type="text" value="\$ -"/>	
The amount of the Bond listed on State of Illinois School Treasurer's Bond Covering Special Bond Issue Form.	<input type="text"/>	Enter special surety bond amount
	<input type="text" value="\$0.00"/>	Properly Funded

Surety Company: _____ **Issuance Date:** _____ **Expiration Date:** _____

An original of the Bond must be on file in the Regional Superintendent's Office, as well as an original Rider when applicable.

We affirm that the above information is accurate and current.

 School Board President

 School Board Secretary

Return completed form by June 12th to:
DuPage Regional Office of Education
Lori Ladesic, Administrative Assistant
421 N. County Farm Road
Wheaton, IL 60187
(630) 407-5770

Resolution Appointing School Treasurer

WHEREAS, pursuant to the School Code (105 ILCS 5/5-1), the Board of Education may appoint a non-School Board Member to Serve as School Treasurer; and,

WHEREAS, the Board of Education has determined that the responsibilities of “School Treasurer” shall be met by the Chief Financial Officer.

NOW, THEREFORE, Be It Resolved by the Board of Education of School District No. 34, DuPage and Cook Counties, Illinois, that Douglas Gallois be appointed as School Treasurer effective April 23rd, 2020.

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the members voted as follows:

AYE: _____

NAY: _____

ABSENT/ABSTAIN: _____

Whereupon the President declared the motion carried and said resolution adopted __April 23rd, 2020.

BOARD OF EDUCATION OF Winfield School District 34
SCHOOL DISTRICT NO. 34
DUPAGE and COOK COUNTIES, ILLINOIS

By: _____ (Board President)

Attest: _____ (Board Secretary)

SCHOOL DISTRICT NAME and DISTRICT #
RESOLUTION APPROVING SURETY BOND OF TREASURER

WHEREAS, the attached School Treasurer’s Surety Bond (“Surety Bond”) was executed by the authorized agent of Lundstrum Insurance, as surety on or about April 23rd, 2020;

WHEREAS, the Surety Bond was executed under oath by Douglas Gallois as Principal on April 23rd, 2020;

WHEREAS, the Surety Bond was fully executed at the time this Board passed a resolution on April 23rd, 2020, confirming Douglas Gallois appointment as District Treasurer, effective April 23rd, 2020;

NOW, THEREFORE, Be It Resolved by the Board of Education of Winfield School District 34, DuPage and Cook Counties, Illinois, as follows:

Section 1: This Board adopts as findings of fact all of the recitals above and incorporates them herein by reference.

Section 2: A majority of the members of this Board hereby expressly approves the Surety Bond.

Adopted this April 23rd, 2020, by the following roll call vote:

AYES: _____

NAYS: _____

ABSTAIN/ABSENT: _____

BOARD OF EDUCATION OF Winfield School District 34
SCHOOL DISTRICT NO. 34
DUPAGE and COOK COUNTIES, ILLINOIS

By: _____ (Board President)

Attest: _____ (Board Secretary)

State of Illinois)
)SS
County of DuPage)

No Petition Certificate

I, the undersigned, do hereby certify that I am the duly qualified and acting Regional Superintendent of Schools for the Regional Office of Education serving the Educational Service Region including DuPage County, Illinois, and as such official I do further certify that the records of my office do evidence that Winfield School District 34, DuPage County, Illinois (the "District"), or any part thereof, is not involved in any manner whatsoever in any proceedings for the conversion or combination of the District or the formation of a combined elementary district, a combined high school district, a combined unit district, a unit district, a combined high school-unit district, a new elementary district or an optional elementary unit district or to dissolve and establish a new school district or districts or become part of an optional elementary unit district pursuant to the provisions of Article 11E of the School Code of the State of Illinois, as amended, or of any other provision of said Code.

I do further certify that as such Regional Superintendent I am also ex-officio Secretary of the Regional Board of School Trustees of said Region (including said County), and as such official I do further certify that the records of my office do evidence that there has not been filed in my office nor is there now pending any petition or petitions affecting in any manner whatsoever the present boundaries of the District as the District is now constituted.

In Witness Whereof, I hereunto affix my official signature, this ____ day of month, 2020.

Regional Superintendent of Schools and
Ex-officio Secretary of the Regional Board
of School Trustees

ILLINOIS STATE BOARD OF EDUCATION
 School Business Services Division
 100 North First Street, N-330
 Springfield, Illinois 62777-0001

SCHOOL TREASURER'S BONDS

Affidavit of Superintendent, Regional Office of Education (In compliance with ILCS 5/3-8 and ILCS 5/8-2 of the School Code)

Directions: Please complete the affidavit and indicate by check marks in the appropriate column the names of treasurers who are and who are not properly bonded. The affidavit should be mailed by September 1 of each year to the address located above.

_____ attests that he/she is the Superintendent, Regional Office of Education in _____
Name of Superintendent, Regional Office of Education *County Name*

County, Illinois, and that the following named treasurers of the following named school districts or townships under his/her supervision and control are or are not properly bonded, to wit:

DISTRICT NO. OR TWP.	NAME AND ADDRESS OF TREASURER	NAME OF SURETY OR PERSONS PROVIDING BOND	AMOUNT OF BOND	PROPERLY BONDED		LENGTH OF TERM	
				Yes	No	Year Beginning	Year Ending
34	Name Douglas Gallois Address (Street, City, State, Zip Code) OS150 Winfield Road Winfield, IL 60190	Lundstrum Insurance	1,800,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/1/2019	10/1/2020
	Name Address (Street, City, State, Zip Code)			<input type="checkbox"/>	<input type="checkbox"/>		
	Name Address (Street, City, State, Zip Code)			<input type="checkbox"/>	<input type="checkbox"/>		
	Name Address (Street, City, State, Zip Code)			<input type="checkbox"/>	<input type="checkbox"/>		
	Name Address (Street, City, State, Zip Code)			<input type="checkbox"/>	<input type="checkbox"/>		
	Name Address (Street, City, State, Zip Code)			<input type="checkbox"/>	<input type="checkbox"/>		
	Name Address (Street, City, State, Zip Code)			<input type="checkbox"/>	<input type="checkbox"/>		

Dated this _____ day of _____, 20 _____

92

Original Signature of Superintendent, Regional Office of Education



Warrenville
 27201 Bella Vista Pkwy Ste 310
 Warrenville, Illinois 60555
 +1 (866) 456-9584 Fax: +1 (866) 547-4877

Report of Renewal - Commercial

Registered: August 12, 2019
 Product Line: LSF Commercial
 Producer Name: Unknown Producer
 Agency Code: 285020

Principal:
 Douglas Gallois
 154 River Mist Drive
 Oswego, Illinois 60543

Account:

Agency:
 Lundstrom Insurance Agency, Inc.
 2205 Point Blvd
 Suite 200
 Elgin, Illinois 60123

Invoiced To:
 Lundstrom Insurance Agency, Inc.
 2205 Point Blvd
 Suite 200
 Elgin, Illinois 60123

Obligee:
 Winfield School District #34
 0S150 Winfield Road
 Winfield, Illinois 60190

Additional Obligee:

LMS Bond Number: 285033271
Bond Period: 10/01/2019 to 10/01/2020
Days Notice: 30 Days
Company: Liberty Mutual Insurance Company
Bond Amount: 1,800,000 USD
LMS Bonded Amount: 1,800,000 USD

Cross Reference:
Transaction Eff. Date: 10/01/2019
Premium Period: 10/01/2019 to 10/01/2020
Renewal Type: Continuous Until Canceled
Class Code: 108
Co-surety:

Bond Description:
 Public Official Bond - Treasurer

Agency Comments:

Bond Premium: 1,800.00 USD

Commission:
Net Premium:

User: Ryan, Lora

Printed: 08/12/2019

Month	Teacher	Meeting	Hours	Pay	Total
October	Melissa Doucet	Building Leadership Team	1.5	\$33.00	\$49.50
	Nina MacMillan	Building Leadership Team	1.5	\$33.00	\$49.50
	Lisa Angelacos	Building Leadership Team	1.5	\$33.00	\$49.50
	Stephen Rogers	Building Leadership Team	1.5	\$33.00	\$49.50
	Sue Hempe	Building Leadership Team	1.5	\$33.00	\$49.50
	Becca Garretson	Building Leadership Team	1.5	\$33.00	\$49.50
	Becky First	Building Leadership Team	1.5	\$33.00	\$49.50
					\$346.50
November	Ray Serbick	Building Leadership Team	0.5	\$33.00	\$16.50
	Becca Garretson	Building Leadership Team	0.5	\$33.00	\$16.50
	Nina MacMillan	Building Leadership Team	0.5	\$33.00	\$16.50
					\$49.50
	David Brach	Joint RIF (PERA)	0.5	\$33.00	\$16.50
	Becky First	Joint RIF (PERA)	0.5	\$33.00	\$16.50
	Stephen Rogers	Joint RIF (PERA)	0.5	\$33.00	\$16.50
					\$49.50
February	Melissa Doucet	Building Leadership Team	1.5	\$33.00	\$49.50
	Ray Serbick	Building Leadership Team	1.5	\$33.00	\$49.50
	Nina Macmillan	Building Leadership Team	1.5	\$33.00	\$49.50
	Lisa Angelacos	Building Leadership Team	1.5	\$33.00	\$49.50
	Becky First	Building Leadership Team	1.5	\$33.00	\$49.50
	Becca Garretson	Building Leadership Team	1.5	\$33.00	\$49.50
	Stephen Rogers	Building Leadership Team	1.5	\$33.00	\$49.50
					\$346.50
March	Becca Garretson	Coordinated Leadership Committee	1.25	\$33.00	\$41.25
	Laura Kahlfeldt	Coordinated Leadership Committee	1.25	\$33.00	\$41.25
	Jessica Peters	Coordinated Leadership Committee	1.25	\$33.00	\$41.25
					\$123.75
					October 16th Through April 15th Total:
					\$915.75

School Board

Administrative Procedure - Superintendent Committees

The Superintendent or designee creates Superintendent or administrative committees as deemed necessary, makes all appointments, and directs all activities. A Superintendent or administrative committees reports to the Superintendent or administrator who directs its activities. The Superintendent or designee should consult the Board Attorney (a) concerning whether any of these committees must comply with the Open Meetings Act (OMA), and/or (b) to receive guidance for ensuring that the meetings either comply with OMA requirements or do not trigger OMA.¹ Unless otherwise indicated, the listed Superintendent or administrative committees are optional:

Communicable and Chronic Infectious Disease Program Task Force

This task force assists in the development and review of a chronic and infectious disease program consistent with the District's policies and State and federal laws and regulations, and reports directly to the Superintendent or designee. Appointments are made to the task force only if the Superintendent or designee determines that its input is desirable. See [Board policies 5:40, General Personnel—Communicable and Chronic Infectious Disease](#); and 7:280, *Students—Communicable and Chronic Infectious Disease*.

Task force members include the Superintendent or designee, school medical advisor, a school nurse, and representatives from the School Board, local health department, PTA, the professional staff, and other employee groups.

Communicable and Chronic Infectious Disease Review Team

This review team monitors those employees and students who have a communicable and chronic infectious disease, and:

1. Reviews individual medical case histories.
2. Recommends the most appropriate educational setting for a student, which may include temporary removal from and return to the regular educational setting.
3. Recommends the most appropriate work setting for an employee; this may include retention in his/her present position, transfer to another position, or temporarily excused from or returned to his/her work assignment.

Team members include the District's medical advisor, a school nurse, the Building Principal, and the Superintendent or designee.

The footnotes should be removed before the material is used.

¹ Superintendent and administrative committees are generally not governed by the Open Meetings Act (OMA), but the operation and function of specific committees may make the Act applicable. For example, any committee, whether superintendent or board, having as members at least a majority of the quorum (three out of seven) of the board, will be subject to OMA. 5 ILCS 120/1.02. Other factors that determine whether a committee is governed by OMA include "who appoints the members of the entity, the formality of their appointment, and whether they are paid for their tenure; the entity's assigned duties, including duties reflected in the entity's bylaws or authorizing statute; whether its role is solely advisory or whether it also has a deliberative or investigative function; whether the entity is subject to government control or otherwise accountable to any public body; whether the group has a budget; its place within the larger organization or institution of which it is a part; and the impact of decisions or recommendations that the group makes." [University Professionals v. Stukel](#), 344 Ill.App.3d 856, 865 (1st Dist. 2003).

The review team is guided by the Board's policies, Ill. Dept. of Public Health (IDPH) rules and regulations, and all other applicable State and federal laws. It reports directly to the Superintendent or designee. See also policies 5:40, ~~General Personnel~~ *Communicable and Chronic Infectious Disease*; and 7:280, ~~Students~~ *Communicable and Chronic Infectious Disease*. The review team consults the employee's or the student's personal physician and local health department officials before making any recommendations.

The Communicable and Chronic Infectious Disease Review Team respects the privacy rights of each employee and student and takes such precautions as may be necessary to secure confidentiality.

Food Allergy Management Committee

This committee develops and implements the District's Food Allergy Management Program and reports directly to the Superintendent or designee. It monitors the program for effectiveness and establishes a schedule for the Superintendent to report this information to the Board. See policy 7:285, *Food Allergy Management Program*, based upon the *ISBE/IDPH Guidelines* at: www.isbe.net/Documents/food_allergy_guidelines.pdf. See also the modifiable Microsoft® Word version of the *ISBE/IDPH Guidelines* at: www.isbe.net/Pages/Food-Allergy-Guidelines.aspx.

Committee members include District-level administrators, Building Principals, the District Safety Coordinator (see 4:170-AP1, *Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities*), District 504 Coordinator (see policy 6:120, *Education of Children with Disabilities*), staff members, parents/guardians, community members, and students.

Employee Substance Abuse Prevention Committee

This committee makes recommendations directly to the Superintendent or designee regarding the issues of employee substance abuse and resulting employee conduct standards, and:

1. Cooperates with community and State agencies on substance abuse programs.
2. Gathers information about substance abuse and suggests methods to disseminate it to employees.
3. Develops a support network that encourages employees to self-refer for treatment and suggests procedures for early identification and treatment.
4. Recommends procedures that would protect the privacy of employees while taking into consideration any directives from the Board to the Superintendent regarding the District's obligation to provide a safe environment and to ensure high quality performance, which may include but not be limited to:
 - a. Securing training for designated district employees to educate them to identify symptoms of being impaired by or under the influence of substances prohibited by policy. For guidance about what *impaired by or under the influence of means*, see:
 - i. Footnote discussions in numbers five and six in policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*;
 - ii. 625 ILCS 5/11-501.2 and 5/11-501.9, amended by P.A. 101-27 (chemical and other tests, validity, etc., a/k/a *field sobriety tests*);
 - iii. 410 ILCS 705/10-50(d), added by P.A. 101-27 (an employer may consider an employee to be impaired or under the influence of cannabis if the employer has a *good faith belief* that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual

- behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others) **Note:** Consult the Board Attorney about identifying cannabis use)); and
- iv. Professional development opportunities in the area, e.g., local law enforcement agencies may be a place to begin.
 - b. Implementing a reasonable suspicion and/or drug testing² program(s) to enhance the District's ability to identify and discipline employees suspected of being impaired by and/or under the influence of prohibited substances. **Note:** Consult the Board Attorney before implementing any drug-testing program(s) or disciplining employees based upon the results of these programs. Drug testing will likely assist the District with the challenges of identifying cannabis-related issues, but the science behind impairment identification and behavioral testing for cannabis impairment is new and emerging.
 - c. Addressing expectations for employees in positions of leadership who are perpetually on call³ due to the nature of their positions and responsibilities.
 - d. Holding licensed educators to a higher standard than non-licensed employees due to their professional code of conduct expectations.
 - e. Holding employees working directly with students to a higher standard than employees not working directly with students.
5. Recommends a method to explicitly inform employees of the consequences of violating the District's policy.
 6. Recommends best practices for discipline of employees who are suspected of or violating the District's policy.⁴

Committee members include the Superintendent or designee, the District's medical advisor/medical review officer, and employee representatives from both professional and educational support personnel. The committee is guided by Board policies, administrative procedures, and relevant State and federal statutes. See policies 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and administrative procedure 5:120-AP2, *Employee Conduct Standards*.

Pandemic Planning Team

This team builds a strong relationship with the local health department and emergency medical agencies and uses their assistance to develop and implement a comprehensive pandemic influenza school action plan and build awareness of the final plan among staff, students, and community.

The footnotes should be removed before the material is used.

² The best practice for ensuring the strongest defense when disciplining an employee for undertaking tasks while being impaired and/or under the influence of prohibited substances is a confirmed, positive, drug test used in combination with reasonable suspicion of impairment. Drug testing may be cost prohibitive and disruptive for school districts while also presenting several other legal considerations, including possible collective bargaining implications upon request by the employee representative. For example, while the Americans with Disabilities Act allows the results of such tests to be used as the basis for disciplinary action (42 U.S.C. §12114; 29 C.F.R. §1630.16 (c)), drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act (42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq.). Identifying and disciplining employees for cannabis use on a drug testing alone may present a unique set of challenges because cannabis can remain in a person's system for weeks.

³ See fn 3 of policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*.

⁴ Consult the board attorney regarding any disciplinary action explored for employees based solely on a positive cannabis test result. Employee discipline options may be an item on which collective bargaining may be required.

See policy 4:180, *Pandemic Preparedness*, and procedure 4:180-AP1, *School Action Steps for Pandemic Influenza*.

Team members may include one or two Board members, administrators, and staff members. It reports directly to the Superintendent or designee.

Sex Equity Committee

This committee supports the District's efforts to eliminate sexual harassment by advising the Superintendent or designee on prevention, intervention, and education. Committee members may include community representatives, District administrators, teachers, and students. See policies 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 7:10, *Equal Educational Opportunities*; and 7:20, *Harassment of Students Prohibited*.

School Violence Prevention Team

This **team builds awareness about and supports the development and implementation** of the District's:

1. **Targeted School Violence Prevention Program.** See policy 4:190, *Targeted School Violence Prevention Program*, and procedure 4:190-AP1, *Targeted School Violence Prevention Program*.
2. **Anti-bullying program, when and as appropriate.** See policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and procedure 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*.

All **Building Principals** or their designees must be on this team. Other team members may include the **District Safety Coordinator** (see procedure 4:170-AP1, *Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities*), law enforcement representatives, **Board Attorney**, District psychologist(s), **mental health workers** and/or social service agencies, **faith leaders**, community members, and **students**. It reports directly to the Superintendent or designee.

Title I Parent Advisory Committee

This committee is required if the District receives or desires to receive Title I funds. See policy 6:170, *Title I Programs*; procedure 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*; 20 U.S.C. §§6312(a)(1)(A), 6318(a)(2)(F). The committee supports the development and implementation of the District's Title I plan. Its activities may include, at the Superintendent or designee's directive:

1. **Facilitating the active involvement of parents/guardians in their children's academic success by such activities as coordinating Title I parent-teacher conferences**, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians' inquiries and recommendations.
2. Distributing Title I informational materials.
3. Consulting regarding the District's Title I Plan.
4. Supporting the implementation of Board policy 6:170, *Title I Programs*.

Committee members include parents/guardians and family members of Title I children. It reports directly to the Superintendent or designee.

PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee ⁵

Each committee listed below is required until its function has been fulfilled; each reports directly to the Superintendent or designee.

1. **PERA joint committee.** This mandatory committee develops a plan for incorporating data and indicators of student growth into the evaluation plan. The joint committee is “composed of equal representation selected by the district and its teachers, or where applicable, the exclusive bargaining representative of its teachers.” 105 ILCS 5/24A-4(b). If, within 180 calendar days of the committee’s first meeting, the committee does not reach an agreement on the plan, the District must implement ISBE’s model evaluation plan with respect to the use of data and indicators on student growth. The amendment of an evaluation plan continues to be a mandatory subject of bargaining. This committee also agrees to the panel of qualified evaluators that reviews appeals of unsatisfactory performance ratings and determines the criteria for successful appeals.⁶ 105 ILCS 5/24A-5.5, added by P.A. 101-591.
2. **RIF joint committee.** This mandatory committee convenes annually to consider issues identified in the statute concerning the selection of teachers for layoff. 105 ILCS 5/24-12(c). On or before December 1 each year, the RIF joint committee must be established and must hold its first meeting. It is composed of individuals appointed by the Board and the teachers (or the exclusive bargaining representative of its teachers).

Concussion Oversight Team

The Concussion Oversight Team is required until its function has been fulfilled; it reports directly to the Superintendent or designee. State law requires the team to establish protocols for return-to-play and return-to-learn for students who have suffered a concussion or head injury during interscholastic athletic activities. See policy 7:305, *Student Athlete Concussions and Head Injuries*. 105 ILCS 5/22-80(d), amended by P.A. 100-309. The Board must appoint or approve a Concussion Oversight Team. Section 22-80(d) identifies who must be on each Concussion Oversight Team. A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, they must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team. If it is not practicable for a physician, athletic trainer and/or nurse to be on the Team and other licensed health care professionals are not appointed to serve on the Team, the Team may be composed of only one person who need not be a licensed healthcare professional; however, that individual may not be a coach.

The footnotes should be removed before the material is used.

⁵ These committees are not subject to OMA. 105 ILCS 5/24A-4(b) and 105 ILCS 5/24-12(c), respectively, amended by P.A. 100-768.

⁶ The PERA joint committee does not determine what rating will be issued to replace an unsatisfactory rating in the event of a successful appeal; that issue must be collectively bargained. 105 ILCS 5/24A-5.5, added by P.A. 101-591.

Wellness Committee 7

The Wellness Committee includes at least one representative from each of the following groups: parents, students, representatives of the school food authority, teachers of physical education, school health professionals, a member of the Board,⁸ school administrators,⁹ and members of the community. It reports directly to the Superintendent or designee. Individuals of this committee will participate in the development, implementation, periodic reviews, and updates of policy 6:50, *School Wellness*. 7 C.F.R. §210.31(d)(1).

Children's Advocacy Center Communication Committee 10

This committee supports the implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, *Abused and Neglected Child Reporting*. It includes the District Nondiscrimination Coordinator, District Safety Coordinator, and at least one representative from each of the following groups: District-level administrators, Building Principals, school personnel, and employees from the accredited Children's Advocacy Center (CAC) that serves the District. The CAC Communication Committee reports directly to the Superintendent or designee. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*.

The footnotes should be removed before the material is used.

⁷ Establishing a wellness committee is optional. The preamble to 7 C.F.R. §210.31(d)(1) suggests one method to comply with the rules is by: "identifying individuals" to serve on a "local school wellness policy committee." However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the procedure above] to participate" See also f/n 23 in policy 6:50, *School Wellness*. If a district establishes a wellness committee, it should be listed here.

⁸ See f/n 1 above. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, the best practice is to have a wellness committee be an administrative committee, but consult the board attorney for guidance about the application of the OMA when three or more board members serve on this committee.

⁹ If a board wants to comply with the U.S. Dept. of Agriculture's encouragement to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the wellness policy, insert: "~~Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators,~~" immediately before: ", and members of the community."

¹⁰ Establishing a Children's Advocacy Center (CAC) communication committee is optional and only applies to school districts within a county served by an accredited CAC. See f/n 13 in policy 5:90, *Abused and Neglected Child Reporting*, and 5:90-AP, *Coordination with Children's Advocacy Center*.

Operational Services

Administrative Procedure - Federal and State Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 4:60, *Purchases and Contracts*, and 4:60-AP1, *Purchases*, the following procedures apply to District procurement under federal awards and State awards governed by the Grant Accountability and Transparency Act (GATA). ¹

Consult the Board Attorney regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board. ²

Code of Conduct ³

Board policies 2:100, *Board Member Conflict of Interest*, and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, contain standards of conduct covering conflicts of interest and governing the actions of board members and employees engaged in the selection, award, and administration of contracts.

General Procurement Standards ⁴

- A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. **Note:** A conflict between this regulation's requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (prohibits bid stringing; violation is a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).
- B. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. **Note:** A conflict between this regulation's requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).

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¹ 2 C.F.R. §§200.318-200.326; 30 ILCS 708/, Grant Accountability and Transparency Act (GATA). GATA adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by the Ill. State Board of Education, see www.isbe.net/gata.

² Many legal issues will be solved by early and frequent consultation with the board attorney.

³ 2 C.F.R. §200.318(c).

⁴ 2 C.F.R. §200.318(d)-(k).

- E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. **Note:** State law requires award to the “lowest responsible bidder.”
- F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. **Note:** The Illinois Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by \$10,000, a/k/a *change orders*. If a change order will exceed the original contract price by 10%, it must be rebid.
- H. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition 5

- A. All procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 5/10-20.21) and policy 4:60, *Purchases and Contracts*, and this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:
 1. Placing unreasonable requirements on firms in order for them to qualify to do business;
 2. Requiring unnecessary experience and excessive bonding;
 3. Noncompetitive pricing practices between firms or between affiliated companies;
 4. Noncompetitive contracts to consultants that are on retainer contracts;
 5. Organizational conflicts of interest;
 6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 7. Any arbitrary action in the procurement process.
- B. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. **Note:** State law may also encourage or discourage these preferences. Discuss these with the Board Attorney. See also Doyle Plumbing and Heating Co. v. Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill.App. 3d 221 (4th Dist. 1997); Cardinal Glass v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill.App.-3d 442 (3rd Dist.

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5 2 C.F.R. §200.319.

1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. **Note:** The Board must also follow the Local Government and Professional Services Selection Act, (50 ILCS 510/).

C. Procurement Transactions. All solicitations will:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
 - a. Such description must not, in competitive procurements, contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential **characteristics and standards to which it must conform if it is to satisfy its intended use.**
 - c. **Detailed product specifications should be avoided if at all possible.**
 - d. **When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.**
2. **Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.**

D. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. **Note:** State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.

E. The District shall not preclude potential bidders from qualifying during the solicitation period.

Methods of Procurement 6

The District shall use one of the following methods of procurement:

- A. **Procurement by micro-purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000, as may be amended from time to time.⁷ To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable. **Note:** See 105 ILCS 5/10-20.21 and policy 4:60, *Purchases and Contracts*.
- B. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold of \$250,000, as may be amended from time

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6 2 C.F.R. §200.320.

⁷ The *micro-purchase threshold* is set by the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions) and is periodically adjusted for inflation. 2 C.F.R. §200.67. The federal government’s Office of Management and Budget (OMB) issued a memo increasing the micro-purchase threshold to \$10,000, pursuant to the National Defense Authorization Act FY 2018 (Pub. L. No. 115-91), pending amendments to the FAR. OMB Memorandum 18-18 (6-20-18), at: www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf.

to time⁸. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

- C. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract⁹ (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. **Note:** 105 ILCS 5/10-20.21 requires “lowest responsible bidder.” The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(c)(1) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(c)(2) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- D. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the requirements in 2 C.F.R. §200.320(d) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- E. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the circumstances in §200.320(f) apply. **Note:** 50 ILCS 510/ may conflict with this regulation.

Procurement of Recovered Materials ¹⁰

When the District procures items designated by the Environmental Protection Agency (EPA) as capable of being produced with recovered materials¹¹, and the purchase of the items exceeds \$10,000 or the quantity of the items (or functionally equivalent items) purchased in the preceding fiscal year exceeded \$10,000, the District shall:

- A. Ensure the items contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The decision not to procure such items must be based on a determination that the items: (1) are not reasonably available within a reasonable period of time, (2) fail to meet the performance standards in the applicable specifications, or (3) are only available at an unreasonable price. ¹²
- B. Procure solid waste management services in a manner that maximizes energy and resource recovery.

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⁸ *Simplified acquisition threshold* means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation (FAR) at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. §1908 and is periodically adjusted for inflation. (Also see definition of §200.67 Micro-purchase.) 2 C.F.R. §200.88. The ~~federal government's OMB Office of Management and Budget~~ issued a memo increasing the simplified acquisition threshold to \$250,000, pursuant to the National Defense Authorization Act FY 2018 (Pub. L. No. 115-91), pending amendments to the FAR. OMB Memorandum 18-18 (6-20-18), at: www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf.

⁹ *Contract* means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see §200.92 Subaward). 2 C.F.R. §200.22.

¹⁰ 42 U.S.C. §6962; 2 C.F.R. §200.322.

¹¹ 40 C.F.R. Part 247. For recommendations that the EPA has developed for recovered (recycled) content and for its list of designated products, see: www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program, which was developed as part of the EPA's Comprehensive Procurement Guideline (CPG) Program.

¹² 42 U.S.C. §6962(c)(1).

C. Establish an affirmative procurement program for procurement of recovered materials identified in EPA guidelines. The program must contain the following elements: 13

1. Preference program for purchasing the designated items;
2. Promotion program;
3. Procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications; and
4. Annual review and monitoring of the effectiveness of the program.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms 14

The District shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- A. Placing **qualified small and minority businesses and women's business enterprises** on solicitation lists;
- B. Assuring **that small and minority businesses, and women's business enterprises** are solicited whenever they are potential sources;
- C. Dividing total requirements, when **economically feasible, into smaller** tasks or quantities to permit maximum participation by **small and minority businesses, and women's business enterprises**;
- D. Establishing delivery schedules, where the requirement **permits, which encourage** participation by **small and minority businesses, and women's business enterprises**;
- E. Using **the services and assistance, as appropriate, of such organizations** as the Small Business Administration and the Minority Business Development Agency of the Dept. of Commerce; and
- F. Requiring **the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.**

Contract Cost and Price 15

- A. The District shall perform a cost or price analysis in connection with **every** procurement action in excess of the **Simplified Acquisition Threshold** including **contract modifications**. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-federal entity must make independent estimates before receiving bids or proposals.
- B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the

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13 40 C.F.R. §247.6. For a summary of the requirements of an Affirmative Procurement Program, see: www.epa.gov/smm/summary-affirmative-procurement-program.

14 2 C.F.R. §200.321. See also the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/.

15 2 C.F.R. §200.323.

quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

- C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.
- D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Awarding Agency or Pass-Through Entity Review 16

The District shall make available, upon request of the federal awarding agency¹⁷ or pass-through entity¹⁸ (ISBE):

- A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and
- B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.324(b) apply.

Bonding Requirements 19

- A. For construction or facility improvement contracts or sub contracts exceeding the Simplified Acquisition Threshold²⁰, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.
- B. If such a determination has not been made, the minimum requirements shall be as follows:
 - 1. A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - 2. A performance bond on the part of the contractor²¹ for 100 percent of the contract²² price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations²³ under such contract.

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¹⁶ 2 C.F.R. §200.324.

¹⁷ Federal awarding agency means the federal agency that provides a federal award directly to a non-federal entity. 2 C.F.R. §200.37.

¹⁸ Pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. 2 C.F.R. §200.74.

¹⁹ 2 C.F.R. §200.325.

²⁰ See ¶n 8, above.

²¹ Contractor means an entity that receives a contract as defined in §200.22 Contract. 2 C.F.R. §200.23.

²² Contract means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see §200.92 Subaward). 2 C.F.R. §200.22.

²³ When used in connection with a non-federal entity's utilization of funds under a federal award, obligations means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-federal entity during the same or a future period. 2 C.F.R. §200.71.

3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions 24

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*.

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24 2 C.F.R. §200.326.

4:60-AP4

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Operational Services

Exhibit - School Staff AED Notification Letter

On District letterhead

Date:

To: Staff members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

Facility	Location
_____	_____
_____	_____
_____	_____

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are school nurses and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Superintendent. Any anticipated rescuers or users should now also be trained and certified.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. Instructions for using an AED.

Please contact me if you would like information on becoming a trained AED user. If you anticipate that your duties make you more likely to use an AED, you should become trained and certified. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability. We appreciate your support.

Sincerely,

Superintendent

Attachments: Step-by-Step Emergency Response Plan (bottom of page 4 of 4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED)

General Personnel

Administrative Procedure - Fair Labor Standards Act Exemptions ¹

Important - School officials should contact the Board Attorney for application of the Fair Labor Standards Act to specific situations. The information contained in this procedure, and any information provided in the hyperlinks contained in it, should be confirmed with the Board Attorney before its application to a specific situation.

Overview

- An exempt employee in Illinois is “any employee employed in a bona fide executive, administrative or professional capacity, ... as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [current federal rules].” 820 ILCS 105/4a.
- According to the U.S. Dept. of Labor’s (DOL’s) rules, “[t]o qualify as exempt executive, administrative or professional employee,... an employee must be compensated on a salary basis at a rate of not less than \$68445 per week.” 29 C.F.R. §541.600.
- Guidance on the DOL’s website includes:

Exemptions from overtime pay provisions: www.dol.gov/elaws/esa/flsa/screen75.asp

Exempt vs. non-exempt status of a particular job: www.dol.gov/elaws/esa/flsa/overtime/jobs.htm

FLSA Exemption Category	Staff Positions
Non-covered persons	Independent contractors: www.dol.gov/elaws/esa/flsa/docs/contractors.asp Volunteers: www.dol.gov/elaws/esa/flsa/docs/volunteers.asp Student teachers who: (1) receive academic credit for their work experience, (2) do not displace regular employees, (3) work under close supervision, and (4) are not entitled to a job at the end of their training (www.dol.gov/whd/opinion/FLSA/2006/2006_04_06_12_FLSA.htm)
Executive employees	Superintendent Associate/Assistant Superintendents Directors Supervisors Other department managers
Administrative employees	Building Principals Assistant Principals Data systems analysts or computer programmers involved in obtaining

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¹ This sample procedure must be customized to reflect the positions in the District and the actual duties performed. The list should be reviewed by the board attorney. Problematic employment positions requiring careful analysis include: (1) cafeteria, transportation, maintenance, and janitorial supervisors who primarily perform manual or non-office work, and (2) executive assistants “e.g., the superintendent’s secretary” who primarily spend their time doing secretarial work, not managerial work.

FLSA Exemption Category	Staff Positions
	solutions to complex business problems: www.dol.gov/agencies/whd/fact-sheets/17e-overtime-computer Other certificated administrative staff
Professional employees	Teachers Counselors Registered nurses Media coordinators Other non-supervising certificated staff
Non-exempt employees	Secretaries (includes administrative assistants) Receptionists Bookkeepers Cafeteria workers Crossing guards Before/after school program workers Bus drivers/transportation workers Computer lab managers Custodians Maintenance workers Pre-school workers (whose primary duty is to care for physical needs of children rather than teaching; does not include licensed special education early childhood teachers) Teacher aides, paraprofessionals, and assistants

General Personnel

Administrative Procedure - Coordination with Children's Advocacy Center 1

Children's Advocacy Centers (CACs) are child-focused, trauma-informed, facility-based programs that provide a multi-disciplinary, comprehensive response to child abuse. Illinois CACs are organized and operate under the Children's Advocacy Center Act. 55 ILCS 80/. CACs are accredited based on standards set by the National Children's Alliance. 55 ILCS 80/2.5. See www.nationalchildrensalliance.org/.

If the District is located within a county that is served by an accredited CAC, it must coordinate with the CAC to implement the **Alleged Incidents of Sexual Abuse; Investigations** subhead of Board policy 5:90, *Abused and Neglected Child Reporting*. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531. For a map of accredited CACs, and to identify a CAC that may serve the District, see www.childrensadvocacycentersofillinois.org/about/map. Use this procedure to coordinate with the District's local CAC.

Glossary of Terms

Alleged incident of sexual abuse - An incident of sexual abuse of a child (as defined in the Ill. Criminal Code of 2012, 720 ILCS 5/11-9.1A) that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred either: on school grounds during a school activity, outside of school grounds, or not during a school activity. 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531. 2

Alleged victim - A student who is alleged to be the victim of an alleged incident of sexual abuse.

Appropriate law enforcement agency - A law enforcement agency whose employees have been involved, in some capacity, with an investigation of a particular alleged incident of sexual abuse. 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531.

Child advocate - May be a school social worker, a school or equally-qualified psychologist, or a person in a position the Ill. State Board of Education (ISBE) has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i) (final citation pending), added by P.A. 101-531.

Forensic interview - An interview between a trained forensic interviewer, as defined by National Children's Alliance standards, and a child in which the interviewer obtains information from children in an unbiased and fact finding manner that is developmentally appropriate and culturally sensitive to support accurate and fair decision making by the multidisciplinary team in the criminal justice and child protection systems. 55 ILCS 80/2.5.

School personnel - School employees, vendors, and volunteers.

Sexual Abuse and Sexual Assault - See Ill. Criminal Code of 2012 definitions at:

The footnotes should be removed before the material is used.

¹ This procedure cites the minimum requirements of State law. Modify this procedure based upon the District's specific implementation needs and any additional needs of the CAC that serves the District.

² Though 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, this procedure uses the definition of *sexual abuse* from the Ill. Criminal Code of 2012.

- 720 ILCS 5/11-9.1A. Permitting sexual abuse of a child.
- 720 ILCS 5/11-1.20. Criminal sexual assault.
- 720 ILCS 5/11-1.30. Aggravated criminal sexual assault.
- 720 ILCS 5/11-1.40. Predatory criminal sexual assault of a child.
- 720 ILCS 5/11-1.50. Criminal sexual abuse.
- 720 ILCS 5/11-1.60. Aggravated criminal sexual abuse.

Coordination with CAC

Actor	Action
ISBE	Identifies persons in positions who may be appropriate child advocates for students during a school’s investigation into an alleged incident of sexual abuse. As of March 2020, ISBE has not identified any persons.
Superintendent or designee	<p>Establishes a CAC Communication Committee (Committee) to operate as a Superintendent committee. See 2:150-AP, <i>Superintendent Committees</i>. Consider including:</p> <ul style="list-style-type: none"> District Nondiscrimination Coordinator (see 2:260, <i>Uniform Grievance Procedure</i>) District Safety Coordinator (see 4:170-AP1, <i>Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities</i>) District-level administrators Building Principals (Building Principals are mandatory for successful implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>) School personnel Employees from the accredited CAC that serves the District <p>Chairs and convenes Committee meetings for the purpose of implementing the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>.</p> <p>Note: To achieve the minimum requirement of State law that the District coordinate with its local CAC, this procedure establishes an administrative committee. Establishing a committee provides a best practice for aligning with governance principles and examining implementation issues specific to each individual school district and the CACs that serve each district. While smaller school districts, e.g., one-building districts, may be able to implement a program through one meeting, larger school districts will likely require the uniform coordination this Committee provides.</p> <p>Informs the School Board of the Committee’s progress and needs by adding information items to the Board’s agendas as needed.</p> <p>Ensures that at least every two years, school personnel are trained to understand, provide information and referrals to, and address issues pertaining to students who are parents, expectant parents, or victims of</p>

Actor	Action
	<p>domestic or sexual violence. Note: 105 ILCS 5/10-22.39(d) requires this training to be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting students and must include training concerning each of the following:</p> <ol style="list-style-type: none"> 1. Communicating with and listening to student victims of domestic or sexual violence and expectant and parenting students. 2. Connecting student victims of domestic or sexual violence and expectant and parenting students to appropriate in-school services and other agencies, programs, and services as needed. 3. Implementing the school district's policies, procedures, and protocols with regard to such students, including confidentiality.
School Personnel	<p>Upon suspecting or receiving knowledge of an alleged incident of sexual abuse, shall perform each of the following (105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531):</p> <ol style="list-style-type: none"> 1. Immediately report to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873 (within Illinois); 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY). 2. Follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. 25 ILCS 5/7, amended by P.A. 101-583. The written report shall include, if known, each of the following: <ul style="list-style-type: none"> The name and address of the child, his or her parents/guardians, or other persons having custody; The child's age; The child's condition, including any evidence of previous injuries or disabilities; and Any other information that the reporter believes may be helpful to DCFS for its investigation. 3. Promptly notify the Superintendent or Building Principal that a report has been made.
Superintendent or Building Principal	<p>Immediately coordinates any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.</p> <p>Notifies the District's Nondiscrimination Coordinator of the reported alleged incident of sexual abuse.</p>
DCFS and/or Appropriate Law Enforcement Agency	<p>Determines whether to accept a reported alleged incident of sexual abuse for investigation. If a reported alleged incident is accepted, refers the matter to the CAC serving the District. 105 ILCS 5/22-85(d) (final citation pending), added by P.A. 101-531.</p> <p>Note: If neither DCFS nor law enforcement investigate the alleged incident of sexual abuse, the District can move forward with its own investigation without CAC involvement.</p>

Actor	Action
CAC	<p>Coordinates the investigation of the alleged incident of sexual abuse in accordance with its existing multidisciplinary team protocol and National Children’s Alliance accreditation standards. 105 ILCS 5/22-85(e)(1) (final citation pending), added by P.A. 101-531.</p> <p>Facilitates communication between the DCFS/law enforcement multidisciplinary team investigating the alleged incident of sexual abuse and the District’s Nondiscrimination Coordinator.³ At a minimum:</p> <ol style="list-style-type: none"> 1. Ensures that all applicable parties have each other’s contact information; and 2. Shares the CAC’s protocol regarding the process of approving the viewing of a forensic interview by school personnel, and a contact person for questions regarding the protocol. 105 ILCS 5/22-85(e)(2) (final citation pending), added by P.A. 101-531.
Nondiscrimination Coordinator	<p>Upon being notified of the reported alleged incident of sexual abuse by the Superintendent or Building Principal, shall:</p> <p>Open and conduct the District’s investigation into the alleged incident of sexual abuse in accordance with policy 7:20, Harassment of Students Prohibited.</p> <p>Schedule regular follow-up calls to the CAC to inquire whether DCFS/law enforcement has opened an investigation into the alleged incident of sexual abuse.</p> <p>If DCFS/law enforcement investigation is not opened, stops using this procedure and continues the District’s investigation in accordance with policy 7:20, Harassment of Students Prohibited.</p> <p>If DCFS/law enforcement investigation is opened, continues with the following steps.</p> <p>Notes the date DCFS/law enforcement opened its investigation and sets a reminder for 15 calendar days after it.</p> <p>Note: This time period is important because the CAC has 15 calendar days to conduct a forensic interview of the alleged victim. During this time, the District is cannot interview the alleged victim regarding the alleged incident.</p> <p>While the child abuse and/or criminal investigations related to the alleged incident of sexual abuse are being conducted by DCFS/law enforcement, the Nondiscrimination Coordinator:</p> <p>Continues the District’s investigation, which may include interviewing the alleged witnesses and/or the alleged perpetrator.</p>

The footnotes should be removed before the material is used.

³ Throughout this procedure “Nondiscrimination Coordinator” may be replaced with Title IX Coordinator or designee, Complaint Manager, School Resource Officer, or the title of any other school personnel leading the school’s investigation into the alleged incident of sexual abuse.

Actor	Action
	<p>May request information from the alleged victim or his or her parent/guardian to ensure his or her safety and well-being at school during the investigations. 105 ILCS 5/22-85(f) (final citation pending), added by P.A. 101-531.</p> <p>Refrains from interviewing the alleged victim until after the CAC completes its forensic interview. 105 ILCS 5/22-85(f) (final citation pending), added by P.A. 101-531. 4</p> <p>Upon request, must inform DCFS/law enforcement investigators of any evidence it has gathered, as permitted by federal or State law. 105 ILCS 5/22-85(f) (final citation pending), added by P.A. 101-531.</p> <p>Note: Evidence gathered by the Nondiscrimination Coordinator during the District's investigation may be confidential under the Illinois School Student Records Act (105 ILCS 10/) and the Family Rights and Educational Privacy Act (20 U.S.C. §1232g). Consult the Board Attorney regarding what disclosures, if any, are allowed in response to a request from DCFS and/or law enforcement and conditions that must be met prior to disclosure.</p> <p>Schedule regular follow-up calls with the CAC to inquire about the status of the forensic interview of the alleged victim.</p>
CAC	<p>Informs the Nondiscrimination Coordinator that:</p> <ol style="list-style-type: none"> 1. The forensic interview of the alleged victim is complete, and the electronic recording of the forensic interview may be viewed; or 2. The CAC determined a forensic interview will not be conducted. 105 ILCS 5/22-85(g), (h) (final citation pending), added by P.A. 101-531.
Nondiscrimination Coordinator	<p>If the electronic recording of the forensic interview of the alleged victim is available for viewing:</p> <ol style="list-style-type: none"> 1. Verifies the CAC has obtained informed consent from an alleged victim over the age of 13 or the alleged victim's parent/guardian for school personnel to view the forensic interview (105 ILCS 5/22-85(h) (final citation pending), added by P.A. 101-531); and <p>Note: Each CAC may have its own consent form. Contact your local CAC to confirm that it will obtain written consent from the alleged victim over the age of 13 or the alleged victim's parent/guardian (if under the age of 13).</p>

The footnotes should be removed before the material is used.

4 The purpose of waiting to interview and coordinating with CACs is to minimize trauma of an alleged victim by preventing multiple interviews of him/her regarding the alleged incident of sexual abuse. When a DCFS/law enforcement investigation is pending, then the CAC's forensic interview serves as the interview that other entities, e.g., school districts, may use by viewing or listening to it for their investigations. If a DCFS/law enforcement investigation is pending but the CAC does not conduct a forensic interview, then the school may conduct its own interview of the alleged victim after following the procedures outlined in this procedure.

Actor	Action
	<p>2. Views the electronic recording of the forensic interview.</p> <p>If the CAC has not performed a forensic interview of the alleged victim within 15 calendar days after DCFS/law enforcement opens an investigation, notifies the CAC that the District intends to interview the alleged victim.</p>
CAC	<p>After receiving notification that the District intends to interview the alleged victim, has 10 additional calendar days to conduct a forensic interview. 105 ILCS 5/22-85(g) (final citation pending), added by P.A. 101-531.</p>
Nondiscrimination Coordinator	<p>If the CAC does not conduct a forensic interview of the alleged victim within the 10 additional calendar days, proceeds with the District's interview of the alleged victim. <u>Id.</u></p> <p>If the alleged victim is under 18 years old, makes a child advocate available to the alleged victim and allows the child advocate to be present during the interview. A child advocate may be a school social worker, a school or equally qualified psychologist, or a person in a position that ISBE has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i) (final citation pending), added by P.A. 101-531.</p> <p>Schedules regular follow-up calls to DCFS/law enforcement to inquire if the investigation of an incident has been suspended and/or is complete, including the outcome of the investigation. 105 ILCS 5/22-85(j), (k) (final citation pending), added by P.A. 101-531.</p>

General Personnel

Administrative Procedure - Statement of Economic Interests for Employees

Date	Action
Upon initial employment	All employees who are required to file a statement of economic interests (see School Board policy 5:120, <i>Employee Ethics; Conduct; and Conflict of Interest</i>) must file such a statement upon initial employment if employed by May 1. 5 ILCS 420/4A-105(c).
On or before February 1, annually -1	Superintendent or designee shall certify to the appropriate county clerks a list of names and addresses of employees who are required to file a statement of economic interests (see School Board policy 5:120, <i>Employee Ethics; Conduct; and Conflict of Interest</i>). The list shall set out the names in alphabetical order by county of residence. The Superintendent or designee shall send the list to county clerks of the counties in which those employees reside, or if any employee resides outside of Illinois, to the county clerk of the county in which the District's principal office is located. 5 ILCS 420/4A-106.5, added by P.A. 101-221 and amended by P.A. 101-617.
On or before April 1, annually	County clerk of each county shall notify employees whose names have been certified to him or her of the requirements for filing statement of economic interests. 5 ILCS 420/4A-106.5, added by P.A. 101-221.
On or before May 1, annually	All employees who are required to file a statement of economic interests (see Board policy 5:120, <i>Employee Ethics; Conduct; and Conflict of Interest</i>) must file a statement of economic interests with the county clerk of the county in which the principal District office is located (5 ILCS 420/4A-106.5), unless he or she has already filed a statement in relation to the District within the calendar year. 5 ILCS 420/4A-105.
After January 1, 2011	<p>Any county clerk who uses a system of Internet-based filing of economic interest statements must: (1) post the contents of statements, without filers' addresses or signatures, that were filed using the Internet on a publicly accessible website, and (2) otherwise comply with 5 ILCS 420/4A-108.</p> <p>The times for the filing of statements of economic interests set forth in Section 4A-105 must be followed in any system of Internet-based filing.</p>

The footnotes should be removed before the material is used

~~1-Confirm the February 1st deadline with the county clerk because the deadline no longer appears in 5 ILCS 420/106.5, added by P.A. 101-221.~~

Draft

Instruction

Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities 1

In its continuing commitment to help school districts and special education cooperatives comply with Ill. State Board of Education (ISBE) requirements for procedures, the special education committee of the Ill. Council of School Attorneys (ICSA) prepared ~~modelsample~~ special education procedures. ISBE rules at 23 Ill.Admin.Code Part 226 contain the requirements for special education procedures that must be implemented ~~adopted~~ by each school district and cooperative entity. The IASB/ICSA ~~modelsample~~ procedures ~~are approximately 80 pages and~~ are available on the IASB website: iasb.com/law/icsasped.cfm.

Draft

The footnotes should be removed before the material is used.

1 Check with your district's special education administrator to ensure that this procedure accurately reflects the title and location of the special education procedures implemented by your district.

Students

Exhibit - Student Handbook Checklist

The Checklist contains mandatory and recommended notices that schools should give to their students and the students' parents/guardians.¹ *Mandatory* means the notices are legally required. *Recommended* means including the notices are a best practice. The Checklist is in the IASB Policy Reference Manual (PRM) format, and it lists corresponding policies, procedures, and exhibits in numerical order within each sub-headed category. A corresponding citation to the Illinois Principals Association **Online Model Student Handbook (MSH)** is also listed, if one exists. Any handbook should be reviewed by the Board Attorney before distribution to ensure that all mandatory notices are included as this Checklist is subject to change without notice. This Checklist is not a substitute for legal advice.

Mandatory Notices

Student Services

Mandatory Topics	IASB PRM	IPA MSH
Transportation	4:110, <i>Transportation</i>	4.10, <i>Bus Transportation</i>
Transportation reimbursement eligibility and dispute resolution Note: this program has been withdrawn due to lack of funding	4:110, <i>Transportation</i>	4.10, <i>Bus Transportation</i>
Eligibility criteria for free and reduced lunch	4:130, <i>Free and Reduced-Price Food Services</i> 4:130-E, <i>Free and Reduced-Price Food Services; Meal Charge Notifications</i>	3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i>
Waiver of school fees along with the fee waiver application form	4:140, <i>Waiver of Student Fees</i> 4:140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i> 4:140-E1, <i>Application for Fee Waiver</i> 4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>	3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> 3.10-E1, <i>Application for Fee Waiver</i>
School Wellness (required if the District participates in the National School Lunch Pro-	6:50, School Wellness	

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

¹ In its continuing commitment to help school districts comply with legal requirements for all policies and procedures, the Illinois Principals Association (IPA) in conjunction with the Illinois Association of School Boards' (IASB) PRESS, have prepared this checklist to assist school administrators in preparing their student handbooks. A special thank you also goes to the law firm of Hodges, Loizzi, Eisenhammer, Rodick and Kohn LLP for allowing IPA and IASB to cross check this *Student Handbook Checklist* against its annual version.

Mandatory Topics	IASB PRM	IPA MSH
gram or Breakfast Program)		
Alternative learning opportunities	6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i>	2.90, <i>Course Alternatives & Substitutions Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i>
Notification to parents/guardians of English Learners regarding their child's placement in, and information about, the District's English Learners programs	6:160, <i>English Learners</i>	12.60, <i>English Learners</i>
Parental involvement under Title I (only when the district receives Title I funds)	6:170, <i>Title I Programs</i> 6:170-AP1, <i>Checklist of Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs</i> 6:170-AP1, E1, <i>District-Level Parent and Family Engagement Compact</i> 6:170-AP1, E2, <i>School-Level Parent and Family Engagement Compact</i> 6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act</i>	12.50, Parent Involvement Compact 12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>
Notice to parents required by the Elementary and Secondary Education Act No Child Left Behind Act of 2001	6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and protections Protection of Pupil Rights Act</i>	
Surveys that request personal information from students	7:15, <i>Student and Family Privacy Rights</i>	11.10, <i>Student Privacy Protections</i>
Birth certificate requirements for enrollment	7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> 7:50-AP, <i>School Admissions and</i>	

Mandatory Topics	IASB PRM	IPA MSH
	<i>Student Transfers To and From Non-District Schools</i>	
Dental examinations	7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	
Eye examinations (K and students enrolling in public school for the first time only)	7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	
Vaccinations (influenza and meningococcal)	7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	
Administration of medications (includes asthma inhalers and epinephrine injectors, opiod antagonists, and glucagon)	7:270, Administering Medicines to Students 7:270-AP1, Dispensing Medication 7:270-E1, School Medication Authorization Form	5.20, Student Medication 5.20-E1, Student Medication Authorization Form 5.20-E2, Authorization for Student Self Medication Form

Student Programs

Mandatory Topics	IASB PRM	IPA MSH
Notice of instruction in recognizing and avoiding sexual abuse (K-8 only)	6:60-AP, Comprehensive Health Education Program 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	12.40, Sex Education Instruction 12.40-E1, Notice to Parents on Sex Education Instruction
Free appropriate public education to students with disabilities Special education services to eligible children whether or not enrolled in the District	6:120, Education of Children with Disabilities 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities (downloadable from IASB website, www.iasb.com) 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights	10.10, Education of Children with Disabilities

Student Responsibilities

Mandatory Topics	IASB PRM	IPA MSH
IHSA policy on banned substances	6:190, Extracurricular and Co-	9.10, Athletic Rules

7:190-E2

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Mandatory Topics	IASB PRM	IPA MSH
(required only for IHSA schools)	<i>Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i> 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i>	<i>& Extracurricular and Athletic Activities -Code of Conduct</i>
Absenteeism and truancy	7:70, <i>Attendance and Truancy</i>	2.10, <i>Attendance</i> 2.50, <i>Truancy</i>
Statement of district ownership of and right to search student lockers	7:140, <i>Search and Seizure</i>	8.10, <i>Search and Seizure</i>
Search procedures for school grounds and lockers	7:140, <i>Search and Seizure</i>	8.10, <i>Search and Seizure</i>
Notification regarding access to student accounts or profiles on social networking websites	7:140, <i>Search and Seizure</i> 7:140-E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act	8.10, <i>Search and Seizure</i>
Bullying prohibited and reporting encouraged	7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>	6.40, <i>Prevention of and Response to Bullying, Intimidation, & Harassment</i> 6.40-E1, <i>Aggressive Behavior Reporting Letter & Form</i>
Teen dating violence prohibited and reporting encouraged	7:185, <i>Teen Dating Violence Prohibited</i>	
Prohibition of electronic paging devices and making threat by Internet	7:190, <i>Student Behavior</i>	6.30, <i>Student Behavior Discipline</i>
All prohibited conduct in the school discipline code, including, but not limited to: 1. Controlled substances 2. Firearms and other weapons 3. E-cigarettes 4. Gangs and gang-related activity 5. Sexting prohibited	4:170-AP2, E4, <i>Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i> 7:190, <i>Student Discipline Behavior</i> 7:190-AP5, <i>Student Handbook - Electronic Devices</i> 7:190-AP6, <i>Guidelines for Investigating Sexting Allegations</i>	6.30, <i>Student Behavior Discipline</i>

Mandatory Topics	IASB PRM	IPA MSH
Inform parents/guardians when their child engaged in aggressive behavior along with the school's early intervention procedures	7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i>	6.40-E1, <i>Aggressive Behavior Reporting Letter & Form</i>
Suspension and expulsion, and due process requirements	7:200, <i>Suspension Procedures</i> 7:210, <i>Expulsion Procedures</i>	
School bus safety	7:220, <i>Bus Conduct</i> 4:110-AP3, <i>School Bus Safety Rules</i>	4.10, <i>Bus Transportation</i>
Videotape surveillance of buses (if applicable)	7:220, <i>Bus Conduct</i> 7:220-AP, <i>Electronic Recordings on School Buses</i>	4.10, <i>Bus Transportation</i>
Behavior interventions (these may be developed through the Spec. Ed. Coop if the district belongs to one)	7:230, <i>Misconduct by Students With Disabilities</i>	
Dress code	7:160, <i>Student Appearance</i>	6.20, <i>School Dress Code & Student Appearance</i>
All other conduct prohibited by Board policy - school discipline code	7:190, <i>Student Behavior</i>	6.30, <i>Student Behavior Discipline</i>

Student Rights

Mandatory Topics	IASB PRM	IPA MSH
Notice of non-discrimination coordinator(s) and making complaint of discrimination or sexual harassment	2:260, <i>Uniform Grievance Procedure</i>	6.40, <i>Prevention of and Response to Bullying, Intimidation & Harassment</i>
Prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy	7:10, <i>Equal Educational Opportunities</i>	1.50, <i>Equal Opportunity & Sex Equity</i>
Sex equity and grievance procedures	2:260, <i>Uniform Grievance Procedure</i> 7:10, <i>Equal Educational Opportunities</i>	1.50, <i>Equal Opportunity & Sex Equity</i>
Sexual harassment prohibited and grievance procedures and age-appropriate information about the sexual harassment policy	2:260, <i>Uniform Grievance Procedure</i> 7:20, <i>Harassment of Students Prohibited</i>	6.450, <i>Bullying, Intimidation & Harassment Sexual Harassment & Teen</i>

Mandatory Topics	IASB PRM	IPA MSH
		<u>Dating Violence Prohibited</u>
Notify parents of their right to request their child's classroom teachers' qualifications	5:190-E1, <i>Notice of to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i>	12.10, <i>Teacher Qualifications</i> 12.130, <u>Parent Notices Required by the Every Student Succeeds Act</u>
Educational rights of homeless students in the location where homeless children receive services	6:140, <i>Education of Homeless Children</i> 6:140-AP, <i>Education of Homeless Children</i>	12.30, <i>Homeless Child's Right to Education</i>
Notice of parent and student rights under the Children's Privacy Protection and Parental Empowerment Act	7:15, <i>Student and Family Privacy Rights</i> 7:15-E, <i>Notification to Parents of Family Privacy Rights</i>	11.10, <i>Student Privacy Protections</i>
Notice to parents/guardians about social network passwords	7:140, <i>Search and Seizure</i> 7:140- E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i>	6.70, <u>Access to Student Social Networking Passwords & Websites (Pending)</u>
Notice concerning privacy and access rights to school student records	7:340, <i>Student Records</i> 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i>	11.20, <i>Student Records</i>
Disclosure of directory information	7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i>	11.20, <i>Student Records</i>
Information classified as directory information and for objecting to disclosure of information	7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i>	11.20, <i>Student Records</i>
Military recruiting	7:340-AP1, E3, <i>Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information and Eligible Students</i>	11.20, <i>Student Records</i>

Mandatory Topics	IASB PRM	IPA MSH
	<u><i>Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information</i></u> 7:340-AP1, E4, <i>Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information</i>	
Student biometric information (when applicable)	7:340, <i>Student Records</i> 7:340-AP1, E5, <i>Biometric Information Collection Authorization</i>	11.30, <i>Student Biometric Information</i>
Notice of disability accommodation	8:70, <i>Accommodating Individuals with Disabilities</i>	1.110, <i>Accommodating Individuals with Disabilities</i>

General Information

Mandatory Topics	IASB PRM	IPA MSH
Notice before a pesticide application	<u><i>4:160, Environmental Quality of Buildings and Grounds</i></u> 4:160-AP, <i>Environmental Quality of Buildings and Grounds</i>	12.80, <i>Pesticide Application Notice</i>
A availability of information concerning sex offenders	4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> 4:175-AP1, E1, <i>Informing Parents/Guardians About Offender Community Notification Laws</i>	12.1210, <i>Sex Offender Notification Law</i> <u><i>12.120, Violent Offender Community Notification</i></u>
School bus safety	4:110-AP3, <i>School Bus Safety Rules</i>	4.10, <i>Bus Transportation</i>
<u>Asbestos management plan, notice of availability</u>		
Notice to parents/guardians and staff of IHSA's online training video about hands-only CPR and AED	4:170, <i>Safety</i> 4:170-AP6, E1, <i>School Staff AED Notification Letter</i>	
Notice that a student athlete and his/her parent must sign acknowledgement of receiving the concussion policy (required only for IHSA schools)	7:305, <i>Student Athlete Concussions and Head Injuries</i> <u><i>7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries</i></u>	9.30, <i>Student Athlete Concussions and Head Injuries</i>
School visitation rights notice	8:95-E1, <i>Letter Notifying Parents/Guardians of School Visitation Rights</i> 8:95-E2, <i>Verification of School Visitation Rights</i>	12.70, <i>School Visitation Rights</i>

Mandatory Topics	IASB PRM	IPA MSH
	<i>itation</i>	

Recommended Notices

Student Services

Recommended Topics	IASB PRM	IPA MSH
Information regarding waiver of student fees	4:140, <i>Waiver of Student Fees</i>	
Fire drill program, building specific plan	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i>	5.40, <i>Safety Drill Procedures and Conduct</i>
School safety plans, including severe weather and injury or sudden illness	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i> 4:170-AP1, E1, <i>Accident or Injury Form</i>	2.100, <i>Home and Hospital Instruction</i>
<u>Targeted school violence prevention program, including threat assessment teams</u>	4:190, <i>Targeted School Violence Prevention Program</i> 4:190-AP2, <i>Threat Assessment Team (TAT)</i>	
Home and hospital instruction	6:150, <i>Home and Hospital Instruction</i>	2.100, <i>Home and Hospital Instruction</i>
Student residency and tuition	7:60, <i>Residence</i> 7:60-AP1, <i>Challenging a Student's Residence Status</i> 7:60-AP2, <i>Establishing Student Residency</i> 7:60-AP2, E1, <i>Letter of Residence from Landlord in Lieu of Lease</i> 7:60-AP2, E2, <i>Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident</i> 7:60-AP2, E3, <i>Evidence of Non-Parent's Custody, Control and Responsibility of a Student</i>	
Parking, building specific	7:140, <i>Search and Seizure</i>	4.20, <i>Parking</i>
Health and guidance counselor and social work access	7:250, <i>Student Support Services</i>	5.30, <i>Guidance & Counseling</i>
Communicable and infectious disease	7:280, <i>Communicable and Chronic Infectious Disease</i> 7:280-AP, <i>Managing Students with</i>	5.50, <i>Communicable Diseases</i> 5.60, <i>Head Lice</i>

Recommended Topics	IASB PRM	IPA MSH
	<i>Communicable and Infectious Diseases</i>	
Students with diabetes	6:120-AP4, <i>Care of Students with Diabetes</i>	1.130, <i>Care of Students with Diabetes</i> 1.130-E1, <i>Authorization to Provide Diabetic Care</i>
Medical cannabis administration	7:270-E2, <i>School Medication Authorization Form - Medical Cannabis</i>	
Food allergy management program	7:285, <i>Food Allergy Management Program</i> 7:285-AP, <i>Implementing a Food Allergy Management Program</i>	1.120, <i>Students with Food Allergies</i>
Telephone use, building specific		

Student Programs

Recommended Topics	IASB PRM	IPA MSH
Weighted grades	6:280-AP, Evaluating and Reporting Student Achievement	
District philosophy and goals	1:30, <i>School District Philosophy</i> 3:10, <i>Goals and Objectives</i> 6:10, <i>Educational Philosophy and Objectives</i>	
Anti-bias curriculum	6:60, <i>Curriculum Content</i>	
Driver education eligibility and requirements (high schools only)	6:60, <i>Curriculum Content</i>	
Parental objections to sex education, family life instruction, and sexually transmitted diseases	6:60-AP, E1, <i>Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes</i>	12.40, <i>Sex Education Instruction</i> 12.40-E1, <i>Notice to Parents on Sex Education Instruction</i>
Biking and Walking Safety Education	6:60-AP, E2, <i>Resources for Biking and Walking Safety Education</i>	
<u>Accelerated placement availability</u>	6:135, Accelerated Placement Program	2:90, Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Recommended Topics	IASB PRM	IPA MSH
Adaptive physical education program exemption	6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.80, <i>Exemption Exemption-from PE Requirement (Regular Education)</i>
Bilingual education availability	6:160, <i>English Learners</i>	12.60, <i>English Learners</i>
Co-curricular activities	6:190, <i>Extracurricular and Co-Curricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Rules & Code of Conduct</i>
“No Pass, No Play”	6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Rules & Code of Conduct</i>
Parental right to review instructional materials	6:210, <i>Instructional Materials</i>	11.10, <i>Student Privacy Protections</i>
Acceptable use and Internet safety	6:235, <i>Access to Electronic Networks</i> 6:235-AP1, <i>Acceptable Use of the District’s Electronic Networks</i> 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i> 6:235-AP1, E2, <i>Staff Authorization for Access to the District’s Electronic Networks</i>	7.10, <i>Internet Acceptable Use</i> 7.10-E1, <i>Internet Acceptable Use Sign-Off</i>
Social promotion	6:280, <i>Grading and Promotion</i> 6:280-AP, <i>Evaluating and Reporting Student Achievement</i>	2.60, <i>Grading and Promotion</i>
High school graduation requirements (high schools only)	6:300, <i>Graduation Requirements</i>	2.120, <i>Graduation Requirements</i>
Right of students with IEP to participate in graduation ceremony (high schools only)	6:300, <i>Graduation Requirements</i>	10.40, <i>Certificate of High School Completion</i>
Physical education, including waiver of required classes	6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.80, <i>Exemption Exemption-from PE Requirement (Regular Education)</i> 10.30, <i>Exemption from PE Requirement (Special Education)</i>
Class schedules, building specific		

Recommended Topics	IASB PRM	IPA MSH
Schedule of testing programs, building specific	6:340, <i>Student Testing and Assessment Program</i>	
Student distribution of non-curricular material	7:310, <i>Restrictions on Publications; Elementary Schools</i> 7:310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</i> 7:315, <i>Restrictions on Publications; High Schools</i> 7:315-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools</i>	7.20, <i>Guidelines for Student Distribution of Non-School Sponsored Publications</i>

General Information

Recommended Topics	IASB PRM	IPA MSH
Asbestos management plan, notice of availability		
School calendar	6:20, <i>School Year Calendar and Day</i>	
Field trip	6:240, <i>Field Trips</i> 6:240-AP, <i>Field Trip Guidelines</i>	6.60, <i>Field Trips</i>
Release time for religious instruction/observance	7:80, <i>Release Time for Religious Instruction/Observance</i>	2.30, <i>Release Time for Religious Instruction and Observance</i>
<u>Release time for students voting in elections</u>	<u>7:90, Release During School Hours</u>	
Extra-curricular drug and alcohol testing (if applicable)	7:240-AP2, <i>Extracurricular Drug and Alcohol Testing Program</i> 7:240-AP2, E1, <i>Consent to Participate in Extracurricular Drug and Alcohol Testing Program</i>	9.10, <i>Extracurricular and Athletic Activities Rules & Code of Conduct</i>
Eligibility to remove college entrance exams from student transcripts	7:340, <i>Student Records</i>	11.20, <i>Student Records</i>
Equal access to school facilities	8:20, Access to <i>Community Use of School Facilities</i>	
Identification and registration of persons entering the school building	8:30, <i>Visitors to and Conduct on School Property</i>	1.40, <i>Visitors</i>
Statement that the handbook is: 1. Only a summary of board poli-	2:240, <i>Board Policy Development</i>	1.10, Parent/Guardian Handbook

Recommended Topics	IASB PRM	IPA MSH
<p>cies governing the district; board policies are available to the public at the district office</p> <p>2. A document that may be amended during the year without notice</p> <p>3. Is a communication tool of all policies to persons expected to execute and comply with them</p>		<p><i>Acknowledgement</i></p> <p>1.20, <i>Student Handbook Acknowledgement</i></p> <p>1.30, <i>General School Information</i></p>
Address of District offices, list of administrators, and contact information	<p>2:250, <i>Access to District Public Records</i></p> <p>2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i></p>	1.30, <i>General School Information</i>
Board members' names	<p>2:250, <i>Access to District Public Records</i></p> <p>2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i></p>	1.30, <i>General School Information</i>
List of District school addresses	<p>2:250, <i>Access to District Public Records</i></p> <p>2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i></p>	1.30, <i>General School Information</i>

Special Circumstance Notifications

Special Circumstance Topics	IASB PRM	IPA MSH
Notification for unsafe school transfer choice	<p>4:170, <i>Safety</i></p> <p>4:170-AP5, <i>Unsafe School Choice Option</i></p>	12.100, <i>Unsafe School - Transfer</i>
Notification of right to review teachers' qualifications	<p>5:190, <i>Teacher Qualifications</i></p> <p>5:190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i></p> <p>5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i></p> <p>5:190-E3, <i>Letter to Teacher Who Does Not Meet Applicable State</i></p>	<p>12.10, <i>Teacher Qualifications</i></p> <p><u>12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i></u></p>

Special Circumstance Topics	IASB PRM	IPA MSH
	<i>Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</i>	
<p>Notice when:</p> <ol style="list-style-type: none"> 1. Student is being taught by a teacher who is not highly qualified, 2. School identified as in need of improvement, 3. Schools are identified for corrective action, 4. Schools are identified for restructuring, 5. There is eligibility for supplemental educational services, and 6. The district offers voluntary school choice, if applicable. 	<p>5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i></p> <p>6:15, <i>School Accountability</i></p>	
Credit for proficiency	6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i>	2.90, <i>Course Alternatives & Substitutions Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i>

Students

Exhibit - Application and Procedures to Involve Students in Fundraising Activities

To be submitted to the Building Principal

Organization Name _____ School _____

Activity _____ Activity Dates _____

This application must be approved before involving students in a fundraising activity. Only the following organizations are permitted to involve students in fundraising activities while they are on school grounds during school hours or during any school activity: (check at least one box)

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

Describe how students will be involved in the fundraising activity, including whether they will be asked to buy or sell items:

Will the proposed activity involve selling food or beverage items to students on campus during the school day?

- Yes - An approval may be contingent on the availability of an *exempted fundraising day*; please **attach an exact description of what you propose to sell including the nutritional analysis.**
- No - Food and beverage items will not be sold to students on campus during the school day.

Fundraising efforts must not conflict with instructional activities or programs. Sales booths during a school activity or lunch are permissible.

What, if any, activity will be done while students are on school premises?

Student participation must be voluntary. Penalties for failure to participate are prohibited.

Describe student incentives for participation: _____

Fundraising efforts should not burden students, their families, citizens, or merchants by being too frequent.

When and what was the last fundraising activity done by this organization or club?

Local ordinances must be followed, merchants must approve of any activities on their property, and students must conduct themselves as ambassadors for their School.

How will students be informed? _____

Student safety must be paramount.

How will students be kept safe if fundraising activities occur away from school?

- Not applicable - all student involvement occurs at school.

Sales or service campaigns to raise money should offer appropriate merchandise or services.
Describe the merchandise or services students will be asked to sell or perform:

For school-sponsored student organizations, a school staff member must supervise the fundraising activities in addition to any other adult volunteers.

List all of the adult sponsors, including staff members and non-staff adult volunteers:

Not applicable - activity is not being proposed by a school-sponsored student organization.

For school-sponsored student organizations, the student activity funds treasurer must safeguard the financial accounts.

Is this agreeable? Yes No

Not applicable - activity is not being proposed by a school-sponsored student organization.

Parent organizations and booster clubs are governed by School Board policy 8:90, Parent Organizations and Booster Clubs.

Is the organization prepared to abide by this policy? _____

Not applicable - activity is not being proposed by a parent organization or booster club.

The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.

Describe how funds raised through the proposed activity will be used:

If the activity will help fund a trip or overnight excursion, describe the travel plans:

The funds must be used to the maximum extent possible for the designated purpose.

Is this agreeable? Yes No

Fundraising efforts that solicit donor messages for placement on school property must follow the District's viewpoint neutral guidelines for the creation of messages.

Is this agreeable? Yes No

Not applicable - activity being proposed will not solicit donor messages.

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

Applicant name (please print) _____

Telephone number _____

Address _____

Email address _____

Applicant signature _____

Date _____

The Building Principal will base his or her decision on the information being provided in this form as well as other criteria deemed important. (Note to Building Principal: after approving or denying this application, return a copy of it to the person making the request, send the original to the Superintendent, and retain a copy at the School.)

Approved Denied

Building Principal or designee _____

Date _____

Community Relations

Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders

Date:

Dear Parent/Guardian:

Student's Name (Please print)

School

~~The purpose of this letter is to help the school and District comply with the State law placing restrictions on child sex offenders' access to school property. See (720 ILCS 5/11-9.3). It State law prohibits a child sex offender from knowingly being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender: (1) is a parent/guardian of a student and the parent/guardian is: (a) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (c) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or (2) has permission to be present from the Superintendent or the School Board and the Superintendent or Board President have informed the Building Principal. A child sex offender present on school property must remain under the direct supervision of a school official. A child sex offender who violates these provisions of the law is guilty of a Class 4 felony.~~

Instructions for Child Sex Offenders

To lawfully visit school property, a child sex offender must complete 8:30-E2, *Child Sex Offender's Request for Permission to Visit School Property*. ~~This form must be completed for each visit to school property.~~

Sincerely,

School Administrator

Community Relations

Exhibit - Child Sex Offender's Request for Permission to Visit School Property

If you are a child sex offender, you must complete this form to lawfully visit school property whenever students are present. After a decision is made ~~concerning your request~~, whether to grant or deny your request for permission to visit, a copy will be returned to you. This information will be kept in the District's main office as well as in the Building Principal's office where you are seeking permission to visit.

_____	_____
Name (Please print)	Address
_____	_____
Signature	Date
_____	_____
School (Visit Location)	Date of Visit

Complete the following if you are a parent/guardian of a student attending the above listed school.

I request permission to visit the school for the following reason(s):

- To attend a conference with school personnel to discuss the academic or social progress of my child.
- To participate in my child's review conference in which evaluation and placement decisions may be made with respect to my child regarding special education services.
- To attend a conference to discuss other student issues concerning my child such as retention and promotion.
- Other (Please be specific): _____

Complete the following if you are not a parent/guardian of a student who attends the school you are requesting to visit.

- I request permission to visit the school for the following reason(s) (Please be specific): _____

The following is to be completed by District personnel only:

- Permission Granted Permission Denied

_____	_____
Date	Signature (Superintendent, Designee, or Board President)

Visit Supervision (To be completed by the staff member supervising the child sex offender)

Supervisor's Name (Please print) _____

Visitor's Time In _____ Visitor's Time Out _____

_____	_____
Date	Supervisor's Signature

Draft

Board of Education Information

To: Board of Education

From: Matt Rich

Date: April 23, 2020

Re: 2019-20 Continuing Sunrise Busing Agreement

Recommendation:

It is the recommendation of the Superintendent to approve the attached 2019-20 Continuing Sunrise Busing Agreement.

**AMENDMENT TO STUDENT TRANSPORTATION SERVICES AGREEMENT
BETWEEN Winfield School District 34 AND Sunrise Transportation LLC**

This Amendment (the “**Amendment**”) to a Student Transportation Services Agreement is executed on the date last written below, by and between Winfield School District 34 (the “**District**”) and Sunrise Transportation, LLC (the “**Contractor**,” and together with the District, the “**Parties**”).

WHEREAS, on or about April 23, 2020, the Parties executed a certain Student Transportation Services Agreement (the “**Agreement**”) with a term commencing March 16, 2020;

WHEREAS, as of March 9, 2020, the Governor of Illinois declared all counties in the State of Illinois to be a disaster area as a result of the ongoing spread of the COVID-19 virus (“**COVID-19**”);

WHEREAS, pursuant to Executive Order 2020-05 and Executive Order 2020-06, each issued by the Governor of Illinois, all public and private schools in Illinois have been closed for educational purposes from March 17, 2020 through March 30, 2020, due to the outbreak of COVID-19 (the “**Initial Shutdown**”);

WHEREAS, the Initial Shutdown was further extended through April 30, 2020 pursuant to Executive Order 2020-18 (the “**Extended Shutdown**” and collectively with any extensions thereto, the “**Shutdown**”);

WHEREAS, under the terms and conditions of the Agreement, the District has no obligation to compensate the Contractor for transportation services not rendered due to the Shutdown; however, the District and Contractor recognize their shared interest in facilitating the Contractor’s retention of drivers, monitors, certain other employees, and the Contractor’s ability to maintain a viable business during the Shutdown, such that Contractor has the capacity to resume performing transportation services for the District after the Shutdown;

WHEREAS, the Parties hereto desire that Contractor continue to be engaged with District during the Shutdown and that the Contractor be able to maintain a continuity of Services by the Contractor for the benefit of District such that when the Shutdown expires and normal school operations resume, the Contractor shall be able to promptly and seamlessly provide Services under the Agreement to the District (the “**Business Continuation Services**”);

WHEREAS, the payments contemplated to be paid by District to Contractor under this Amendment for the Business Continuation Services will assist the Contractor in ensuring such continuity of service and are intended to allow Contractor to make its best efforts to resume Services seamlessly for the benefit of the District upon the expiration of the Shutdown.

NOW, THEREFORE, in consideration for the promises and covenants set forth herein, the Parties mutually agree as follows:

1. **Monthly Payments.** The Parties hereby amend the Agreement to provide that during the Shutdown, notwithstanding anything in the Agreement to the contrary, Contractor will submit monthly invoices to the District for the following expenses, not to total more than 100% of normal daily fees charged to District under the Agreement, multiplied by the number of normally scheduled school days in each month during the Shutdown, and District agrees to pay Contractor according to such invoices:

- a. **Direct Labor Payroll Expense:** For wages, payroll taxes, and benefits related to drivers, aides, and/or monitors directly related to work done for District, Contractor will only invoice District for such payroll expenses actually paid in the month being invoiced for during the Shutdown; and
- b. **Non-Direct Labor and Fixed Operating Cost Expense:** The Parties recognize that all non-direct labor and fixed operating expenses incurred by Contractor are not specifically incurred solely for District and thus need to be charged on a pro-rata basis, based on the normal monthly fees invoiced by Contractor under the Agreement to District. These expenses include support staff and maintenance payroll, liability and workman's compensation insurance premiums, vehicle leasing/financing, debt financing, rent/utilities, IT systems, and other operating expenses. While the Parties agree that such expenses stated herein do not include or represent all such expenses incurred by Contractor, during the Shutdown Contractor will invoice District for its pro-rata share of such expenses incurred during the Shutdown at the rate of 70% of the normal monthly fees invoiced under the Agreement.

2. **Processing of Payment Requests.** The Contractor shall provide an invoice for the month of March in early April, per the Agreement, that includes charges for two weeks of regular operations in accordance with the Agreement (for X/X/20 through X/X/20) and two weeks of modified charges with respect to the Business Continuation Services as contemplated under this Amendment (for X/X/20 through X/X/20), along with the requisite detail and information required under the Agreement, for the District to review and approve said payment. A similar invoice shall be provided by Contractor in early May pursuant to the Agreement with respect to the entire month of April, which shall include the modified charges agreed to herein with respect to the Business Continuation Services provided during the month of April.

3. **Expiration of Shutdown.** Once the Shutdown has ended and this Amendment is terminated, the charging of all fees and expenses as outlined under the Agreement will automatically resume according to the terms and conditions of the Agreement. Payments for any combination of Business Continuation Services, as contemplated under this Amendment, and regular student transportation services, as contemplated under the original Agreement, in a particular month will be invoiced and provided accordingly by the Contractor to the District at the beginning of the following month, as soon as is administratively possible. Assuming all relevant backup, detail and certifications are provided, and that the charges are deemed to be appropriate and in keeping with this Amendment, the District would then review and approve said monthly invoice as is normal practice.

4. **Continuation of Amendment.** The Parties may negotiate a continuation to this Amendment or a new amendment. Any such continuation or new amendment shall be agreed to in writing and signed by the Parties, and lacking such, this Amendment will automatically terminate as of the last day of the Shutdown or the last day of the school year, whichever comes first.

5. **Governing Law.** The Agreement and this Amendment shall be governed by, construed through, 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 in the Circuit Court located in DuPage County, Illinois, or the Federal District Court for the Northern District of Illinois.

6. **Relationship of Agreement to Amendment.** Except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect. If there is any conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall control.

7. **Effective and Termination Date (the “Term”).** This Amendment shall be deemed dated and become effective on the date the last of the Parties signs this Amendment, as set forth below the signature of their duly authorized representatives, and shall terminate upon the expiration of the Amendment, this being either the last day of the Shutdown or the last day of the school year, whichever comes first, provided that the payment obligations of the Parties shall survive the termination of this Amendment and be made in a timely manner, assuming the appropriateness of the charges.

[Signature Page Follows]

IN WITNESS WHEREOF, this Amendment has been signed and executed in duplicate on behalf of the Parties hereto by persons duly authorized on the day and year first written above.

DISTRICT:

BOARD OF EDUCATION OF
School District #34

By: _____

Title: _____

Date: _____

CONTRACTOR:

Sunrise Transportation, LLC

By: _____

Title: _____

Date: _____

Board of Education Information

To: Board of Education

From: Matt Rich

Date: April 23, 2020

Re: Approve 2020-2021 Salaries and Activity Stipends

Recommendation:

It is the recommendation of the Superintendent to approve the FY21 salaries and activity stipends.

Background Information:

A 1.52% (80% of CPI at December of 2018 which is 1.9%) increase in salary is recommended for certified employees in the bargaining unit in accordance with the salary compensation negotiated in the WTA Collective Bargaining Agreement with additional bonuses as identified by the language of the agreement.

Activity stipends are recommended for approval based on the recommended levels identified in the WTA Collective Bargaining Agreement.

A 1.52% increase in salary is recommended for all other employees who are not members of the bargaining unit except for Dawn Reinke, who will have a 6% increase as identified in her current multi-year agreement.

A bonus of \$1400 is recommended for all full-time non-certified educational support personnel positions with a bonus proration occurring for part-time positions of 0.5 FTE or more.

Employees retain the right to refuse a salary increase.

The following employees are having roles redefined and changes in salary more than a 3% increase:

- Lisa Honaker - add Collective Bargaining/Negotiations to responsibilities

Attached is the list of employees and their salaries for 2020-2021.

2020-2021 District 34 Activity Stipends

1.52% Increase For FY21

Activity	Hours	Tier 1 = Year 1	Tier 2 = Year 2&3	Tier 3 = Year 4+	Pay	Pay
Chess A	10	\$249.52	\$280.71	\$311.90		March
Chess B	10	\$249.52	\$280.71	\$311.90		March
Chess C	10	\$249.52	\$280.71	\$311.90		March
Cheerleading	30	\$748.56	\$842.13	\$935.70		December
Track A	38	\$948.18	\$1,066.70	\$1,185.22		May
Track B	38	\$948.18	\$1,066.70	\$1,185.22		May
Art Club	46	\$1,147.79	\$1,291.27	\$1,434.74	December	May
Girls Volleyball	60	\$1,497.12	\$1,684.26	\$1,871.40		October
Boys Volleyball	60	\$1,497.12	\$1,684.26	\$1,871.40		May
Soccer	60	\$1,497.12	\$1,684.26	\$1,871.40		October
Boys Basketball	60	\$1,497.12	\$1,684.26	\$1,871.40		December
Girls Basketball	60	\$1,497.12	\$1,684.26	\$1,871.40		March
Drama A	90	\$2,245.68	\$2,526.39	\$2,807.10	December	March
Drama B	90	\$2,245.68	\$2,526.39	\$2,807.10	December	March
Band	90	\$2,245.68	\$2,526.39	\$2,807.10	Paychecks	
AD	225	\$5,614.20	\$6,315.98	\$7,017.75	Paychecks	
Girls Volleyball & Boys Basketball Scoring	27	\$673.70	\$757.92	\$842.13	October	December
Girls Basketball & Boys Volleyball Scoring	27	\$673.70	\$757.92	\$842.13	March	May
Garden Club	6	\$149.71	\$168.43	\$187.14		October
Science Olympiad A	35	\$873.32	\$982.49	\$1,091.65	December	March
Science Olympiad B	35	\$873.32	\$982.49	\$1,091.65	December	March
Total	1107					
Certified Hourly =	\$31.19					
Total of Tier 3 =	\$34,527.33					

NAME	TITLE	2019-2020 HOURLY RATE	1.52% INCREASE	2020-2021 HOURLY RATE
BESORE, ROBIN	Lunch Supervisor	\$21.94	\$0.33	\$22.27
	Crossing Guard	\$15.57	\$0.24	\$15.81
DUDASIK, JAY	Crossing Guard	\$15.57	\$0.24	\$15.81
FERNANDEZ, KARINA	Custodian	\$13.11	\$0.20	\$13.31
GUERRERO ORTEGA, AILYN	Custodian	\$12.73	\$0.19	\$12.92
GUERRERO, EDUARDO	Maintenance/Custodian	\$16.85	\$0.26	\$17.11
GUERRERO, LETICIA	Custodian	\$15.64	\$0.24	\$15.88
KELLER, SHARON	Crossing Guard	\$14.76	\$0.22	\$14.98
LEE, JAN	Crossing Guard	\$15.57	\$0.24	\$15.81
REGALADO, KIM	Board Meeting Secretary	\$38.46	\$0.58	\$39.04
ROSENBAUM, LINDA	Lunchroom Assistant	\$20.54	\$0.31	\$20.85
TOMAN, KATHY	Lunchroom Assistant	\$20.54	\$0.31	\$20.85
TUREK, LORI	Crossing Guard	\$15.08	\$0.23	\$15.31
	School Nurse Sub	\$26.52	\$0.40	\$26.92
SUB RATE		\$105.00	No Increase	\$105.00
SUB RATE AFTER +15 DAYS		\$110.00	No Increase	\$110.00
CERTIFIED TEACHERS	Lunchroom Duty	\$33.00	No Increase Per Contract	\$33.00
STIPENDS		\$30.72	\$0.47	\$31.19

NAME	BONUS	ACCOUNT		
ANGELACOS, LISA M.	\$2,000.00	101100100		
BRACH, DAVID R.	\$2,000.00	101100100		
BRACKMANN, SARAH A.	\$2,000.00	101100100		
BURT, AMANDA K.	\$1,500.00	101100100		
CYRUS, CATHERINE J.	\$2,000.00	101100100		
DOUCET, MELISSA M.	\$2,000.00	101100100		
EATON, DAWN M.	\$1,500.00	101100100		
ETCHINGHAM, KAITLYN	\$1,500.00	101100100		
FIRST, REBECCA A.	\$2,000.00	101100100		
GAVIN, SUSAN	\$1,500.00	101100100		
HEMPE, SUSAN K.	\$2,000.00	101100100		
HONAKER, JESSICA L.	\$1,500.00	101100100		
KAHLFELDT, LAURA A.	\$1,500.00	101100100		
KAHLFELDT, STEVE R.	\$2,000.00	101100100		
LEISERING, BRIAN J.	\$2,000.00	101100100		
MACMILLAN, MARIANINA	\$2,000.00	101100100		
NAPOLITANO, MARY LISA	\$2,000.00	101100100		
NASIOPULOS, SONJA K.	\$1,500.00	101100100		
NELSON, CORINNE ELLEN	\$2,000.00	101100100		
NELSON, ELIZABETH A.	\$2,000.00	101100100		
ROOP, ALLIE	\$0.00	101100100	Must Work In The District For 1 Year	
SERBICK, RAYMOND G.	\$2,000.00	101100100		
SIEMIENKOWICZ, ROBERT G.	\$2,000.00	101100100		
WDOWIARZ, MATTHEW J.	\$2,000.00	101100100		
	\$42,500.00			
DAVE, SHONA	\$2,000.00	101202110		
GARRETSON, REBECCA A.	\$2,000.00	101202110		
MALETICH, AMANDA	\$0.00	101202110	Must Work In The District For 1 Year	
MCDERMOTT, MEGAN	\$1,000.00	101202110		
PETERS, JESSICA M.	\$2,000.00	101202110		
REGALADO, KIM	\$700.00	101202110		
ROGERS, STEPHEN R.	\$1,500.00	101202110		
POTENTIAL NEW SPEECH/LANGUAGE	\$0.00	101202110	Must Work In The District For 1 Year	
	\$9,200.00			
DUPREE, MARY E.	\$1,400.00	101202111		
FARINHA, FLAVIA	\$1,400.00	101202111		
KROTH, SARAH	\$1,400.00	101202111		
ROSENBAUM, LINDA A.	\$1,400.00	101202111		
SMOLUCHA, PATRICIA M.	\$1,400.00	101202111		
TOMAN, KATHLEEN	\$1,400.00	101202111		
	\$8,400.00			

MARTINEZ, TRISHA	\$1,500.00	102130110	
	\$1,500.00		
BOTHWELL, LAURA	\$0.00	102220110	Must Work In The District For 1 Year
	\$0.00		
CONRAD, SUSAN C.T.	\$1,400.00	102410116	
	\$1,400.00		
WOZNIAK, BRITTANY	\$1,400.00	102410117	
	\$1,400.00		
REGALADO, KIMBERLY A.	\$700.00	102630110	
SAMULSKI, JULIE	\$700.00	102630110	
	\$1,400.00		
HONAKER, LISA A.	\$0.00	102520110	Not Receiving A Lump Sum Payout In FY21
SAMULSKI, JULIE	\$700.00	102520110	
	\$700.00		
BLAKE, ANTOINE	\$1,400.00	202540110	
FERNANDEZ, KARINA	\$1,400.00	202540110	
GUERRERO, AILYN	\$700.00	202540110	
GUERRERO, EDUARDO	\$1,400.00	202540110	
GUERRERO, LETICIA	\$1,400.00	202540110	
	\$6,300.00		
Total Lump Sum Payout	\$72,800.00		

NAME	TITLE	2019-2020 SALARY	1.52% INCREASE	2020-2021 SALARY	BONUS	2020-2021 TOTAL EARNINGS
ANGELACOS, LISA M.	5th Grade Teacher	\$105,166.11	\$1,598.52	\$106,764.63	\$2,000.00	\$108,764.63
BLAKE, ANTOINE	Buildings & Grounds Supervisor	\$61,532.20	\$935.29	\$62,467.49	\$1,400.00	\$63,867.49
BOTHWELL, LAURA	Library Technician / Paraprofessional			\$15,100.00	\$0.00	\$15,100.00
BRACH, DAVID R.	4th Grade Teacher	\$82,887.75	\$1,259.89	\$84,147.64	\$2,000.00	\$86,147.64
BRACKMANN, SARAH A.	Kindergarten Teacher	\$73,161.24	\$1,112.05	\$74,273.29	\$2,000.00	\$76,273.29
BURT, AMANDA K.	3rd Grade Teacher	\$50,473.71	\$767.20	\$51,240.91	\$1,500.00	\$52,740.91
CONRAD, SUSAN C.T.	Admin. Asst. 195 Days	\$31,704.03	\$481.90	\$32,185.93	\$1,400.00	\$33,585.93
CYRUS, CATHERINE J.	Kindergarten Teacher	\$83,712.18	\$1,272.43	\$84,984.61	\$2,000.00	\$86,984.61
DAVE, SHONA	Social Worker	\$84,570.82	\$1,285.48	\$85,856.30	\$2,000.00	\$87,856.30
	5 Extra Days Paid On 9.15.20	\$2,333.05		\$2,333.05	\$0.00	\$2,333.05
DOUCET, MELISSA M.	Instructional Coordinator	\$71,707.72	\$1,089.96	\$72,797.68	\$2,000.00	\$74,797.68
DUPREE, MARY E.	Paraprofessional	\$22,701.07	\$345.06	\$23,046.13	\$1,400.00	\$24,446.13
EATON, DAWN M.	Art Teacher	\$34,959.08	\$531.38	\$35,490.46	\$1,500.00	\$36,990.46
ETCHINGHAM, KAITLYN	2nd Grade Teacher	\$56,646.76	\$861.03	\$57,507.79	\$1,500.00	\$59,007.79
FARINHA, FLAVIA	Paraprofessional	\$16,019.59	\$243.50	\$16,263.09	\$1,400.00	\$17,663.09
FIRST, REBECCA A.	Language Arts Teacher	\$70,619.53	\$1,073.42	\$71,692.95	\$2,000.00	\$73,692.95
GALLOIS, DOUGLAS	Director of Business	\$48,000.00		\$48,000.00	\$0.00	\$48,000.00
GARRETSON, REBECCA A.	Learning Behavior Specialist	\$69,720.04	\$1,059.74	\$70,779.78	\$2,000.00	\$72,779.78
GAVIN, SUSAN	2nd Grade Teacher	\$61,532.20	\$935.29	\$62,467.49	\$1,500.00	\$63,967.49
HEMPE, SUSAN K.	Kindergarten Teacher	\$67,029.34	\$1,018.85	\$68,048.19	\$2,000.00	\$70,048.19
HONAKER, JESSICA L.	PE Teacher	\$49,412.81	\$751.07	\$50,163.88	\$1,500.00	\$51,663.88
	AD Stipend	\$6,220.80		\$7,017.75	\$0.00	\$7,017.75
HONAKER, LISA A.	Bookkeeper / Payroll / CSBO Candidate	\$70,000.00		\$85,000.00	\$0.00	\$85,000.00
KAHLFELDT, LAURA A.	Foreign Language Teacher	\$66,943.74	\$1,017.54	\$67,961.28	\$1,500.00	\$69,461.28
KAHLFELDT, STEVE R.	Social Studies Teacher	\$74,164.46	\$1,127.30	\$75,291.76	\$2,000.00	\$77,291.76
KROTH, SARAH J.	Paraprofessional	\$14,250.00	\$216.60	\$14,466.60	\$1,400.00	\$15,866.60
LEISERING, BRIAN J.	Language Arts Teacher	\$61,902.99	\$940.93	\$62,843.92	\$2,000.00	\$64,843.92
MACMILLAN, MARIANINA	4th Grade Teacher	\$78,820.78	\$1,198.08	\$80,018.86	\$2,000.00	\$82,018.86
MALETICH, AMANDA	Learning Behavior Specialist			\$54,250.00	\$0.00	\$54,250.00
MARTINEZ, TRISHA	Certified School Nurse	\$57,305.57	\$871.04	\$58,176.61	\$1,500.00	\$59,676.61
MCDERMOTT, MEGAN	Learning Behavior Specialist	\$60,471.30	\$919.16	\$61,390.46	\$1,000.00	\$62,390.46
NAPOLITANO, MARY LISA	1st Grade Teacher	\$91,584.54	\$1,392.09	\$92,976.63	\$2,000.00	\$94,976.63
NASIOPULOS, SONJA K.	3rd Grade Teacher	\$52,596.61	\$799.47	\$53,396.08	\$1,500.00	\$54,896.08
NELSON, CORINNE ELLEN	Science Teacher	\$95,247.91	\$1,447.77	\$96,695.68	\$2,000.00	\$98,695.68
NELSON, ELIZABETH A.	Math Teacher	\$68,841.80	\$1,046.40	\$69,888.20	\$2,000.00	\$71,888.20
PETERS, JESSICA M.	Psychologist	\$77,389.35	\$1,176.32	\$78,565.67	\$2,000.00	\$80,565.67
	10 Extra Days Paid On 9.15.20	\$4,269.87		\$4,269.87	\$0.00	\$4,269.87
REGALADO, KIMBERLY A.	Admin. Asst.	\$50,000.00	\$760.00	\$50,760.00	\$1,400.00	\$52,160.00
	Board Meeting Pay	\$38.46	\$0.58	\$39.04	\$0.00	\$1,717.96
REINKE, DAWN L.	Principal	\$129,144.89	\$141,917.45 WITH TRS	\$150,432.49 WITH TRS	\$0.00	\$150,432.49
RICH, MATTHEW E.	Superintendent	\$169,744.00	\$188,636.68 WITH TRS & THIS	\$196,204.41 WITH TRS & THIS	\$0.00	\$196,204.41
ROGERS, STEPHEN R.	Learning Behavior Specialist	\$62,285.44	\$946.74	\$63,232.18	\$1,500.00	\$64,732.18
ROOP, ALLIE	Preschool Teacher			\$58,390.00	\$0.00	\$58,390.00
ROSENBAUM, LINDA A.	Paraprofessional	\$20,084.30	\$305.28	\$20,389.58	\$1,400.00	\$21,789.58
SAMULSKI, JULIE	Admin. Asst. / Accounts Payable	\$46,618.70	\$708.60	\$47,327.30	\$1,400.00	\$48,727.30
SERBICK, RAYMOND G.	PE Teacher	\$84,570.82	\$1,285.48	\$85,856.30	\$2,000.00	\$87,856.30
SIEMIENKOWICZ, ROBERT G.	Music Teacher	\$98,269.37	\$1,493.69	\$99,763.06	\$2,000.00	\$101,763.06
	Band Stipend	\$2,764.80		\$2,807.10	\$0.00	\$2,807.10
SMOLUCHA, PATRICIA M.	Paraprofessional	\$24,444.84	\$371.56	\$24,816.40	\$1,400.00	\$26,216.40
TOMAN, KATHLEEN	Paraprofessional	\$20,219.81	\$307.34	\$20,527.15	\$1,400.00	\$21,927.15
WDOWIARZ, MATTHEW J.	5th Grade Teacher	\$65,562.58	\$996.55	\$66,559.13	\$2,000.00	\$68,559.13
WINKELMAN, DAWN	Director Of Student Services	\$66,867.47	\$1,016.39	\$67,883.86	\$0.00	\$67,883.86
WOZNIAK, BRITTANY	Admin. Asst. 195 Days	\$17,831.33	\$271.04	\$18,102.37	\$1,400.00	\$19,502.37
POTENTIAL NEW SPEECH/LANGUAGE	Speech/Language Teacher			\$58,390.00	\$0.00	\$58,390.00

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: Consolidated District Plan

Recommendation:

It is the recommendation of the Superintendent to approve the Consolidated District Plan for State and Federal Grants.

Background Information:

The Illinois State Board of Education has revised their methodology for gathering school district plans for State and Federal Grants. In the past we have submitted a Title I Plan for approval. The Consolidated District Plan now governs many grants including:

- Title I, Part A - Improving Basic Programs
- Title I, Part D - Neglected
- Title I, Part D - Delinquent
- Title I, Part D - Neglected/Delinquent
- Title I, Part A - School Improvement 1003(a)
- Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Title III - Language Instruction Education Program
- Title III - Immigrant Education
- Title IV, Part A - Student Support and Academic Enrichment
- Title V, Part B - Rural and Low-Income Schools
- IDEA, Part B - Flow Through
- IDEA, Part B - Preschool

Of these grants, we receive funds for Title I, II, IV, and IDEA. This approval will allow us to apply for these grant funds.

eGrant Management System

Printed Copy of Application

Applicant: WINFIELD SCHOOL DISTRICT 34

Application: Consolidated District Plan - 00

Cycle: Original Application

Sponsor/District: WINFIELD SCHOOL DISTRICT 34

Date Generated: 4/19/2020 5:00:01 PM

Generated By: kregalado

1. Contact Information for Person Completing This Form

Last Name*	First Name*	Middle Initial
<input type="text" value="Reinke"/>	<input type="text" value="Dawn"/>	<input type="text"/>
Phone*	Email*	
<input type="text" value="630"/> <input type="text" value="909"/> <input type="text" value="4999"/>	<input type="text" value="dreinke@winfield34.org"/>	

2. General Education Provisions Act (GEPA) Section 427 *

Section 427 of GEPA (20 U.S.C. 1228a) affects all applicants submitting proposals under this program. This section requires each applicant to include in its proposal a description of the steps the applicant proposes to take to ensure equitable access to, and participate in, its federally assisted program for students, teachers and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc. from such access to, or participation in, the federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; the school district may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances. In addition, the information may be provided in a single narration, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.

([count] of 2500 maximum characters used)

Winfield School District 34 has a Nondiscrimination Coordinator who ensures all people within the district have access to equitable program participation. This is supported by Winfield School District 34's Policy 7.10, which states the following: Equal Educational Opportunities Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any person may file a discrimination grievance by using the Uniform Grievance Procedure. Our small district of 315 students allows administrators to have an in-depth knowledge of not only every student and his/her needs, but to also have the ability to effectively intervene if it appears as though there is a potential barrier that could interfere with the opportunity for program participation for any student.

3. General Completion Instructions

Work through the tabs from left to right. Save each page before moving to the next tab.

Required fields on each page are dependent upon funding sources selected on the Coordinated Funding tab.

Many pages have notes at the bottom indicating for which programs the page is required.

To determine if a page is required for the funding sources selected earlier in the application, save the page before completing and look for error messages. If none, the page is not required for the program(s) selected.

How to Complete Pages with Pre-populated Fields

Several pages have two boxes below the narrative questions - one has the response from the prior year plan and the other allows responses for the updated plan. Copy the response from the redisplay and paste it into the updated plan box, revising the description as necessary. Be sure to save the page once this has been completed for all questions on the page.

Some pages display sections based on which grants were selected on the Funding page as anticipated as funded. To change the sections that display, return to the Funding page and select or de-select grants for which funding is anticipated.

Program Risk Assessment pages must be completed for FY2021. In future years, those responses are expected to pre-populate in the grant, with an opportunity for the entity to review and revise as necessary.

*Required field, applicable for all funding sources

Amendments

Indicate whether this is the first submission for the fiscal year or an amendment to the APPROVED initial plan for the fiscal year.*

NOTE: This page must be completed each time a new plan version within the fiscal year is submitted to ISBE.

- Initial submission for the fiscal year
- Amendment to approved plan for the fiscal year

Plan Changes

Provide a brief description of the changes which have been made to the APPROVED initial application for the fiscal year or a subsequent APPROVED amendment with this amendment. Include the name of any page that was changed.

[[count] of 5000 maximum characters used)

*Required field, applicable for all funding sources

1. Consolidated planning includes how anticipated programs will be funded. Indicate below for which programs the LEA anticipates receiving funding for school year 2020-2021.* [1]

NOTE: All funding sources should be reviewed after October 1 and the plan should be amended and resubmitted to ISBE if funding sources have been added or removed due to actual grant awards.

- Title I, Part A - Improving Basic Programs
- Title I, Part A - School Improvement Part 1003(a)
- Title I, Part D - Delinquent
- Title I, Part D - Neglected
- Title I, Part D - State Neglected/Delinquent
- Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Title III - Language Instruction Educational Program (LIEP)
- Title III - Immigrant Education Program
- Title IV, Part A - Student Support and Academic Enrichment
- Title V, Part B - Rural and Low Income Schools
- IDEA, Part B - Flow-Through
- IDEA, Part B - Preschool

2. Describe how the LEA will align federal resources, including but not limited to the programs listed above, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.* [2] For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.* ([count] of 7500 maximum characters used)

Federal resources are used to accentuate and expand on school and district initiatives. For example, Title I funds provide the salaries for paraprofessionals to provide after school tutoring to our students who have been identified as being at risk academically, and are already receiving additional supports during the school day with state and district funds. Title II federal funds allow our teachers and principal to deepen their professional development opportunities and grow as educators beyond what is available through state and local resources. Title IV federal dollars allow teachers to enhance technology and professional learning in order to bring new ideas in each component of STEAM education and other enrichment opportunities to all students beyond what is available through state and local dollars. IDEA Flow-Through federal funds are used for the salaries of paraprofessionals who provide additional support for our high needs students, to purchase additional resources/supplies, including, but not limited to, specialized assessments and interventions. The IDEA Preschool federal dollars are used to purchase age and disability appropriate supplies for our youngest students with special needs, as well as allowing the preschool teacher to receive targeted professional development to best meet the needs of her students. These federal funds for IDEA Flow-Through and IDEA - Preschool allow the district to provide a stronger educational program for our students with special needs, compared to only using only state and local funds.

Response from the approved FY20 Consolidated District Plan.

Federal resources are used to accentuate and expand on school and district initiatives. For example, Title I funds provide the salaries for paraprofessionals to provide after school tutoring to our students who have been identified as being at risk academically, and are already receiving additional supports during the school day with state and district funds. Title II federal funds allow our teachers and principal to deepen their professional development opportunities and grow as educators beyond what is available through state and local resources. Title IV federal dollars allow teachers to enhance technology and professional learning in order to bring new ideas in each component of STEAM education and other enrichment opportunities to all students beyond what is available through state and local dollars. IDEA Flow-Through federal funds are used for the salaries of paraprofessionals who provide additional support for our high needs students, to purchase additional resources/supplies, including, but not limited to, specialized assessments and interventions. The IDEA Preschool federal dollars are used to purchase age and disability appropriate supplies for our youngest students with special needs, as well as allowing the preschool teacher to receive targeted professional development to best meet the needs of her students. These federal funds for IDEA Flow-Through and IDEA - Preschool allow the district to provide a stronger educational program for our students with special needs, compared to only using only state and local funds.

Legislative References:

- [1] Title I, Part A, Reference Section 1112(a) (1)
- [2] Title I, Part A, Reference Section 1112(a) (1)

*Required field, applicable for all funding sources

1. Indicate which of the instruments below were used in the LEA needs assessment process.*

- A. School and/or district report card(s)
- B. Five Essentials Survey
- C. Student achievement data (disaggregated by student groups)
- D. Current recruitment and retention efforts and effectiveness data
- E. Professional development plan(s)
- F. School improvement plan(s)
- G. ESSA site based expenditure data
- H. ED School Climate Survey (EDSCLS)
- I. CDC School Health Index
- J. National School Climate Center
- K. ASCD School Improvement Tool
- L. Illinois Quality Framework and Supporting Rubric
- M. Other

List and describe other instruments and/or processes that were used in the needs assessment.

2019-2020 Winfield School District Environment Survey - This was an on-line parent survey that was accessible on the District 34 website. Parents were notified about the survey and encouraged to complete it in order for us to better understand the parents' perspectives about the experiences they and their children have in order to target areas of need.

2. For each program for which funding is anticipated, provide a summary of the needs assessment results. Include the program goal(s) identified through the needs assessment process, as applicable. * Writing space appears if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that page, revise, save the page and return to this page.

- Identify areas of need related to student achievement, subgroup performance, and resource inequities.
- Include any additional information relevant to this planning document. Provide targeted responses where noted.
- Describe how the needs assessment information will be used for identifying program goals and planning grant activities for each program as applicable.

A. Title I, Part A - Improving Basic Programs

As indicated on the state report card, not all of our subgroups are represented due to having fewer than 10 students in certain subgroups. In order to be able to truly understand the needs of all of our students, our Student Support Team looks at the performance levels of individual students, as well as subgroups and the entire 3rd through 8th grade cohorts and school as a whole. The Low Income subgroup had 30% of the students meeting or exceeding on IAR for Math, while the Non-Low Income subgroup had 61% of the students meeting or exceeding on IAR for math. The Low Income subgroup had 40% of the students meeting or exceeding on IAR for English Language Arts, while the Non-Low Income subgroup had 62% of the students meeting or exceeding on IAR for English Language Arts. This information indicated we must continue to identify strategies and materials to make educational programming more accessible and relevant to these students from economically disadvantaged homes in order for them to grow not only academically, but social-emotionally, as well. The grant money will allow those students to be targeted for the assistance needed to receive additional instruction and support, as well as any other student identified as being at risk.

B. Title I, Part A - School Improvement Part 1003(a)**C. Title I, Part D - Delinquent****D. Title I, Part D - Neglected****E. Title I, Part D - State Neglected/Delinquent****F. Title II, Part A - Preparing, Training, and Recruiting**

Also identify needs assessment results, including description of strategies for closing any achievement gaps and for key professional development opportunities for teachers and principals.

A need identified for professional development among our staff was in the area of equity. The increase in diversity in our district includes students with non-traditional gender identification and non-traditional family structures, which warrants the teachers and principal receiving training from experts in equity for all students and their families. This professional development includes whole staff training sessions, as well as a train-the-trainer model to build the expertise of identified in-district teachers to become internal resources for the staff. The training in equity will be essential in order for all of our students to receive the instructional experiences and social-emotional support targeted to their individual needs as unique human beings. Another area of need that continues to be identified for our teachers due to the small size of our district of approximately 315 students, is the limited number of colleagues at their grade level or in their content level. Providing opportunities for teachers to attend professional development to strengthen their own best practices will increase their skills in the classroom and help to provide balanced, student-centered instruction in preschool through 8th grade.

G. Title III - LIEP**H. Title III - Immigrant Education Program****I. Title IV, Part A - Student Support and Academic Enrichment**

Also provide information for Title IV-A programs and activities planned as a result of needs assessment that align with the Title IV-A budget.

One need identified was for our students to be able to apply their learning to real world situations. One of the areas targeted is environmental education and providing enrichment opportunities to students to better understand our environment and become responsible global citizens. This goal includes our youngest students through our middle school students. The parents also identified the need to continue to focus and support the whole child throughout their time in our district. Professional development to support this need will be on-going. The Title IV budget will allow our teachers to partake in well-rounded educational opportunities to enhance the learning taking place in Winfield School District 34.

J. Title V, Part B - Rural and Low Income Schools**K. IDEA, Part B - Flow-Through [1]**

For elementary aged students with disabilities, the needs assessment identified the continued need for intensive targeted intervention programs for language arts and math in order to improve student outcomes. It also identified the ongoing need for social/emotional, communication, sensory, and motor assessment, intervention and supports. Direct executive functioning skill instruction and support is another area of continued need. Professional development is needed to increase staff skills and knowledge of best practice in these areas. Paraprofessional support continues to be a need that contributes to the success of students with disabilities in the least restrictive environment.

L. IDEA, Part B - Preschool

For preschool students with disabilities, the needs assessment identified the need for assessment and intervention to increase communication, sensory and social/emotional/behavioral outcomes. Supplies and materials are needed to support assessment and intervention in these areas. Professional development is needed to increase staff skills and knowledge of best practice to support students with autism and other developmental disabilities.

Legislative Requirement:

[1] IDEA - 23 IAC Section 1.420(q)

*Required field, applicable for all funding sources selected

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.*

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Select the types of personnel/groups that were included in the planning process (required stakeholders for various programs as footnoted below).*
Check all that apply.

- A. Teachers (1,7,8)
- B. Principals (1,7,8)
- C. Other school leaders (1,8)
- D. Paraprofessionals (1)
- E. Specialized instructional support personnel (1,2,3,4,8)
- F. Charter school leaders (in a local educational agency that has charter schools) (1)
- G. Parents and family members of children in attendance centers covered by included programs (1,2,3,4,7,8)
- H. Parent liaisons
- I. Title I director (1)
- J. Title II director (1)
- K. Bilingual director (1,7)
- L. Title IV director (1)
- M. Special Education director
- N. Guidance staff
- O. Local government representatives (8)
- P. Community members and community based organizations (7,8)
- Q. Business representatives (2,3,4)
- R. Researchers (7)
- S. Institutions of Higher Education (7)
- T. Other - specify
- U. Additional Other - specify

Program Footnotes:

- 1 = Title I, Part A - Improving Basic Programs
- 2 = Title I, Part D - Neglected
- 3 = Title I, Part D - Delinquent
- 4 = Title I, Part D - State Neglected/Delinquent
- 7 = Title III, including LIEP and Immigrant Education
- 8 = Title IV, Part A - Student Support and Academic Enrichment

2. Articulate how the LEA consulted with the stakeholders identified above in the development of this plan. Describe how stakeholders' input impacted the final plan submission, as well as references to particular meetings. Note that documentation of stakeholder engagement may be requested during monitoring; keep documentation on file. [1]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.
DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

Stakeholder meetings were held to gather input regarding effective ways to meet the goals indicated above. Dates of meetings are listed below:1-15-20 Parent Teacher Organization, District 34 Administration, and Winfield Police Department met to discuss current best practices in safety drills to ensure our schools offer a safe learning environment for all students, which addresses our Learning Conditions goal. 2-11-20 Building Leadership Team met to address our Educator Quality goal of professional development needed in order for our teachers to be able to provide instruction that meets the needs of our diverse student population.2-18-20 Student Support Team, Director of Student Services, Principal, and Grade Level Teachers met to review academic and behavioral growth of students and identify students at risk of failure and determine the type of intervention or support is needed for each identified student. This supports our Student Learning goal of having every child make significant academic gains each year.

Response from the FY20 Consolidated District Plan.

Stakeholder meetings were held to gather input regarding effective ways to meet the goals indicated above. Dates of meetings are listed below:2-19-19 Student Support Team and Grade Level Teachers met to review academic and behavioral growth of students and identify students at risk of failure and determine the type of intervention or support is needed for each identified student. This supports our goals of having 90% or more of 3rd grade students reading at or above grade level and having 90% or more 5th grade students meet or exceed expectations in mathematics.3-13-19 Building Leadership Team and Winfield Police Department met to discuss current best practices in safety drills to ensure our schools offer a safe learning environment for all students, which is one of our goals. 3-18-19 Certified Staff and Administration met to determine the type of targeted professional development training is needed to better prepare our teachers to effectively differentiate instruction for all students, as well as specific subgroups. This addresses our goal to have our students supported by highly prepared and effective teachers.4-10-19 Parent Group and Administration met and discussed needs of parents in supporting their children to be successful. They suggested topics that will be incorporated into parent events that will be hosted and facilitated by our staff and administration. This can be incorporated into supporting all of the goals we have identified above.4-11-19 Student Su

3. Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied populations. [2]**

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([count] of 7500 maximum characters used)

Parents are given surveys several times a year to get authentic feedback regarding their child's educational programming, as well as providing a safe and healthy learning environment. We also identify needs based on meetings with parents and through other forms of communication. This allows staff members to gather information regarding how we can better support students and their families for those who may not respond through a survey. Regardless of the topic of need, whether addressing it as a large group need or that of a subgroup, we design activities to support our parents and families as partners in education.

Response from the FY20 Consolidated District Plan.

Parents are given surveys several times a year to get authentic feedback regarding their child's educational programming, as well as providing a safe and healthy

learning environment. We also identify needs based on meetings with parents and through other forms of communication. This allows staff members to gather information regarding how we can better support students and their families for those who may not respond through a survey. Regardless of the topic of need, whether addressing it as a large group need or that of a subgroup, we design activities to support our parents and families as partners in education.

4. Describe the activities/strategies the LEA will implement for effective parent and family engagement. This includes a description of any activities/strategies that will be implemented for effective English learner and immigrant parent family engagement, as applicable. ** [3]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*

[(count) of 7500 maximum characters used]

We will offer opportunities for parents/guardians to attend sessions targeted at topics including, but not limited to, how to support their children with homework, specific content areas, technology devices, social media, social-emotional issues, and other topics of interest to them. We will search for potential barriers to them attending and we will determine how to overcome those barriers so they can be involved and gain a good understanding as to the importance of their input in evaluating current programming and assisting to increase parent and family engagement. For example, if childcare is a barrier, we will determine how to provide childcare at the building during the time of the parent session. We will promote these activities through social media such as Facebook and Twitter, as well as our website and teacher communication tools, such as Seesaw.

Response from the FY20 Consolidated District Plan.

We will offer opportunities for parents/guardians to attend sessions targeted at topics including, but not limited to, how to support their children with homework, specific content areas, technology devices, social media, social-emotional issues, and other topics of interest to them. We will search for potential barriers to them attending and we will determine how to overcome those barriers so they can be involved and gain a good understanding as to the importance of their input in evaluating current programming and assisting to increase parent and family engagement. For example, if childcare is a barrier, we will determine how to provide childcare at the building during the time of the parent session. We will promote these activities through social media such as Facebook and Twitter, as well as our website and teacher communication tools, such as Seesaw.

Title I Requirement:

An LEA must develop the Title I Plan with timely and meaningful consultation with the stakeholders identified below.

[ESEA section 1112\(a\)\(1\)\(A\)](#)

Title III Requirement:

An LEA must develop and implement the plan in consultation with teachers, researchers, school administrators, parent and family members, community members, public or private entities, and institutions of higher education. (Section 3121(b)(4)(C))

Legislative References:

[1] Title I, Part A, Section 1112(a) (1) (A and B) and Section 3121 (b) (4)(C)

[2] Title I, Part A, Section 1116(a)(2)

[3] Title I, Part A, Section Section 1116(a)(2) and Section 1112(b)(7)

*Required field

** Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

NOTE: This page may remain blank if no private schools are listed or participating in the programs
 NOTE: This page is not applicable to state schools or state-authorized charter schools.

Using the latest available verified data, private schools within the districts boundaries that are registered with ISBE are pre-populated in the table below. Timely and meaningful consultation with these schools is required by legislation for ESEA Titles I, II, and IV, as well as both IDEA grants. Any additional newer schools can be added by selecting Create Additional Entries. See separate sections below for more detailed information on completing the table.

Private School Name	Consultation Date			School Closing
	Titles I, II, IV	IDEA Flow-Through	IDEA Preschool	
St John The Baptist	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Title Programming Nonpublic Consultation

In addition to private schools within the district boundaries, ESEA also requires timely and meaningful consultation with private schools outside the boundaries of the district if students are known to attend them. Those schools can be added by selecting Create Additional Entries. For each school listed, provide the date of consultation for Titles I, II, IV. If a school has closed, select that option under School Closing. Each school listed in the table requires at least one consultation date or a check in the School Closing column.

For each nonpublic school enrolling public school students from within the district, submit a signed copy of the Nonpublic School Consultation Participation Form (blank form linked below). Forms may be uploaded separately or may be combined into a single scanned PDF document as one upload.

For detailed instructions on how to upload and for naming conventions for uploaded files, **click on the link to Title Funding Upload NOTE: READ BEFORE IMPORTING link** below.

[Title Funding Upload - NOTE: READ BEFORE IMPORTING - Data Import Instructions Nonpublic School Consultation Form](#)

no file selected

IDEA Nonpublic Consultation

Only private schools WITHIN the district boundaries require consultation for IDEA Flow Through and Preschool programs. However, any home schools of which the district is aware should also be included. For home schools, click on the Create Additional Entries button to add a line for listing it and naming in an identifiable manner (for example, E. Jones Home School). Each school listed in the table requires at least one consultation date or a check in the School Closing column.

For detailed instructions on how to upload information and for naming conventions for uploaded files, **click on the link to IDEA Funding Upload NOTE: READ BEFORE IMPORTING link** below. At a minimum, upload the proof of advertisement. If a timely and meaningful consultation was held, also upload the attendee list, invitation letters, agenda, handouts and attestation form(s).

[IDEA Funding Upload - NOTE: READ BEFORE IMPORTING - Data Import Instructions Data Import Template](#)

no file selected

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual school level, including plans for the transition of participants in such programs to local elementary school programs.* [1]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

If the district does not offer early childhood education programs, enter

No Preschool Programs

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

Our Educator Quality goal is addressed by providing a tri-blended preschool program that is housed in our Central School. Preschool students with special education needs, as well as at-risk students and typically developing students comprise our tri-blended program. There is one preschool teacher with a morning class and an afternoon class. The teacher has early childhood certification, learning behavior specialist certification and ELL certification. She meets with the student services team to review data on her students to identify those needing additional support and determine the most effective way to implement that support this diverse student population. Our Learning Conditions goal is addressed by creating a safe, healthy, and supportive learning environment for these young learners. Families are involved in many activities throughout the school year and the transition to kindergarten involves communication between the preschool and kindergarten teacher, as well as the parents. The transition from our preschool program to kindergarten begins in the early spring, with an invitation for parents to come to a meeting to meet the two kindergarten teachers and learn about the kindergarten program. The preschool students spend time in the kindergarten classrooms in late spring as part of the transition process, as well. In May, the preschool teacher has time to meet with the kindergarten teachers to share data and insights to promote a successful transition from preschool to kindergarten.

Response from the approved FY20 Consolidated District Plan.

District 34 does have a tri-blended preschool program that is housed in our Central School. There is one preschool teacher with a morning class and an afternoon class. The teacher has early childhood certification, learning behavior specialist certification and ELL certification. She meets with the student services team to review data on her students to identify those needing additional support and determine the most effective way to implement that support. Families are involved in many activities throughout the school year and the transition to kindergarten involves communication between the preschool and kindergarten teacher, as well as the parents. The transition from our preschool program to kindergarten begins in the early spring, with an invitation for parents to come to a meeting to meet the two kindergarten teachers and learn about the kindergarten program. The preschool students spend time in the kindergarten classrooms in late spring as part of the transition process, as well. In May, the preschool teacher has time to meet with the kindergarten teachers to share data and insights to promote a successful transition from preschool to kindergarten.

Title I Requirement

Coordination of services with preschool education programs

Legislative References:

[1] Title I, Part A, Section 1112(b)(8)

*Required field for Title I and/or IDEA Preschool

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.*

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Describe the well-rounded instructional program to meet the academic and language needs of all students and how the district will develop and implement the program(s).* [1]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

Our teachers have on-going professional development to stay abreast of any changes that may occur to learning standards in any of the curricular areas. The instruction that takes place in District 34 consists of rigorous research based teaching methods that promote high levels of student engagement and growth. The curricula is aligned to the learning standards. Formative and summative assessments are utilized by classroom teachers as multiple forms of data to evaluate the learning of their students in order to determine if changes in instruction are needed. Three times a year (fall, winter, and spring), assessment benchmarking is done using Measures of Academic Progress (NWEA MAP) in the areas of reading and math for students in kindergarten through 8th grade, as well as FastBridge for students in kindergarten through grade 3. Common grade level assessments in all curricular areas are also done during the three benchmark periods. Following each benchmark period, teams of teachers and support personnel meet to review the data to determine how each grade level performed as a whole, how subgroups performed, as well as individual students. The data is disaggregated so that the needs of all students are targeted, whether it warrants the implementation of an intervention, continuation of stretching at grade level, or if advanced level curricula is needed. Our teachers utilize a blended learning approach, with technology infused throughout their lessons. Chromebooks and iPads are used as tools by the students to enhance the learning experience and bring information from the outside world into the classroom. Differentiated instruction is an integral part of successful student growth. By utilizing frequent formative assessments, teachers are able to pivot in their instruction to adjust delivery, as needed. Instruction is part of District 34's ongoing continuous school improvement process.

Response from the FY20 Consolidated District Plan.

Our teachers have on-going professional development to stay abreast of any changes that may occur to learning standards in any of the curricular areas. The instruction that takes place in District 34 consists of rigorous research based teaching methods that promote high levels of student engagement and growth. The curricula is aligned to the learning standards. Formative and summative assessments are utilized by classroom teachers as multiple forms of data to evaluate the learning of their students in order to determine if changes in instruction are needed. Three times a year (fall, winter, and spring), assessment benchmarking is done using Measures of Academic Progress (NWEA MAP) in the areas of reading and math for students in kindergarten through 8th grade, as well as AIMSweb for students in kindergarten through grade 5. Common grade level assessments in all curricular areas are also done during the three benchmark periods. Following each benchmark period, teams of teachers and support personnel meet to review the data to determine how each grade level performed as a whole, how subgroups performed, as well as individual students. The data is disaggregated so that the needs of all students are targeted, whether it warrants the implementation of an intervention, continuation of stretching at grade level, or if advanced level curricula is needed. Our teachers utilize a blended learning approach, with technology infused throughout their lessons. Chromebooks and iPads are used as tools by the students to enhance the learning experience and bring information from the outside world into the classroom. Differentiated instruction is an integral part of successful student growth. By utilizing frequent formative assessments, teachers are able to pivot in their instruction to adjust delivery, as needed. Instruction is part of District 34's ongoing continuous school improvement process.

2. List and describe the measures the district takes to use and create the identification criteria for students at risk of failure.*Include criteria for low-income, EL, special education, neglected, and delinquent as applicable to the district. [2]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

1. Benchmark assessment screener (FastBridge) given fall, winter spring for kindergarten through grade 3 students.2. Benchmark assessment diagnostic (NWEA MAP - reading and math) given fall, winter spring for kindergarten through grade 3 students.3. Data meetings following each benchmark session with classroom teachers, psychologist, social worker, speech and language pathologist, reading specialist, learning behavior specialist, and administration to review multiple pieces of data (FastBridge, MAP, IAR, common local assessments, Fountas and Pinnell) to identify those students at risk of failure and determine interventions needed.4. Implement research based interventions with fidelity for students identified at risk of failure.5. Progress monitor each student identified at risk of failure and meet regularly with Student Support Team to review progress.

Response from the FY20 Consolidated District Plan.

1. Benchmark assessment screener (AIMSweb/FastBridge) given fall, winter spring for kindergarten through grade 3 students.2. Benchmark assessment diagnostic (NWEA MAP - reading and math) given fall, winter spring for kindergarten through grade 3 students.3. Data meetings following each benchmark session with classroom teachers, psychologist, social worker, speech and language pathologist, reading specialist, learning behavior specialist, and administration to review multiple pieces of data (AIMSweb/FastBridge, MAP, PARCC/IAR, common local assessments, Fountas and Pinnell) to identify those students at risk of failure and determine interventions needed.4. Implement research based interventions with fidelity for students identified at risk of failure.5. Progress monitor each student identified at risk of failure and meet regularly with Student Support Team to review progress.

3. Describe the additional education assistance to be provided to individual students needing additional help meeting the challenging State academic and language standards. This includes a description of any additional educational assistance designed to assist English learners and immigrant students to access academic content and develop language proficiency, as applicable.* [3]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

District 34 has daily intervention blocks built into every grade level schedule. If a student is identified as needing additional help based on the criteria listed in 2., the team decides which intervention would be most effective for that student and he/she is then scheduled to receive the intervention during the intervention block so he/she does not miss any core instruction. Some of the interventions that are used for students in kindergarten through second grade include KPALS/PALS, Read Naturally Live, Michael Heggerty Phonic Awareness, Leveled Literacy Intervention (LLI), Foundations, Handwriting without Tears, Step up to Writing, Words Their Way, Common Core Math Support Coach, and Language for Literacy. Some of the interventions for students in grades three through eighth include Read Naturally Live, Common Core Support Coach Reading Comprehension, Step up to Writing, Words Their Way, Corrective Reading, and Language for Writing. The middle school students identified as being at risk may also be placed into a supported advisory class to receive more intensive help from teachers than in the standard advisory class. In addition to receiving daily interventions, students may be recommended to participate in the afterschool tutoring program to receive additional help outside of the school day.

Response from the FY20 Consolidated District Plan.

District 34 has daily intervention blocks built into every grade level schedule. If a student is identified as needing additional help based on the criteria listed in 2., the team decides which intervention would be most effective for that student and he/she is then scheduled to receive the intervention during the intervention block so he/she does not miss any core instruction. Some of the interventions that are used for students in kindergarten through second grade include KPALS/PALS, Read Naturally Live, Michael Heggerty Phonic Awareness, Leveled Literacy Intervention (LLI), Foundations, Handwriting without Tears, Step up to Writing, Words Their Way, Common Core Math Support Coach, and Language for Literacy. Some of the interventions for students in grades three through eighth include Read Naturally Live, Common Core Support Coach Reading Comprehension, Step up to Writing, Words Their Way, Corrective Reading, and Language for Writing. The middle school students identified as being at risk may also be placed into a supported advisory class to receive more intensive help from teachers than in the standard advisory class. In addition to receiving daily interventions, students may be recommended to participate in the afterschool tutoring program to receive additional help outside of the school day.

4. Describe the instructional and additional strategies intended to strengthen academic and language programs and improve school conditions for student learning and how these are implemented. This includes a description of any additional supplemental instructional activities and strategies designed to strengthen academic and language programs for English learners and immigrant students, as applicable.* [4]

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

In order to strengthen academic programs and improve school conditions for student learning in District 34, the Building Leadership Team oversees that the goals in the District 34 Strategic Plan are being monitored for implementation and efficacy. The following goals are monitored by the Building Leadership Team: Provide high quality instruction in a safe, welcoming, respectful and positive learning environment. Show continual student growth and development using a variety of assessments. Sustain high expectations for growth and achievement by adhering to research-based best practices and provide the resources, professional development and support for all students through a Professional Learning Communities (PLC) model. In addition, the District is committed to making data-driven decisions that are in alignment with our financial and resource priorities, providing an inclusive environment where schools are physically and emotionally safe places to learn, setting high expectations for student learning and supporting the gathering and collaboration of evidence by using data and information to guide core instruction, interventions, and acceleration, and engaging students by utilizing student interest, critical thinking, creativity, collaboration and communication.

Response from the FY20 Consolidated District Plan.

In order to strengthen academic programs in District 34, the Building Leadership Team oversees that the goals in the District 34 Strategic Plan are being followed. Specific strategies are listed in the plan that must be implemented in order to successfully reach the goals of the Strategic Plan, which was created in a collaborative effort of stakeholders. The following strategies have been implemented in stages over the past three years and monitored in order to strengthen academic programs and improve school conditions for student learning: Establish interdisciplinary integration along with ownership of all students (behaviorally, academically) by Professional Learning Communities. Repurpose the present use of time to create more opportunities for collaborative learning and sharing by Professional Learning Communities. Complete the alignment and implementation of common local assessments for the Common Core Standards for English Language Arts and Math and similar college-and-career-ready standards for other subjects such as Science and Social Studies. Pilot and implement the revised teacher evaluation document with student growth components and target professional development that aligns with the long-term strategic priorities. In addition, the District is committed to making data-driven decisions that are in alignment with our financial and resource priorities, providing an inclusive environment where schools are physically and emotionally safe places to learn, setting high expectations for student learning and supporting the gathering and collaboration of evidence by using data and information to guide core instruction, interventions, and acceleration, and engaging students by utilizing student interest, critical thinking, creativity, collaboration and communication.

5. Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.[5]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

District 34 is a uniquely small district consisting of a total of approximately 315 preschool through 8th grade students in two schools located across the street from one another. There is one Principal and one Director of Student Services who work closely together to oversee the programming for every single student in the district. District 34 does not have any ineffective, inexperienced, or out-of-field teachers on staff. The two administrators review all subgroup student assessment and growth data and will continue to do so in order to monitor that the identification of students at risk of failure and subsequent programming is done equitably and fairly. Board policy is followed. Winfield School District 34 Policy 7.10 states the following: Equal Educational OpportunitiesEqual educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against student on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Response from the FY20 Consolidated District Plan.

District 34 is a uniquely small district consisting of a total of approximately 300 preschool through 8th grade students in two schools located across the street from one another. There is one Principal and one Director of Student Services who work closely together to oversee the programming for every single student in the district. District 34 does not have any ineffective, inexperienced, or out-of-field teachers on staff. The two administrators review all subgroup student assessment and growth data and will continue to do so in order to monitor that the identification of students at risk of failure and subsequent programming is done equitably and fairly. Board policy is followed. Winfield School District 34 Policy 7.10 states the following: Equal Educational OpportunitiesEqual educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that

discriminates against student on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

6. Describe the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop digital literacy skills and improve academic achievement. [6]**

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.
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([count] of 7500 maximum characters used)

Digital literacy skills begin in preschool and extend each year in depth and complexity throughout each student's eighth grade year. These students are taught by classroom and special area teachers, as well as the library technician, to utilize the features and resources available. Students in District 34 use multiple devices for their learning, including but not limited to iPads and Chromebooks. These devices are used throughout the day by students to communicate, conduct research, and create evidence of their own academic achievement. They are able to access the District 34 Follett Destiny database to search for books available in the school library, in addition to databases such as World Book Online and other content based databases. Digital literacy skills are woven into all facets of learning in District 34, so that there is a direct impact to increasing student growth and achievement.

Response from the FY20 Consolidated District Plan.

Digital literacy skills begin in preschool and extend each year in depth and complexity throughout each student's eighth grade year. These students are taught by classroom and special area teachers, as well as the library technician, to utilize the features and resources available. Students in District 34 use multiple devices for their learning, including but not limited to iPads and Chromebooks. These devices are used throughout the day by students to communicate, conduct research, and create evidence of their own academic achievement. They are able to access the District 34 Follett Destiny database to search for books available in the school library, in addition to databases such as World Book Online and other content based databases. Digital literacy skills are woven into all facets of learning in District 34, so that there is a direct impact to increasing student growth and achievement.

7. Describe how the district will identify and serve gifted and talented students by using objective criteria. [7]**

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([count] of 7500 maximum characters used)

1. Benchmark assessment screener (FastBridge) given fall, winter spring. 2. Benchmark assessment diagnostic (NWEA MAP - reading and math) given fall, winter spring. 3. Data meetings following each benchmark session with classroom teachers, psychologist, social worker, speech and language pathologist, reading specialist, administration to review multiple pieces of data (FastBridge, MAP, IAR, common local assessments, Fountas and Pinnell) to identify those students in need of enrichment opportunities through differentiation and advanced course placement, such as Algebra 1 (high school level) being taught at the 7th or 8th grade level.

Response from the FY20 Consolidated District Plan.

1. Benchmark assessment screener (AIMSweb/FastBridge) given fall, winter spring. 2. Benchmark assessment diagnostic (NWEA MAP - reading and math) given fall, winter spring. 3. Data meetings following each benchmark session with classroom teachers, psychologist, social worker, speech and language pathologist, reading specialist, administration to review multiple pieces of data (AIMSweb/FastBridge, MAP, PARCC/IAR, common local assessments, Fountas and Pinnell) to identify those students in need of enrichment opportunities through differentiation and advanced course placement, such as Algebra 1 (high school level) being taught at the 7th or 8th grade level.

Title I Requirements:

Ensure that all children receive a high-quality education.

Close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

Legislative References:

[1] Title I, Part A, Section 1112(b)(1)(A)

[2] Title I, Part A, Section 1112(b)(1)(B); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(1)(C); 34 CFR 300.226 and 300.646

[4] Title I, Part A, Section 1112(b)(1)(D); 34 CFR 300.226 and 300.646

[5] Title I, Part A, Section 1112(b)(2)

[6] Title I, Part A, Section 1112(b)(13)(B)

[7] Title I, Part A, Section 1112(b)(13)(A)

* Required if funding selected for Title I, Part A; Title I, Part 1003a; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

**Required field for only Title I, Part A

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Describe how the district will facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable, through:* [1]

i. Coordination with institutions of higher education, employers, and other local partners;* and

ii. Increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.*

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

The counselors from the high school come to talk to the 8th graders about classes mid-year. The students have several opportunities to visit the high school in the spring. The social workers and administration have consultation time to discuss students' academic and social emotional needs to ensure the correct levels of support will be available as our at-risk students move on to high school. In addition, the high school offers a summer bridge program for students who are identified as needing an intervention to prepare for a successful start to their freshman year.

Response from the approved FY20 Consolidated District Plan.

The counselors from the high school come to talk to the 8th graders about classes mid-year. The students have several opportunities to visit the high school in the spring. The social workers and administration have consultation time to discuss students' academic and social emotional needs to ensure the correct levels of support will be available as our at-risk students move on to high school. In addition, the high school offers a summer bridge program for students who are identified as needing an intervention to prepare for a successful start to their freshman year.

2. If applicable, describe the district's support for programs that coordinate and integrate the following:* [2]

Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and work-based learning opportunities that provide students in-depth integration with industry professionals and, if appropriate, academic credit.

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NOTE: If not applicable because district serves only grades K-8, enter Elementary District

([count] of 7500 maximum characters used)

STEAM education is included in our exploratory middle school classes, as well as through science classes. Connections to in-demand occupations are targeted, with an emphasis on design and engineering. In all grades (PreK through 8th grade) students are given opportunities to explore real world issues and work with peers to design and apply possible solutions. Students at all ages are also given a multitude of opportunities to hone their written and verbal communication skills and develop strong interpersonal skills in order to be well prepared to interact effectively in the workplace. Having strong technical skills and having a working understanding of the global economy also helps to prepare our students to become exposed to the global marketplace to support future endeavors. Also, in coordination with the high school, students learn about the various technical education courses that are offered, beginning in freshman year. Elementary District - Not applicable regarding work-based learning opportunities

Response from the approved FY20 Consolidated District Plan.

STEAM education is included in our exploratory middle school classes, as well as through science classes. Connections to in-demand occupations are targeted, with an emphasis on design and engineering. In all grades (PreK through 8th grade) students are given opportunities to explore real world issues and work with peers to design and apply possible solutions. Students at all ages are also given a multitude of opportunities to hone their written and verbal communication skills and develop strong interpersonal skills in order to be well prepared to interact effectively in the workplace. Having strong technical skills and having a working understanding of the global economy also helps to prepare our students to become exposed to the global marketplace to support future endeavors. Also, in coordination with the high school, students learn about the various technical education courses that are offered, beginning in freshman year. Elementary District - Not applicable regarding work-based learning opportunities

Legislative References:

[1] Title I, Part A, Section 1112(b)(10)(A and B)

[2] Title I, Part A, Section 1112(b)(12)(A and B)

* Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title IV, Part A; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.*

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

For each program for which funding is anticipated for the 2020-2021 school year, provide a brief description of professional development activities to be funded by the program as applicable.* [1]

NOTE: - If Professional Development will not be provided for a funded program below, enter NOT PROVIDING.

- Be sure to include information on how participating private schools will be included in the professional development plans.

- NOTE - writing space appears only if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that page, revise, save the page and return to this page.

Program and Description

A. Title I, Part A - Improving Basic Programs

Not Providing

B. Title I, Part A - School Improvement Part 1003(a)

C. Title I, Part D - Delinquent

D. Title I, Part D - Neglected

E. Title I, Part D - State Neglected/Delinquent

F. Title II, Part A - Preparing, Training, and Recruiting

Content Area Professional Development with an Emphasis on Differentiation Learning Strategies, including, but not limited to Learning Targets, Student Self-Reflection and Self-Assessment Inquiry Based Learning Equity Private School (Learning Strategies and Differentiation)

G. Title III - LIEP

H. Title III - Immigrant Education

I. Title IV, Part A - Student Support and Academic Enrichment

Science and Math Enrichment Environmental Education Conscious Discipline - Teaching the Whole Child Technology Private School (Science Enrichment, Environmental Education, Technology)

J. Title V, Part B - Rural and Low Income Schools

K. IDEA, Part B - Flow-Through [2]

Mental and Behavioral Health Working effectively with parents of special education students

L. IDEA, Part B - Preschool

Mental and Behavioral Health Differentiation for Students with Special Needs

Legislative Requirement:

[1] Title III, Section 3115(c)(2)

[2] 34 CFR 300.207 ; 2122(b)(4-9) of ESSA

* Required if funding selected for Title I, Part A; Title II, Part A; Title III; Title IV, Part A; Title V, Part B; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
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- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Describe the process through which the districts will:*

i. reduce incidences of bullying and harassment

ii. reduce the overuse of discipline practices that remove students from the classroom [1]

iii. reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of student as defined below. [2]

- a. each major racial and ethnic group;
- b. economically disadvantaged students as compared to students who are not economically disadvantaged;
- c. children with disabilities as compared to children without disabilities;
- d. English proficiency status;
- e. gender; and
- f. migrant status.

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([count] of 7500 maximum characters used)

District 34 promotes a respectful and positive learning environment by teaching all students the social emotional learning standards through the Second Step Curriculum in preschool through 5th grade and an integrated Health Program for 6th through 8th grade, along with other resources, including but not limited to, the Robert Crown Health Education Center. Since we are a small district, the teachers develop a good rapport with the students and their families and there is a strong home-school partnership. With this type of school culture, dealing with instances of bullying or harassment that might arise are handled in a timely manner with limited impact on the students involved. Keeping this open, caring atmosphere is vital in staying abreast of any type of situation that may negatively impact the lives of our students. Providing professional development to the staff on how to best address student behavior issues and develop a good relationship with their students will help to promote the essential connection between student and teacher. Board Policy is followed regarding bullying and harassment. Winfield School District Board Policy 7:180 states the following: Preventing Bullying and Other Aggressive Behaviors Bullying diminishes a student's ability to learn and a school's ability to educate. 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 towards 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 that is based on actual or perceived race, color, national origin, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, status of being homeless, or actual or potential marital or parental status, including pregnancy, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is also prohibited and may amount to a violation of a student's civil rights and of Policy 7:20 (Harassment).

Response from the FY20 Consolidated District Plan.

District 34 promotes a respectful and positive learning environment by teaching all students the social emotional learning standards through the Second Step Curriculum in preschool through 5th grade and an integrated Health Program for 6th through 8th grade, along with other resources, including but not limited to, the Robert Crown Health Education Center. Since we are a small district, the teachers develop a good rapport with the students and their families and there is a strong home-school partnership. With this type of school culture, dealing with instances of bullying or harassment that might arise are handled in a timely manner with limited impact on the students involved. Keeping this open, caring atmosphere is vital in staying abreast of any type of situation that may negatively impact the lives of our students. Providing professional development to the staff on how to best address student behavior issues and develop a good relationship with their students will help to promote the essential connection between student and teacher. Board Policy is followed regarding bullying and harassment. Winfield School District Board Policy 7:180 states the following: Preventing Bullying and Other Aggressive Behaviors Bullying diminishes a student's ability to learn and a school's ability to educate. 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 towards 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 that is based on actual or perceived race, color, national origin, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, status of being homeless, or actual or potential marital or parental status, including pregnancy, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is also prohibited and may amount to a violation of a student's civil rights and of Policy 7:20 (Harassment).

2. Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment, attendance, and success of homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act. [3]

(42 U.S.C. 11301 et seq.)*

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([count] of 7500 maximum characters used)

District 34 provides transportation to homeless children with funds reserved for this purpose. The district social worker is our designated homeless liaison who works closely with agencies and organizations supporting the homeless children in our district. She coordinates all needed services to promote success in school for these students, including but not limited to providing them with necessary school and non-school supplies, clothing and outerwear, waivers for extracurricular activities and programs, and connections with community organizations. Homeless students receive all educational supports and services given to every single student in this district.

Response from the FY20 Consolidated District Plan.

District 34 provides transportation to homeless children with funds reserved for this purpose. The district social worker is our designated homeless liaison who works closely with agencies and organizations supporting the homeless children in our district. She coordinates all needed services to promote success in school for these students, including but not limited to providing them with necessary school and non-school supplies, clothing and outerwear, waivers for extracurricular activities and programs, and connections with community organizations. Homeless students receive all educational supports and services given to every single student in this district.

Title I Requirement:

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards

Legislative Requirements:

- [1] Title I, Part A, Section 1112(b)(11)
- [2] Title I, Part A, Section 1111(c)(2); 34 CFR 300.226 and 300.646
- [3] Title I, Part A, Section 1112(b)(6)

* Required if funding selected for Title I, Part A and/or Title IV, Part A

Attendance Center Designation

[Instructions](#)

Attendance Center Designation

Attendance Center	Schoolwide	Targeted Assistance	Not Served	Closed	Board Approved Date
1001 - WINFIELD MIDDLE SCHOOL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	4-23-20
2001 - Winfield Primary School	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4-23-20
2002 - WINFIELD CENTRAL SCHOOL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4-23-20

Describe anticipated Reorganizations:

If Title I funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use Title I funds, return to the Coordinated Funding page and select Title I, save the page, and return to this page.

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s): Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Describe how the district will carry out its responsibilities to support and improve schools identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d).*
(Section 1112(b)(3))

[Section 1111\(d\)](#)

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If the district does not have any schools identified as comprehensive or targeted, enter

No schools identified under this part

(count) of 7500 maximum characters used

No schools in Winfield District 34 are identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d).

Re-display of the approved response from the FY20 Consolidated District Plan.

No schools in Winfield District 34 are identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d).

2. Does the district serve eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution? * (Section 1112(b)(5))

Yes

No

3. Select the poverty criteria below that will be used to rank school attendance centers. A district shall use the same measure(s) of poverty, which measure the number of children aged 5 through 17 in poverty counted in the most recent census data, with respect to ALL school attendance centers in the LEA.* (Section 1112(b)(4))

[Measures of Poverty from 1113\(5\)\(A\) and \(B\)](#)

School Lunch: the number of children eligible for a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

TANF: the number of children in families receiving assistance under the State program funded under part A of Title IV of the Social Security Act.

Medicaid: the number of children eligible to receive medical assistance under the Medicaid Program.

Direct Certification

4. Describe, in general, the targeted assistance (section 1115) and/or schoolwide programs (section 1114) the district will operate, as well as the goal of those programs. Where appropriate, please explain educational services outside such schools for children living in local institutions or community day programs for neglected or delinquent children.* (Section 1112(b)(5))

[Section 1114 and 1115](#)

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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(count) of 7500 maximum characters used

The District 34 targeted assistance program will serve those students identified as being at risk of failure through analyzing multiple data sources at data meetings attended by classroom teachers, school psychologist, social worker, speech and language pathologist, reading specialist, learning behavior specialist and administration. Once identified, those students will receive specific research based interventions provided by qualified personnel during an already established daily grade level intervention block. This intervention block ensures that no core instruction is missed while these at risk students are receiving interventions. Progress monitoring is done on a regular basis for each of these students to determine if expected student growth is being made following (usually) 6 data points have been taken. Ongoing discussions ensue as to the effectiveness of interventions and if a different intervention may be warranted. The goal of the District 34 targeted assistance program is to provide additional instruction to targeted students to strengthen their academic skills to be on par with their peers on track for being college and career ready.

Re-display of the approved response from the FY20 Consolidated District Plan.

The District 34 targeted assistance program will serve those students identified as being at risk of failure through analyzing multiple data sources at data meetings attended by classroom teachers, school psychologist, social worker, speech and language pathologist, reading specialist, learning behavior specialist and administration. Once identified, those students will receive specific research based interventions provided by qualified personnel during an already established daily grade level intervention block. This intervention block ensures that no core instruction is missed while these at risk students are receiving interventions. Progress monitoring is done on a regular basis for each of these students to determine if expected student growth is being made following (usually) 6 data points have been taken. Ongoing discussions ensue as to the effectiveness of interventions and if a different intervention may be warranted. The goal of the District 34 targeted assistance program is to provide additional instruction to targeted students to strengthen their academic skills to be on par with their peers on track for being college and career ready.

5. In schools operating a targeted assistance program, please describe the objective criteria the district has established to identify the target populations, AND how teachers and school leaders will include parents, administrators, paraprofessionals, and instructional support personnel in their identification of the target population.* (Section 1112(b)(9))

For your convenience, the FY20 Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If the district does not serve any schools identified as targeted assistance, enter **Schoolwide Program Only**

(count) of 7500 maximum characters used

1. Benchmark assessment screener (FastBridge) given fall, winter spring.2. Benchmark assessment diagnostic (NWEA MAP - reading and math) given fall, winter spring.3. Data meetings following each benchmark session with classroom teachers, psychologist, social worker, speech and language pathologist, reading specialist, paraprofessional, learning behavior specialist, and administration to review multiple pieces of data (FastBridge, NWEA MAP, IAR, common local assessments, Fountas and Pinnell) to identify those students at risk of failure and determine interventions needed.4. Implement research based interventions with fidelity for students identified at risk of failure.5. Progress monitor each student identified at risk of failure and meet regularly with Student Support Team to review progress. Parents are informed when their child has been identified as needing an intervention and the progress of the student is communicated to the parent. The parents are included in Problem Solving meetings, which can be convened at the request of a parent, teacher, or other personnel with concerns about a student.

Re-display of the approved response from the FY20 Consolidated District Plan.

1. Benchmark assessment screener (AIMSweb/FastBridge) given fall, winter spring.2. Benchmark assessment diagnostic (NWEA MAP - reading and math) given fall, winter spring.3. Data meetings following each benchmark session with classroom teachers, psychologist, social worker, speech and language pathologist, reading specialist, paraprofessional, learning behavior specialist, and administration to review multiple pieces of data (AIMSweb, MAP, PARCC/IAR, common local assessments, Fountas and Pinnell) to identify those students at risk of failure and determine interventions needed.4. Implement research based interventions with fidelity for students identified at risk of failure.5. Progress monitor each student identified at risk of failure and meet regularly with Student Support Team to review progress. Parents are informed when their child has been identified as needing an intervention and the progress of the student is communicated to the parent. Although parents are not included in the benchmark data meetings (See concern 3 above), all other people listed in question 10 are included. The parents are included in Problem Solving meetings, which can be convened at the request of a parent, teacher, or other personnel with concerns about a student.

Title I Requirement:

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

*Required Field

If IDEA funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use IDEA funds, return to the Coordinated Funding page and select IDEA, save the page, and return to this page.

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with special attention paid to historic inequities.
- Learning Conditions All districts and schools will receive the resources necessary to create safe, healthy and supportive learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Educator Quality Illinois diverse student population will have effective educators who are prepared through multiple pathways and are supported in and recognized for their efforts to provide each and every child an education that meets their needs.

District Goal(s): Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. How was the comprehensive needs assessment information used for planning grant activities? * This section should include the comprehensive needs identified that will be targeted by the activities and programs funded by IDEA.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The needs assessment was used to identify student and staff needs. For elementary aged students with disabilities, the needs assessment identified the continued need for intensive targeted intervention programs for language arts and math in order to improve student outcomes. It also identified the ongoing need for social/emotional, communication, sensory, and motor assessment, intervention and supports. Direct executive functioning skill instruction and support is another area of continued need. Professional development is needed to increase staff skills and knowledge of best practice in these areas. Paraprofessional support continues to be a need that contributes to the success of students with disabilities in the least restrictive environment. For preschool students with disabilities, the needs assessment identified the need for assessment and intervention to increase communication, sensory and social/emotional/behavioral outcomes. Supplies and materials are needed to support assessment and intervention in these areas. Professional development is needed to increase staff skills and knowledge of best practice to support students with autism and other developmental disabilities.

2. Summarize the activities and programs to be funded within the grant application. *

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

IDEA Flow-Through federal funds are used for the salaries of paraprofessionals who provide additional support for our high needs students, to purchase additional resources/supplies, including, but not limited to, specialized assessments and interventions. The IDEA Preschool federal dollars are used to purchase age and disability appropriate supplies for our youngest students with special needs, as well as allowing the preschool teacher to receive targeted professional development to best meet the needs of her students. These federal funds for IDEA Flow-Through and IDEA - Preschool allow the district to provide a stronger educational program for our students with special needs, compared to only using only state and local funds.

3. Describe any changes in the scope or nature of services from the prior fiscal year. *

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

There are no major changes in scope or nature of services from the prior fiscal year.

*Required Field

Overview

*****NOTE: This plan section is not required for the Department of Juvenile Justice*****

PROGRAM: Foster Care Transportation Plan

PURPOSE: To comply with ESSA requirements for educational stability for students in foster care

REQUIRED FOR: All Illinois school districts and state-authorized charter schools

RESOURCES: [FD and HHS Letter to Chief State School Officers and Child Welfare Directors on Implementing the Fostering Connections Act of May 30, 2014](#)
[US Department of Education \(USDE\) web page for Students in Foster Care](#)
[The Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#)
[Educational Stability Requirements \(Effective October 7, 2008\)](#)
[Public Act 099-0781 \(effective 8/12/2016\)](#)
[USDE Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care \(June 23, 2016\)](#)
[Finance, Budgets & Funding Transportation Programs \(scroll to Foster Care Transportation section\)](#)
[ESEA of 1965 as Amended, Section 6312\(c\)](#)

BACKGROUND

Section 6312(5)(B) of ESEA of 1965 as Amended by ESSA requires that the local educational agency (LEA) collaborate with the state or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin when in their best interests will be provided, arranged, and funded for the duration of the time in foster care.

DEFINITION AND REFERENCES

First Division vehicles are defined in the Illinois Vehicle Code as motor vehicles designed to carry no more than 10 persons total.

First Division vehicles can be used to transport 10 or fewer persons, including the driver, on regular routes for any and all school-sponsored activities, including curriculum-related trips. Examples of First Division vehicles include cars, station wagons, mini-vans (10 passengers or less which includes the driver), taxi cabs, medical carrier or medi-car, and Suburbans. The manufacturer sticker (Federal Certification Label) located on the inside of the drivers side door will stipulate MPV for Multi-Passenger Vehicle, MPPV (MultiPurpose Passenger Vehicle), or Passenger Car [49 CFR 571.3]

Vehicle Usage:

https://www.isbe.net/Documents/school_vehicle_guidance.pdf

https://www.isbe.net/Documents/vehicle_use_summary.pdf

<https://www.isbe.net/Documents/ISBE-Visual-Vehicle-Use-Guide.pdf>

Transportation Programs:

<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>

REQUIREMENTS

A. The following factors should be considered when developing the transportation procedures for a student in foster care:

1. Safety
2. Duration of the need for services
3. The time/length of travel time for the student each day
4. Time of placement change
5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.)
6. Traffic patterns
7. Flexibility in school schedule
8. Impact of extracurricular activities on transportation options.
9. Maturity and behavioral capacity of student

B. The following low-cost/no-cost options should be considered when developing the transportation procedures:

1. Pre-existing transportation route
2. New transportation route
3. Route-to-Route hand-offs
4. District-to-district boundary hand-offs
5. Eligibility of the student for transportation through other services such as, but not limited to, Individuals with Disabilities Education Act (IDEA)
6. Alternatives not directly provided by the district/school such as:
 - a. Contracted services - taxis, student transport companies, etc. - see note below
 - b. Public transportation such as city buses, rails, etc.
 - c. Carpools- see note below
 - d. School/District staff- see note below
 - e. Options presented by DCFS outside of those provided by the district/school, such as reimbursing the foster parents for transportation costs, or including transport in contracts with licensed child placing agencies or group homes

NOTE: A school bus driver permit is REQUIRED for these options! IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.

REMINDER: A multifunction school activity bus (MFSAB) can NEVER be used to transport home-to-school or school-to-home [625 ILCS 5/1-148.3a-5]

C. The following funding options should be considered when developing the transportation procedures for a student in foster care:

1. Title IV-E of the Social Security Act if the student is eligible
2. Title I of the ESEA of 1965 as Amended by ESSA (except that funds reserved for comparable services for homeless children and youth may NOT be used for transportation)
3. IDEA funds, if the student has an Individual Educational Program (IEP) that includes provisions for specialized transportation
4. State special education transportation funds, if the student has an IEP
5. Local funds

Contact Information

******NOTE: This page is not required for the Department of Juvenile Justice******

As part of the foster care transportation plan development process, several stakeholders should be involved. These may include, but are not limited to:

- a. Local educational agency (LEA) point of contact for foster students (LEA-POC)
- b. LEA transportation director
- c. Child welfare agency point of contact
- d. LEA Department of Children and Family Services (DCFS) liaison as permitted by 105 ILCS 5/10-20.58, if applicable
- e. Title I director
- f. School social worker
- g. Guidance counselor
- h. Special education personnel

Provide contact information for all personnel included in the development of the plan. The LEA-POC and transportation director are required; others are optional and should be included as applicable.

1. Foster Care LEA-POC - required*

Last Name*	First Name*	Position/Title*	Email*
Dave	Shona	Social Worker	sdave@winfield34.org

2. LEA Transportation Director - required*

Last Name*	First Name*	Position/Title*	Email*
Winkelman	Dawn	Director of Student Services	dwinkelman@winfield34.org

[Click here to add information for other personnel involved in the plan development.](#)

*Required field

Best Interest Determination as it relates to School Stability

*****NOTE: This page is not required for the Department of Juvenile Justice*****

NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.

1. Describe the process for determining the best interest of the affected child for placement if the child is placed into foster care or changes residences while in foster care. Include the positions of all district personnel involved.*

Be sure to include the factors that should be considered in determining whether remaining in a child's school of origin is in his or her best interest, as it relates to ensuring school stability.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

When a child is placed into foster care with a family in our district, the social worker and registrar would be the two initial contacts. Placement into a grade level would be determined by foster care paperwork, SIS, and any other available information. If the child changes residence while in foster care and it is outside of our district, the social worker, who is the homeless and foster care liaison, would contact the new school and provide needed information to share the transportation cost to allow the child to continue to attend this school, if it is in the best interest of the child to remain at this school.

Response from the approved FY20 Consolidated District Plan.

When a child is placed into foster care with a family in our district, the social worker and registrar would be the two initial contacts. Placement into a grade level would be determined by foster care paperwork, SIS, and any other available information. If the child changes residence while in foster care and it is outside of our district, the social worker, who is the homeless and foster care liaison, would contact the new school and provide needed information to share the transportation cost to allow the child to continue to attend this school, if it is in the best interest of the child to remain at this school.

2. Describe any special considerations and legal requirements taken into account for children with disabilities under IDEA and students with disabilities under Section 504.*

See IDEA legislation here See Section 504 here

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If any foster care child with disabilities under IDEA or Section 504 attends the schools in our district, he/she would receive all services, accommodations and modifications as stated in his/her IEP or 504 Plan.

Response from the approved FY20 Consolidated District Plan.

If any foster care child with disabilities under IDEA or Section 504 attends the schools in our district, he/she would receive all services, accommodations and modifications as stated in his/her IEP or 504 Plan.

3. Describe any special consideration and legal requirements taken into account for children who are English learners.*

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

When a child is placed into foster care with a family in our district, the registrar would check any paperwork presented to see if there is an indication the student is an "active" English learner. On the home language survey, if it indicates another language is spoken in the home or the child speaks another language, the student would be screened by a teacher with ESL certification if there is no paperwork or record in SIS. If a student comes as an active EL or is screened and found to qualify for EL services, those services and EL support would be provided.

Response from the approved FY20 Consolidated District Plan.

When a child is placed into foster care with a family in our district, the registrar would check any paperwork presented to see if there is an indication the student is an "active" English learner. On the home language survey, if it indicates another language is spoken in the home or the child speaks another language, the student would be screened by a teacher with ESL certification if there is no paperwork or record in SIS. If a student comes as an active EL or is screened and found to qualify for EL services, those services and EL support would be provided.

4. Describe the dispute resolution process should there be disagreement among parents, education decision makers, and other stakeholders regarding the best interest determination.*

Be sure to include the step-by-step process if one would want to initiate a dispute through the resolution. NOTE: include that DCFS has the final say if a resolution cannot be determined.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

1. The Student Service Team, under the direction of the Director of Student Services, would meet and work with the parents and other stakeholders to try to find a resolution. 2. If unresolved, the Principal would become involved in the resolution process. 3. If still unresolved, the Superintendent would become involved in the resolution process. 4. If still unresolved, DCFS would have the final say.

Response from the approved FY20 Consolidated District Plan.

1. The Student Service Team, under the direction of the Director of Student Services, would meet and work with the parents and other stakeholders to try to find a resolution. 2. If unresolved, the Principal would become involved in the resolution process. 3. If still unresolved, the Superintendent would become involved in the resolution process. 4. If still unresolved, DCFS would have the final say.

*Required field

Transportation Plan Development

*****NOTE: This plan section is not required for the Department of Juvenile Justice*****

NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.

1. Describe the process for determining how transportation will be provided to students who qualify, including the position of all individuals involved in the process.*

Be sure to include the factors that should be considered when developing the transportation procedures for a student in foster care.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If a student with disabilities requires transportation, the Student Support Team administrative assistant would contact the bus company to put the student on a bus route. We do not have general education bussing in this district. If a student in foster care moves out of district, the social worker contacts the homeless/foster care contact in the new district and exchanges information so that the two districts can each pay half of the transportation cost for the student.

Response from the approved FY20 Consolidated District Plan.

If a student with disabilities requires transportation, the Student Support Team administrative assistant would contact the bus company to put the student on a bus route. We do not have general education bussing in this district. If a student in foster care moves out of district, the social worker contacts the homeless/foster care contact in the new district and exchanges information so that the two districts can each pay half of the transportation cost for the student.

2. Indicate which options will be considered when developing the transportation plan. Check all that apply.*

- Pre-existing transportation route
New transportation route
Route-to-route hand-offs
District-to-district boundary hand-offs
Other services for which student is eligible, such as IDEA transportation options
Options presented by DCFS worker
Alternatives not directly provided by the district/school such as taxis, carpools, public transportation, etc.

IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.

- Other - describe
Other - describe
Other - describe

3. Describe how all funding options selected above will be considered and coordinated when developing the transportation plan.*

Be sure to include the funding options that should be considered when developing the transportation procedures for a student in foster care.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

If a child with disabilities qualifies for bussing, the district pays for the transportation. If a student in foster care moves in or out of district, the social worker contacts the homeless/foster care contact in the new district and exchanges information so that the two districts can each pay half of the transportation cost for the student.

Response from the approved FY20 Consolidated District Plan.

If a child with disabilities qualifies for bussing, the district pays for the transportation. If a student in foster care moves in or out of district, the social worker contacts the homeless/foster care contact in the new district and exchanges information so that the two districts can each pay half of the transportation cost for the student.

4. Describe the dispute resolution process to be utilized if the district/school and DCFS have difficulty coming to agreement on how to provide transportation for a particular student in need.*

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

Our district does not have bussing because all homes are less than 1.5 miles from school. Only eligible students with disabilities are transported. If a foster care child with an IEP is eligible for transportation, the district would pay. Since bussing for general education students does not exist, there would not be a dispute. The Principal and then the Superintendent would get involved, if needed.

Response from the approved FY20 Consolidated District Plan.

Our district does not have bussing because all homes are less than 1.5 miles from school. Only eligible students with disabilities are transported. If a foster care child with an IEP is eligible for transportation, the district would pay. Since bussing for general education students does not exist, there would not be a dispute. The Principal and then the Superintendent would get involved, if needed.

5. Describe how the district/school will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.*

NOTE: Include that the School Of Origin [SOO] is responsible for the transportation while all disputes are being resolved.

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The district would provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

Response from the approved FY20 Consolidated District Plan.

The district would provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

6. Describe how the district/school will ensure that all school personnel are aware of the transportation plan process and can initiate the process if they become aware of a student who is eligible for such services.*

For your convenience, the FY20 approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The social worker would inform members of the Student Support Team, including the administrative assistant, who would set up the transportation with the bus company.

Response from the approved FY20 Consolidated District Plan.

The social worker would inform members of the Student Support Team, including the administrative assistant, who would set up the transportation with the bus company.

*Required field

- By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the planning requirements of all included programs as applicable.

Provide the date on which the District Board approved the Consolidated District Plan.

Each district plan shall provide assurances that the district will, as applicable based on grant award(s):

1. ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part;
2. provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services;
3. participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3));
4. coordinate and integrate services provided under this part with other educational services at the district or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
5. collaborate with the State or local child welfare agency to
 - A. designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency and
 - B. by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall
 - i. ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A))
 - ii. ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if
 - a. The local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;
 - b. the local educational agency agrees to pay for the cost of such transportation; or
 - c. the local educational agency and the local child welfare agency agree to share the cost of such transportation; and
6. ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; and
7. in the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)).
8. each LEA that is included in the eligible entity is complying with Section 1112(e) prior to, and throughout, each school year as of the date of application;
9. the eligible entity is not in violation of any State law, including State constitutional law, regarding the education of English learners, consistent with sections 3125 and 3126;
10. the eligible entity consulted with teachers, researchers, school administrators, community members, public or private entities, and institutions of higher education, in developing and implementing such plan; and
11. the eligible entity will, if applicable, coordinate activities and share relevant data under the plan with local Head Start and Early Head Start agencies, including migrant and seasonal Head Start agencies, and other early childhood education providers.
12. Teacher English Fluency - each eligible entity receiving a subgrant under section 3114 shall include in its plan a certification that all teachers in any language instruction educational program for English learners that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communications skills.
13. in the case of a school district serving at least one English learner, and in accordance with Article 14C of the Illinois School Code, assurance is provided that at least 60% of the district's state funds attributable to ELs will be used for the instructional costs of programs and services authorized under this article.
14. in the case of a school district offering Transitional Bilingual Education programs, assurance is provided that the parent advisory committee was afforded the opportunity effectively to express its views in order to ensure that the EL programs are planned, operated, and evaluated with the involvement of, and in consultation with, parents of children served by the programs.

By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires) hereby certifies and assures the Illinois State Board of Education that:

- The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

The undersigned representative affirms, under penalties of perjury, that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

DEFINITIONS

- Applicant means an individual, entity or entities for which grant funds may be available and who has made application to the Illinois State Board of Education for an award of such grant funds.
- Grant means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms grant, award, program, and project may be used interchangeably.
- Grantee means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms grantee and award recipient may be used interchangeably.
- Project means the activities to be performed for which grant funds are being sought by the applicant. The terms project and program may be used interchangeably.
- The capitalized word Term means the period of time from the project beginning date through the project ending date.
- Termination means the ending of a grant, whether in whole or in part, at any time prior to the end of the grant Term, as stated in the Grant Agreement.

LAWS AND REGULATIONS REGARDING FEDERAL AND STATE AWARDS

- The applicant acknowledges and agrees that this grant is subject to the provisions of:
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
 - Illinois Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq.
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>
 - Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000
<ftp://www.ilga.gov/JCAR/AdminCode/044/04407000sections.html>

NO BINDING OBLIGATION

- The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the Illinois State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the Illinois State Board of Education. Prior to the execution of a final Grant Agreement, the Illinois State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.
- Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the Illinois State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.
- Funding in the subsequent years beyond the Term of the grant will be contingent upon compliance with federal and state law, regulations, administrative rules, terms and conditions of the award, passage of sufficient appropriations for the program, and satisfactory performance in the preceding grant period. Renewal decisions are at the sole discretion of the Illinois State Board of Education, and the receipt of an award in a current or previous Term does not create any right to or expectation of renewal in a subsequent Term.

PROJECT

- The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the project. In planning the project there has been, and in establishing and carrying out the project there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
- Applicants may be asked to clarify certain aspects of their proposals/applications or proposed amendments prior to final agreement on the terms of the project or amendment.
- The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses, or consent forms as may be required to implement the project.

FUNDING

- All funds provided will be used solely for the purposes stated in the approved proposal/application, as finalized in the Grant Agreement, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the grant.
- The applicant may not count tuition and fees collected from students towards meeting matching, cost sharing, or maintenance of effort requirements of a program, pursuant to 34 CFR 76.534.
- The applicant will maintain records for three years following competition of the activities for which the applicant uses the federal or state funding, pursuant to 2 CFR 200.333.
- If real property or structures are provided or improved with the aid of federal financial assistance, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, or sale of such property or structure. If personal property is so provided, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, disposal, and sale of such.
- The applicant will have effective financial management systems which conform to the standards present in 2 CFR 200.302, which includes, but is not limited to, the ability to report financial data verifying compliance with program regulations and maintaining effective internal control over the operations of the approved grant.
- The applicant will conform all activities conducted under the approved grant to the provisions contained within 2 CFR Part 200
- All expenditures claimed in relation to a grant are subject to applicable federal and state laws, regulations, and administrative rules. Expenditures claimed in relation to an award are subject to cost allowability standards, as defined by the grant program and 2 CFR Part 200, and other applicable federal and state laws, regulations, and administrative rules. Failure to adhere to these requirements will lead to disallowed expenditures for which funds must be returned.

INVOLUNTARY TERMINATION

- The applicant will accept funds in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award, and administer the programs in compliance with all provisions of such statutes, regulations, administrative rules, terms and conditions of the award, and amendments thereto.
- Failure of applicant to comply with state and federal statutes, regulations, administrative rules, or the terms and conditions of the award may result in conditions placed on grantee, including, but not limited to, involuntary termination of a grant at the discretion of the Illinois State Board of Education, in whole or in part, in accordance with federal and state law and regulations.

GENERAL CERTIFICATIONS AND ASSURANCES

- The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.) and 34 CFR part 106, the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 34 CFR part 104, the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Age Discrimination Act (42 U.S.C. 6101 et seq.) and 34 CFR part 110, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.) and 34 CFR part 100, the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
 - The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant/grantee was formerly employed by the Illinois State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
 - The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the Illinois State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
 - The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
 - If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
 - The applicant certifies it does not pay dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
 - The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state, or local unit of government.
 - Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all its employees, b) volunteers, and c) all employees of persons or firms holding contracts with the applicant/grantee, who have direct contact with children receiving services under the grant; and such applicant shall not a) employ individuals, b) allow individuals to volunteer, or c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
 - The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant/grantee will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21, which instructs the publisher to send (at no additional cost) to the National Instructional Materials Access Center (NIMAC) electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard (NIMAS), or before delivery of the print instructional materials. This does not preclude a grantee school district from purchasing or obtaining accessible materials directly from the publisher.
 - The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- #### JOINT APPLICATIONS - ADMINISTRATIVE AND/OR FISCAL AGENT
- Applicants/grantees participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant. An applicant/grantee that is a party to the joint application and is a legal entity, or a Regional Office of Education, may serve as the administrative and/or fiscal agent under the grant.
 - The entity acting as the fiscal agent certifies that it is responsible to the applicant/grantee or, in the case of a joint application, to each applicant/grantee that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:
 - Obtain fully executed Grant Application Certifications and Assurances forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
 - Maintain separate accounts and ledgers for the project;
 - Provide a proper accounting of all revenue from the Illinois State Board of Education for the project
 - Properly post all expenditures made on behalf of the project;
 - Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
 - Disburse all funds to joint applicants/grantees based on information (payment schedules) from joint applicants/grantees showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants/grantees.);

- g) Require joint applicants/grantees to report expenditures to the fiscal agent based on actual expenditures/ obligation data and documentation. Reports submitted to the Illinois State Board of Education should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants/ grantees on actual expenditures/obligations that occur within project beginning and ending dates;
- h) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
- i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
- j) Have a recovery process in place with all joint applicants/grantees for collection of any funds to be returned to the Illinois State Board of Education.

DRUG-FREE WORKPLACE CERTIFICATION

29. This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the state unless that grantee or contractor has certified to the state that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant, and debarment of contracting or grant opportunities with the state of Illinois for at least one (1) year but not more than five (5) years.

For the purpose of this certification, applicant, grantee, or contractor means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the state

The applicant certifies and agrees that it will provide a drug-free workplace by:

- a) Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the grantees or contractors workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employee that, as a condition of employment on such contract or grant, the
 - A) Abide by the terms of the statement; and
 - B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
 - b) Establishing a drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantees or contractors policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon an employee for drug violations.
 - c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
 - d) Notifying the contracting or granting agency within ten (10) calendar days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
 - f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
 - g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.
30. The applicant represents and warrants that all of the certifications and assurances set forth herein, in the application, all attachments, and the Grant Agreement are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) calendar days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the Illinois State Board of Education.

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

Before completing this certification, read instructions below.

CERTIFICATION

By checking this box, the prospective lower tier participant certifies that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
4. It will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions; and
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.

Instructions for Certification

1. By checking the box and saving this page, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Government-Wide System for Award Management Exclusions" (SAM Exclusions) at: www.sam.gov
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By checking this box, the applicant hereby certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the contractor/grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor/grantee shall complete and submit [ISBE 85-37](#) "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

DEFINITIONS

"APPLICANT" means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"LEA" means the local educational agency.

"AWARD RECIPIENT" means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms "grantee" and "award recipient" may be used interchangeably.

"GRANT" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award. The terms "grant", "award" and "project" may be used interchangeably.

"PROGRAM" means any applicable program under which federal funds are made available to the applicant.

"PROJECT" means the activities to be performed for which grant funds are being sought by the applicant.

"SECRETARY" means the Secretary of Education.

PROJECT

2. The LEA will administer each Program in accordance with all applicable statutes, regulations, program plans, and applications;
3. The control of funds provided to the LEA under each Program and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
4. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each Program, in accordance with 2 CFR 200.302 and 2 CFR 200.303 and the Illinois State Board of Education's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures manual, maintained on the Illinois State Board of Education's Internet website. The LEA's administration and expenditure of Program funds shall be in accordance with all applicable requirements of the Education Department General Administrative Regulations (EDGAR), 2 CFR 200, and other applicable federal state statutes, regulations, and administrative rules.
5. The LEA will make reports to ISBE and to the Secretary as may reasonably be necessary to enable ISBE and the Secretary to perform their duties and meet federal reporting requirements, and the LEA will maintain such records, including the records required under Section 1232f of Title 20-Education, and provide access to those records, as ISBE or the Secretary deem necessary to perform their duties;
6. The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each Program;
7. An application, evaluation, periodic program plan or report relating to each Program will be made readily available to parents and other members of the general public;
8. In the case of any Program project involving construction: (A) the project will comply with state requirements for the construction of school facilities; and (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under Section 794 of Title 29 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities;
9. The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each Program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and
10. None of the funds expended under any applicable Program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or an affiliate of such an organization.

GRANT AGREEMENT: The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the Budget Detail tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process or otherwise by the approval of the Illinois State Board of Education. By hitting Submit on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Grant Application Certifications and Assurances hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so.

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties, in accordance with applicable federal and state law, including, but not limited to, 18 U.S.C. 101, the federal False Claims Act (31 U.S.C. 3729 et seq), and the Illinois False Claims Act (740 ILCS 175/). The list of certification and assurances is included below and/or incorporated into the Uniform Grant Agreement pages contained herein.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- Assurances for all covered programs
- Grant Application Certifications and Assurances (State Assurances)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion See the Overview page for instructions
- Certification Regarding Lobbying
- GEPA 442 Assurances

[Not calling IWAS Web Se](#)

Signature of School District Superintendent / Agency Administrator

Signature of Board-Certified Delegated Authority for the School District Superintendent

Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Application was created on:

4/7/2020

Assurances

District Data Entry

Business Manager

District Administrator

ISBE Program Admin 1

ISBE Program Admin 2

ISBE Program Admin 3

ISBE Program Admin 4

Selectable Application Print

Request Print Job

[Consolidated District Plan](#)

Requested Print Jobs

[Requested by kregalado on 4/19/2020](#)

[Requested by kregalado on 4/19/2020](#)

Completed Print Jobs

This Application has not been submitted

Expand All

Consolidated District Plan	Page Status	Open Page for editing
Consolidated District Plan		
Contact Information	OPEN	<input type="checkbox"/>
Coordinated Funding	OPEN	<input type="checkbox"/>
Plan Specifics		
Needs Assessment Impact	OPEN	<input type="checkbox"/>
Stakeholders	OPEN	<input type="checkbox"/>
Private Schools Participation	OPEN	<input type="checkbox"/>
Preschool Coordination	OPEN	<input type="checkbox"/>
Student Achievement	OPEN	<input type="checkbox"/>
College and Career	OPEN	<input type="checkbox"/>
Professional Development	OPEN	<input type="checkbox"/>
Safe Learning Environment	OPEN	<input type="checkbox"/>
Title I Specific Pages		
Title I Specific	OPEN	<input type="checkbox"/>
Title I Specific Part Two	OPEN	<input type="checkbox"/>
IDEA Specific Requirements	OPEN	<input type="checkbox"/>
Foster Care Transportation		
Foster Care Transportation Plan Contacts	OPEN	<input type="checkbox"/>
BID - School Stability	OPEN	<input type="checkbox"/>
Foster Care Transportation Plan Development	OPEN	<input type="checkbox"/>
Assurance Pages		
Plan Assurances	OPEN	<input type="checkbox"/>
State Assurances	OPEN	<input type="checkbox"/>
Debarment	OPEN	<input type="checkbox"/>
Lobbying	OPEN	<input type="checkbox"/>
GEPA 442	OPEN	<input type="checkbox"/>
AssurancesText	OPEN	<input type="checkbox"/>
Assurances	OPEN	<input type="checkbox"/>

Save

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: 2020-2021 SASED Lease

Recommendation:

It is the recommendation of the Superintendent to approve the attached 2020-2021 SASED Lease.

Background:

This lease reflects the reduction of 1 classroom for the SASED STARS program. The remaining classroom will be placed in the Flex Room at Winfield Central, servicing students grades 2-5. The STARS program will also convert a workroom that offsets the teacher's lounge into a sensory room for students.

LEASE

1. **PARTIES:** The parties to this Lease are **Winfield School District #34**, DuPage County, Illinois, having its principal offices at 0S150 Winfield Road, Winfield, Illinois (“Lessor”), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois (“Lessee”). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

2. **PREMISES:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

One Autism classroom at Winfield Primary School, 0S150 Winfield Road, Winfield, IL
One office space at Winfield Primary School, 0S150 Winfield Road, Winfield, IL
One MN classroom at Winfield Central School, 0S150 Park Street, Winfield, IL

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor’s programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee’s use of facilities of common benefit will substantially disrupt or conflict with Lessor’s use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. **TERM:** This Lease shall be for a term of one year commencing on August 11, 2020 and continuing until August 10, 2021. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2021 and the Lessor shall accept or decline the renewal request by March 31, 2021.

4. **RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2020/2021 it is hereby agreed that the fees for Space Usage are as follows:

	Location	\$
LEVEL #1		
LEVEL #2		
LEVEL #3		
	One Autism classroom at Winfield Primary School	\$23,000.00
	One office space at Winfield Primary School	\$12,000.00
	One MN classroom at Winfield Central School	<u>\$23,000.00</u>
	TOTAL	\$58,000.00

5. **PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before January 1, 2021, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. **REGULATION OF STUDENTS AND CLASSROOMS:** Lessor shall have the right to establish reasonable rules and regulations:

a. For the conduct of Lessee, its agents, employees, students, or persons entering

- or on Lessor's premises, including that which is leased.
- b. For the reasonable use of the classroom

7. ASSIGNMENT SUBLETTING: Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.

8. SURRENDER OF PREMISES: Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premise without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.

9. NO WASTE OR MISUSE: Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damages to Lessor's premises caused by waste or misuse of facilities.

10. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

11. PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT: Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the waste or misuse of the premises by Lessee, its agents, employees, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

12. LIABILITY INSURANCE AND INDEMNIFICATION: Lessor shall maintain adequate insurance to insure against claims for bodily injury and property damage resulting from the use of the Lessor's premises. In addition, Lessee shall purchase General Liability coverage

with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor as additional insured on a primary and non-contributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's business purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASSED offices and Lessor's offices.

Each party to this Lease agree to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities, damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only the extent the Loss is caused solely by an act of omission of the indemnifying party or its Board, Board members, employees, volunteers or agents.

13. SUCCESSORS: This Lease shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.

14. SERVICE LEVELS: The rental fees paid to the Lessor shall be based upon the usage needs of the Lessee. The usage needs are defined as follows:

LEVEL I:

Regular classroom or equivalent space, including use of utilities, garbage, snow removal and lawn cutting. This usage is typically associated with usage of the space for storage.

LEVEL II:

Includes all items in LEVEL I plus janitorial service, supplies and general maintenance. This usage is typically associated with usage of the space for general office.

LEVEL III:

Includes all items included in LEVEL I and LEVEL II plus a proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. This level indicates that the SASSED staff and students are an integral part of the building. Student fees required by the Lessor for students attending these programs are billed to SASSED and will be included in the tuition costs billed to the district of residence. SASSED staff has access to general supplies, copy machine, etc. as do all other staff. Postage can be accumulated by the Lessor and invoiced to SASSED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASSED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASSED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASSED. However, the Lessor's technology staff will

be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in lessor's staff meeting and activities. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 22nd day of April, 2020.

SCHOOL DISTRICT NO. 34
0S150 Winfield Road
Winfield, IL 60190

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By:

By:

Assistant Superintendent for Business

SASED Executive Director

ATTEST:

ATTEST:

Secretary

SASED Director of Business Services/CSBO

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: 2020-21 Program Plan-Revised

Recommendation:

It is the recommendation of the Superintendent to approve the Revised 2020-21 Program Plan.

Background Information:

Revise Speech and Language Pathologist from a 0.7 FTE to a 1.0.

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: Two Additional Stipends for Science Olympiad

Recommendation:

It is the recommendation of the Superintendent to approve Two Additional Stipends for Science Olympiad.

Background:

Science Olympiad is a fun STEM extra-curricular club featuring academic interscholastic competitions that consist of a series of different hands-on, interactive, challenging and inquiry-based events that are well balanced between the various disciplines of biology, earth science, environmental science, chemistry, physics, engineering and technology. Teams of 15 compete in 23 events at a regional tournament that is held in late February or early March. Team members spend time preparing for the tournament by studying, building and testing engineering projects, and practicing lab events

During the 2019-2020 school year, we piloted a team at Winfield Central and it was an amazing experience. Students worked hard to prepare for the Regional Tournament at Neuqua Valley High School in March with the help of parents and community members. Our team qualified for the State Tournament at University of Illinois in April. Unfortunately, the tournament was cancelled due to Covid-19, but our team is excited to compete again next year.

We are limited to 15 students on a team, but if there is enough interest, we could have a JV and a Varsity team in the future so that more students could participate. Visit <https://www.soinc.org> for more information.

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: First Reading of Policies

Recommendation:

It is the recommendation of the Superintendent to approve the first reading of the below policies from PRESS Issue 103.

Status: 5-Year-Review - Needs Review

4:50 Payment Procedures
7:130 Student Rights and Responsibilities
7:325 Student Fundraising Activities
8:80 Gifts to the District

Status: Draft Update

2:125 Board Member Compensation; Expenses
2:160 Board Attorney
5:150 Personnel Records
5:280 Duties and Qualifications
5:60 Expenses
6:135 Accelerated Placement Program
6:280 Grading and Promotion
7:70 Attendance and Truancy
8:10 Connection with the Community
8:30 Visitors to and Conduct on School Property
8:110 Public Suggestions and Concerns

Status: Draft Update Rewritten

2:125-E1 Exhibit - Board Member Expense Reimbursement Form
2:160-E Exhibit - Checklist for Selecting a Board Attorney
5:60-E1 Exhibit - Employee Expense Reimbursement Form

Status: Miscellaneous

(Updated due to miscellaneous legislative, administrative rule, clean-up and/or continuous review changes)

5:35, Compliance with the Fair Labor Standards Act
5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:210 Resignations
6:235 Access to Electronic Networks

Document Status: Draft Update

BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. When presenting the proposed budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in

its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/. Government Accountability and Transparency Act.

Local Government Travel Expense Control Act, 50 ILCS 150/. Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: February 23, 2017

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
 - No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
-

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update - Rewritten

Board Member Compensation; Expenses

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print. [PRESSPlus1](#)

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, <i>Board Member Compensation; Expenses</i> .										
Auto Travel Allowance: _____ per mile										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst Lunch Dinner	Item	Cost			
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

Board Action:

- Approved** **Denied**
- Approved in Part** **Exceeds Maximum Allowable Amount**
- Grant Funding Source** (if applicable): _____

Comments: _____

PRESSPlus Comments

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 2:125 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

Document Status: Draft Update

BOARD OF EDUCATION

2:160 Board Attorney

The Board of Education may enter into agreements for retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court. The Board Attorney serves on a retainer or other fee arrangement as determined in advance.

The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter. The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: December 14, 2015~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: Draft Update - Rewritten

Board Attorney

2:160-E Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at www.iasb.com/about-us/staff/#office-general-counsel.^{PRESSPlus1}

Determine what type of legal services the District needs.

1. Review Board policy 2:160, *Board Attorney*. **Note:** Critically analyze whether the District's legal needs are best served by in-house attorney(s) or outside attorney(s)/law firms. Many districts use a combination of these services. Many districts also use multiple attorney(s)/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
 - District's size;
 - Any past and current experiences with legal matters;
 - Complexity of the District's legal needs;
 - Availability of expertise; and
 - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

Develop a list of qualifications necessary for providing quality legal services to the District.

1. Review policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
 - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)
 - Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
 - Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.
 - Experience in all aspects of contract, employment, and school law
 - Experience that meets the District's needs, including litigation experience in State and federal courts
 - Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
 - Demonstrated knowledge of and ability to apply professional responsibility rules
 - Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
 - Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
 - When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

Develop the RFP.

1. Insert the list of qualifications that the Board developed. 197
2. Include the following information:

- The deadline for responses to be submitted
- The location (address or email) where responses should be sent
- A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
- Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
- The scope of work, e.g., "The Board Attorney will provide legal advice concerning [typical duties, specific duties, excluded duties]."
- Qualifications
- Details about interviews and presentations

3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

Announce the RFP.

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board's sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District's website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICASA is on the IASB website, www.iasb.com. A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICASA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement "The [Insert District's name] Board of Education Requests Proposals to Provide Legal Services."
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [date]. The length of the appointment is at the Board's discretion.
4. State the School District's philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [certain time and date] to [name and title of person receiving applications].

Receive and manage responses to the RFP.

1. Review policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts applications is at the Board's sole discretion and should be decided by the Board prior to posting the RFP announcement.
2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.
3. The designated person will contact RFP responders for interviews.

Develop interview questions if the Board interviews attorneys or law firms.

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:

- What do you see as your role as Board Attorney?
- How many other school districts do you currently represent?
- What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
- How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
- What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your Board of Education clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ... involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

Develop an interview protocol. Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
 - Introduce Board members to the responder
 - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
 - Describe the District's philosophy or mission statement
 - Describe the Board Attorney position by reviewing the RFP
 - Begin asking the interview questions (see *Develop interview questions*, above)
 - Ask the responder whether he or she has any questions for the Board
 - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

Conduct a reference check and other background investigation(s).

1. The Board President may perform this check or direct the Superintendent to:
 - Check the ARDC's master roll of attorneys as "Authorized to Practice Law" (To do this, enter the attorney's name into the ARDC's registration and public disciplinary records database at: www.iardc.org/lawyersearch.asp.)
 - Click on the attorney's name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
 - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
3. Call references provided by the responder.

Enter into a written agreement or engagement letter with the selected attorney or law firm.

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
 - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
 - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
 - Fee arrangement
 - Scope of services
 - Which attorneys will be providing legal services
 - A statement that the Board controls all legal decisions
 - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
 - Board's right to terminate the services of the attorney and law firm at any time for any reason
4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

Announce the appointment to District staff and community.

1. The contents of the announcement and length of time it is displayed are at the Board's sole discretion.
2. The Board may want to consider announcing during an open meeting. See policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
 - The Board appointed [attorney's name or law firm name] as the Board Attorney
 - The appointment will begin on [date] for [length of time]
 - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., "[Attorney or lawfirm's name] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [Attorney or lawfirm's name] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge."

PRESSPlus Comments

PRESSPlus 1. Rewritten to incorporate numerous style updates and corrections in response to its five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:50 Payment Procedures

The District's chief fiscal officer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills shall be reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

~~ADOPTED:December 14, 2015~~

General Personnel

Compliance with the Fair Labor Standards Act 1

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.”² “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.³ Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.⁴ “Overtime” is time worked in excess of 40 hours in a single workweek.

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

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

The Illinois Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 et seq.) also covers school employees. The law offering the greatest benefits to employees will control specific issues. However, under both State and federal law, non-exempt employees who work over 40 hours in a single workweek are entitled to overtime pay of a rate not less than one and one-half times the employees’ regular rate of pay. 29 U.S.C. §207; 820 ILCS 105/4a.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See 29 C.F.R. Part 785 (Hours Worked) and 29 C.F.R. Part 516, (Records to Be Kept by Employers). The U.S. Dept. of Labor (DOL) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

² “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, . . . , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the DOL’s effort to expand the number of employees who are exempt from overtime requirements. To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than \$684455 per week. 29 C.F.R. Part 541. To check compliance, districts should review their list of exempt employees with their attorneys.

³ Employers must identify the workweek, but may designate any seven-day period. **Boards should ascertain what is currently used as a workweek to avoid inadvertently adopting a policy containing a different designation.** The workweek in this sample policy allows supervisors to adjust employee schedules at the end of the week if an employee was required to work the weekend.

⁴ Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.⁵ All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.⁶

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status.⁷ Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel—Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel—Employment Termination and Suspensions*.

Implementation⁸

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

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⁵ This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

⁶ Optional. The FLSA regulates the use of *comp-time*. 29 C.F.R. §§553.22-553.28. Before offering comp-time, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See 5:310, *Compensatory Time-Off* and 5:310-E, *Agreement to Receive Compensatory Time-Off*.

⁷ Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

⁸ The FLSA is administered by the Wage and Hour Division of the DOL. Its website contains compliance guidance, posters, and e-tools (www.dol.gov/WHD/flsa/index.htm).

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition 1

All District workplaces are drug- and alcohol-free workplaces. 2

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1 State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The Right to Privacy in the Workplace Act (RPWA) allows employers to regulate employees' use of lawful products that impair an employee's ability to perform his or her assigned duties. 820 ILCS 55/5(b), amended by P.A. 101-27. The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), amended by P.A. 101-593, allows penalties issued by employers of law enforcement officers for consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off-duty to be collectively bargained; districts that employ school resource officers should consult their board attorneys about this provision of the CRTA.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds. 41 U.S.C. §8101 *et seq.* For ease of administration, this policy makes its requirements applicable to all employees to avoid confusion during implementation and to avoid complications when obtaining and maintaining federal funds. The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, legalized cannabis, but it remains a *Schedule I (c)(17)* controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. 21 U.S.C.A. §812 (exempting hemp as defined at 7 U.S.C.A. §1639o). 41 U.S.C. §§8101, 8102 and 8103. While not law, in June 2019, the U.S. House of Representatives, in a voice vote, voted in favor of an amendment to H.R. 3055, which was introduced by Reps. Earl Blumenauer (D-OR), Tom McClintock (R-CA), and Eleanor Holmes Norton (D-D.C.), prohibiting the U.S. Dept. of Justice (DOJ) from interfering with a state's decision to implement laws governing the legalization of cannabis (recreational and medicinal). This marked the first time that either branch of the U.S. Congress has voted to protect state recreational cannabis laws from federal enforcement actions. If the amendment becomes law, it would block the DOJ from using funds to intervene in state and territory cannabis legalization laws. This policy continues to prohibit employees from using cannabis as allowed by the CRTA. See *f/n 9*, below.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/) that applies to districts with 25 or more employees working under a state contract or a grant of \$5,000 or more.

2 Replace this sentence with the district's drug- and alcohol- free policy goal(s), if any.

With the passage of the CRTA, 410 ILCS 705/ , added by P.A. 101-27 and amended by P.A. 101-593, each board and superintendent may wish to engage in a risk-management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. Risk-level-tolerance decisions will depend upon many factors, including, but not limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for reasonable suspicion training on identification of symptoms of impairment and/or being under the influence, (3) drug testing, and (4) the community's expectations. Answers to the following questions might structure this risk-management conversation:

1. Does the board want to implement a reasonable suspicion program (or any other type of *just cause* provisions in an applicable collective bargaining agreement) to identify employees suspected of being impaired and/or under the influence to enhance its ability to discipline?

2. Does the board want the superintendent to secure training for designated district employees to educate them to identify symptoms of impairment or being under the influence of the substances prohibited in this policy?

3. How does the board want to address employees in positions of leadership, e.g., the superintendent and/or building principal(s), who are perpetually on call due to the nature of their positions and responsibilities (see *f/n 3*, below)?

4. How will the district manage its duty to educate students about the dangers of drugs and alcohol against the reality that employees are allowed to use lawful products off-duty and off the district's premises (820 ILCS 55/5(b), amended by P.A. 101-27)?

5. Will licensed educators be held to a higher standard than non-licensed employees due to their professional code of conduct expectations?

6. Will employees working directly with students be held to a higher standard than employees not working directly with students?

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call*³ for the District: ⁴

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. ⁵
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred. ⁶
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33.7 The District considers

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³ An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. 820 ILCS 55/5, amended by P.A. 101-27. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

For boards that do not want this text, delete ~~or being on call~~.

⁴ To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the Employee Substance Abuse Prevention Committee (see 2:150-AP, *Superintendent Committees*).

⁵ These actions are prohibited by both federal (41 U.S.C.A. §§8101, 8102 and 8103) and State Workplace Acts. See *f/n 12, below*. These laws do not address *under the influence* but a board may add: “, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.” This option is limited to *illegal* substances to avoid prohibiting employees from using lawfully prescribed controlled substances. See *f/n 12*. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. This policy's -third paragraph addresses prescribed medications other than cannabis.

⁶ Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. The Ill. Court of Appeals held that when the policy defines *under the influence* as any “mental, emotional, sensory or physical impairment due to the use of drugs or alcohol,” the school district must prove that the teacher showed signs of impairment even though she registered 0.056 blood-alcohol level on a Breathalyzer. *Kinsella v. Bd. of Ed. of the City of Chicago*, 27 N.E.3d 226 (Ill.App.1st, 2015).

⁷ “[R]egardless of when and/or where the use occurred” is intended to mean that an employer may reach an employee's conduct on or off-duty depending upon the facts of the disciplinary situation; however, the CRTA contains a specific requirement that law enforcement employers adopt a policy outlining penalties for discipline of law enforcement employees for their on or off-duty conduct involving consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances. *Id.* at 10-35(a)(8), amended by P.A. 101-593. See also *f/ns 1, above, and 9, below*. Consult the board attorney if the district employs a school resource officer(s) (SRO(s)) as opposed to contracting with a local law enforcement agency for SRO services.

410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, ~~eff. 1-1-20~~. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are ~~a-registered qualifying patients~~ – for violating ~~a~~-drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)).

employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms⁸ listed in the Cannabis Regulation and Tax Act (CRTA).⁹

For purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises*¹⁰ means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and

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⁸ Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20.

⁹ 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. *Id.* at 10-50(d), added by P.A. 101-27. See also f/n 7, above. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.**

See also the Ill. Vehicle Code 625 ILCS 5/11-501.2(b-5) number one: when an individual's tetrahydrocannabinol concentration (THC) is five nanograms or more in whole blood or 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), a presumption under Illinois law exists that the individual is under the influence of cannabis. Under 625 ILCS 5/11-501.2(b-5) number two: when an individual's [THC] is less than five nanograms in whole blood or less than 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), the individual may still be considered impaired.

In addition to a zero-tolerance policy, the CRTA also allows civil, criminal, or other penalties for:

1. Engaging in tasks under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct (410 ILCS 705/10-35(a)(1));
2. Possessing cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(2)(A)-(B) unless permitted under the MCPA);
3. Using cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(3)(A)-(B) unless permitted under the MCPA);
4. [Using cannabis] in a public place [while impaired or [under the influence of cannabis](*Id.* at 10-35(a)(3)(F));
5. Knowingly being [impaired by or under the influences of cannabis] in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the MCPA (*Id.* at 10-35(a)(3)(G));
6. Smoking [and/or *vaping* (see f/n 18, below for a definition of vaping)] it in any place where smoking is prohibited under the Smoke Free Illinois Act (*Id.* at 10-35(a)(4));
7. Using [cannabis] as an on-duty law enforcement officer, corrections officer, probation officer, or firefighter (*Id.* at 10-35(a)(8)), or consuming, possessing, selling, purchasing, or delivering cannabis or a cannabis-infused substance(s) while on or off-duty [only if a policy has been adopted] *Id.* at 10-35(a)(8), amended by P.A. 101-593; or
8. [Using cannabis while [b]]eing on duty as an individual holding a school bus permit or Commercial Driver's License (*Id.* at 10-35(a)(9)).

any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall: 11

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired. 12

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: 13

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted. 14
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. 15
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.

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10 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 and amended by P.A. 101-593, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a).

11 Required by the State and federal Drug-Free Workplace Acts.

12 This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired or under the influence.

13 Numbers one through five in this paragraph are required by the State and federal Drug-Free Workplace Acts. 30 ILCS 580/3.

14 As an alternative, replace the phrase "in a place where other information for employees is posted" with the district's local method, e.g., staff intranet, Internet, etc.

15 Grants may be available from the Ill. State Board of Education for developing a drug-free awareness program. 105 ILCS 5/2-3.93. The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. 16

E-Cigarette, Tobacco, and Cannabis Prohibition 17

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes,¹⁸ tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah,

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¹⁶ Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse.

¹⁷ 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act, 410 ILCS 82/, and the CRTA, 410 ILCS 705/10-35(a)(4)(smoking anyplace where smoking is prohibited under the Smoke Free Illinois Act). Federal law prohibits smoking inside schools. 20 U.S.C. §6083(a).

The prohibition in 8:30, *Visitors to and Conduct on School Property*, referred to here, applies "on school property or at a school event." Here, "at a school event" is clarified with the phrase "while ... performing work for the District" in order to align with this policy's other prohibitions.

¹⁸ While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district's obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973.

E-Cigarettes may resemble cigarettes but contain a battery-operated heating element that turns a liquid into an aerosol (or vapor) that sometimes includes nicotine, flavorings, and other chemicals. The act of inhaling and exhaling the aerosol is known as *vaping*. See www.centeronaddiction.org/e-cigarettes/recreational-vaping/what-vaping. For ease of administration, this policy treats *vaping*, whether tobacco products or not, and smoking tobacco the same due to the outbreaks of lung disease associated with the use of e-cigarettes and vaping. Some e-cigarettes do not look like tobacco products; they are designed to resemble other objects, such as USB flash drives, to be more easily concealed. Like smoking tobacco, vaporization products may include nicotine, which is derived from and is the addictive drug in tobacco, and other potentially harmful chemicals. See *Tobacco/Nicotine and E-Cigs* at: www.drugabuse.gov/drugs-abuse/tobacconicotine-e-cigs. Unlike smoking tobacco, vaping does not produce smoke, but rather the aerosol, often mistaken for water vapor and consisting of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer and respiratory and heart disease. An outbreak of lung disease has been associated with e-cigarette use and vaping. See articles at:

www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html; and
www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease/health-departments/index.html.

vape pen, or similar product or device, and any components or parts that can be used to build the product or device. 19

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. 20 In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. 21

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. 22

Disclaimer 23

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

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

19 Optional. If a district does not want to include the statutory example that includes the term *vape pen*, which provides notice that vaping products are also prohibited through the term *e-cigarette*, replace ~~includes but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device with~~ shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."

20 An employee who currently uses *illegal* drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use. 42 U.S.C. §12114. Legal drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Ill. Human Rights Act (IHRA). 775 ILCS 5/1-101 et seq. and 56 Ill.Admin.Code §2500.20. The Rehabilitation Act, however, excludes from protection "an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment ... would constitute a direct threat to the property or the safety of others." 29 U.S.C. §706-(7)(B).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action. ~~(42 U.S.C. §12114; 29 C.F.R. §1630.16 (c)).~~ Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act, ~~(42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq.)~~. Drug tests may also be a subject of collective bargaining. See paragraph one of f/n 1, above. Consult the board attorney before implementing a drug testing program to enforce this policy.

21 Required by both the federal and State Drug-Free Workplace Acts.

22 Id.

23 Optional best practice text.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and
Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120
(Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content),
8:30 (Visitors to and Conduct on School Property)

Document Status: Draft Update

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance.

whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: January 31, 2019

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update - Rewritten

Expenses

5:60-E1 Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print and attach receipts for all expenditures. [PRESSPlus1](#)

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 5:60-E2, Employee Estimated Expense Approval Form)(pre-approval is required for federal and state grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, Expenses.										
Auto Travel Allowance:		per mile								
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item	Cost		
Subtotal										
Advances									-	
TOTAL (A negative amount indicates refund due from employee.)									\$	

Superintendent or Designee: _____ Approved Denied
 (below maximum allowable amount) Approved in Part
 Grant Funding Source (if applicable): _____

 Superintendent or Designee Signature Date

Comments: _____

Board Action (exceeds maximum allowable amount): Approved Denied

Approved in Part

Grant Funding Source (if applicable): _____

Employee Signature

Date

PRESSPlus Comments

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Please refer to the applicable collective bargaining agreement(s).

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

Adopted: May 24, 2018

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

Professional Personnel

Resignations ¹

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.²

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

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

¹ State or federal law controls this policy's content.

² Districts may want to add a liquidated damages clause to individual teacher contracts in order to discourage teacher resignations in violation of this policy and law.

A teacher who resigns during the school term, without the board's permission, in order to accept another teaching assignment may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a resolution by the board. 105 ILCS 5/24-14, amended by P.A. 100-531, is A teacher found guilty of resigning during the school term to accept another teaching position without board consent unprofessional conduct and liable to suspension of will have his or her license suspended for up to one calendar year. 105 ILCS 5/24-14 Id. In lieu of a hearing and finding, the teacher may agree to a lesser licensure sanction at the discretion of the State Superintendent. Id. See also Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006)(regional superintendent may suspend for one year the teaching certificate of a tenured or nontenured teacher who resigns to accept another position).

For further guidance, see Ill. State Board of Education non-regulatory guidance on the Application of Section 24-14 of the Illinois School Code to Teacher Resignations (10-28-19) at www.isbe.net/Documents/section-24-14-guidance.pdf.

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§[1.280](#), [1.630](#), and 25.510.

CROSS REF.: 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: February 23, 2017

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to amended Ill. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

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

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

105 ILCS 5/14A.

23 Ill.Admin.Code Part 227, Gifted Education. [PRESSPlus1](#)

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

Adopted: August 23, 2018

PRESSPlus Comments

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

Instruction

Access to Electronic Networks ¹

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.² The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).³

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.⁴ Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response.⁵ Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

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

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, Student Support and Academic Enrichment Grants Enhancing Education Through Technology (20 U.S.C. §6751 et seq 7131.) and to qualify for universal service benefits under the Children's Internet Protection Act (47 U.S.C. §254(h) and (l)).

² This goal is repeated in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*.

³ Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of dial-up lines or access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

⁴ No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

⁵ Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. All boards receiving an *E-rate* funding for Internet access must certify that they have updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

The District's electronic network is part of the curriculum and is not a public forum for general use. 6

Acceptable Use 7

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right.⁸ Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol.⁹ Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. ¹⁰

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

⁶ School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. *Hazelwood School District v. Kuhlmeier*, 408 S.Ct. 562/484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

It is an unfair labor practice (ULP) under the Ill. Educational Labor Relations Act (IELRA) for an employer to discourage employees from becoming or remaining members of a union. 115 ILCS 5/14(a)(10), added by P.A. 101-620. In connection with that potential penalty, the IELRA requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14 (c-5), added by P.A. 101-620. This policy aligns with IELRA requirements by clarifying the District's electronic network is not a public forum for general use by outside parties and by limiting use of the network to the purposes stated under the Acceptable Use subhead. However, districts are still prohibited under the First Amendment to the U.S. Constitution from suppressing messages based on viewpoint and may be subject to liability if they affirmatively block individual senders. See *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983); *Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). Consult the board attorney if the board wants to amend this policy to prohibit access by specific parties and/or before taking steps to "block" any specific party from the district's email system based on the content of the party's message.

⁷ This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. The specific rules are provided in exhibits 6:235-API, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-API, E2, *Staff Authorization for Access to the District's Electronic Networks* (see also fn 1). This paragraph's application to faculty may have collective bargaining implications.

⁸ The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. *Clements v. Board of Education of Decatur Public School District*, No. 61, 478 N.E.2d 1209/133 Ill.App.3d 531 (Ill.App.4th Dist. 1985). Nevertheless, before access privileges are revoked, the user should be allowed to give an explanation.

⁹ If students are allowed only supervised access and are not required to sign the *Authorization for Access to the District's Electronic Networks*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See 6:235-API, *Acceptable Use of the District's Electronic Networks*. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication. (720 ILCS 5/26.5).

¹⁰ The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act (FOIA) if they are, as in this policy, "under control" of the school board. (5 ILCS 140/2). They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy." (5 ILCS 140/7). Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

Internet Safety 11

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee.¹² The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.¹³ The Superintendent or designee shall include measures in this policy's implementation plan to address the following:¹⁴

1. Ensure staff supervision of student access to online electronic networks,¹⁵
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

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

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that is alleged to contain material in violation of this policy or the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*.

¹¹ See fn 1.

¹² This sample policy language is broader than the requirements in federal law (20 U.S.C. §6777131, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

...any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to *Facebook* or *MySpace* are per se *harmful to minors*. School officials have discretion about whether or not to block access to these and similar sites. See supra fn 3.

¹³ Permitted by 20 U.S.C. §6777131(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

¹⁴ In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy. (47 U.S.C. §254(1)). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requires the school board to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of the ~~III. Freedom of Information Act~~ FOIA.

CIPA also requires this policy and its documentation to be retained for at least ~~five~~ years after the last day of service delivered in a particular funding year. This means the ~~five~~ year retention requirement begins on the last day of service delivered under E-rate, not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

¹⁵ Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is "any individual who has not attained the age of 17 years." See 47 C.F.R. 54.520(a)(4)(i). The use of the word *students* is a best practice.

Authorization for Electronic Network Access 16

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. 17

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

- LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 *et seq.*
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 5/26.5.
- CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)
- ADMIN. PROC.: 6:235-API (Administrative Procedure - Acceptable Use of the District's Electronic Networks), 6:235-API, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-API, E2 (Exhibit - Staff Authorization for Access to the District's Electronic Networks)

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

16 The District's administrative procedure, [6:235-API, Acceptable Use of the District's Electronic Networks, \(6:235-API\)](#), rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues.

17 The Superintendent's implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

Document Status: Draft Update

INSTRUCTION

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill.inois State Board of Education (ISBE) ~~Partnership for Assessment of Readiness for College and Careers (PARCC)~~ PRESSPlus1 and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

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

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

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

LEGAL REF.:

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

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

ADOPTED: January 22, 2015

PRESSPlus Comments

PRESSPlus 1. Starting in 2019, PARCC was no longer used by the Ill. State Board of Education as the State assessment and accountability measure. **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, PRESSPlus1 or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
5. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
6. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 105 ILCS 5/26-2a.
7. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
8. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
9. When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the principal shall refer the matter to the Superintendent. The Superintendent may request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided or offered to the student and refused.

12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 16.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

Adopted: January 31, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: February 18, 2016

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:325 Student Fundraising Activities

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

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

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

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

LEGAL REF.:

105 ILCS 5/10-20.19(3).

23 Ill.Admin.Code Part 305, School Food Service.

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

ADOPTED: December 14, 2015

Document Status: Draft Update

COMMUNITY RELATIONS

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Designee to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, [PRESSPlus1](#), e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent or designee will:
 - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
 - b. The Superintendent will: (1) a At least annually, prepare a report for the of each community engagement initiative, and/or (2)
 - c. Prepare a final report of the each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at www.iasb.com, for information regarding Knigh First Amendment Inst. at Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property during school hours are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Unless specifically directed otherwise by the Superintendent or designee, all visitors must sign a visitor's log, show identification, and wear a visitor's badge during the school day. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device unless specifically permitted by State law.
4. Damage or threaten to damage another's property.
5. Damage or deface School District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s) current Agreement between the Winfield District #34 Board of Education and the Winfield Teachers' Association.

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. [PRESSPlus1](#)

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24~~, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities),

Adopted: January 23, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

COMMUNITY RELATIONS

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

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

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: December 14, 2015

Document Status: Draft Update

COMMUNITY RELATIONS

8:110 Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern ~~at~~ by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. [PRESSPlus1](#) All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

Parental Complaints

Please refer to the applicable collective bargaining agreement(s).

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: May 24, 2018

PRESSPlus Comments

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: Hire 1.0 Preschool Teacher

Recommendation:

It is the recommendation of the Superintendent for the Board of Education to accept the employment of Alexandria Roop beginning the 2020-2021 school year.

Background Information:

Alexandria Roop will start at an annual salary of \$58,390 per year. This is consistent candidates entering with a MA degree with 5 years of experience in a Shortage Area of Need. Ms. Roop is certified in Early Childhood, Early Childhood Special Ed, English Learning, and is completing her Special Education (LBS1) certification. We are excited to have Ms. Roop join the Winfield 34 team.

Board of Education Information

To: Board of Education
From: Matt Rich
Date: April 23, 2020
Re: Hire 1.0 Speech Language Pathologist

Recommendation:

It is the recommendation of the Superintendent for the Board of Education to accept the employment of Andrea Schmittgens beginning the 2020-2021 school year.

Background Information:

Andrea Schmittgens will start at an annual salary of \$58,390 per year. This is consistent candidates entering with a MA degree with 5 years of experience in a Shortage Area of Need. Ms. Schmittgens has a BS in Communication Sciences and Disorders and a MS in Speech Language Pathology. Ms. Schmittgens will be providing services for Winfield 34 students and students we provide services for at St. John's. We are excited to have Ms. Schmittgens join the Winfield 34 team.