

## **Board of Education Workshop/Business Meeting**

Tuesday, May 13, 2025 6:00 PM

D300 Central Office - Anne B Miller Boardroom, 2550 Harnish Drive, Algonquin, IL 60102

### **1. Call to Order**

#### 1.1. Roll Call

### **2. Closed Session, 6:00pm-6:30pm**

2.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 2(c)(2); 3. Litigation 2(c)(11); 4. Student disciplinary cases 2(c)(9); and 5. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

#### 2.2. Motion to suspend closed session

### **3. Reconvene in Open Session at 6:30pm**

#### 3.1. Roll Call

### **4. Pledge of Allegiance, Westfield Community School**

### **5. Approval of the Agenda**

### **6. Recognition**

#### 6.1. Spring Student Recognitions

##### 6.1.1. ILMEA Jr. Jazz

##### 6.1.2. LEAD Scholarship Recipients

##### 6.1.3. Graduation Shoe Contest Winners

##### 6.1.4. Illinois Principals Association's Student Leadership Breakfast

#### 6.2. Spring Staff Recognitions

##### 6.2.1. D300 Foundation Educator & Employee of the Year Winners

##### 6.2.2. Kane County Educator of the Year Nominees & Winners

### 6.3. Staff Introductions

7. **Public Participation: Members of the public, especially residents of District 300, are welcome to contribute during public participation. To do so, you must sign up electronically via a computer located in the Central Office lobby between 6:00-6:30pm, or the start of the open meeting; be 18 years old or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.**

### 8. Board Announcements

#### 8.1. Good News

### 9. Superintendent Report

### 10. Board Discussion

#### 10.1. Board Committee Reports

##### 10.1.1. Board Operations Committee

##### 10.1.2. Superintendent Evaluation Ad Hoc Committee

##### 10.1.3. Board Policy Ad Hoc Committee

##### 10.1.4. Board Member Handbook Ad Hoc Committee

#### 10.2. Board Discussion

### 11. Consent Items <\$35k

#### 11.1. Approval of Board Meeting Minutes for May 6, 2025

#### 11.2. Approval of Disposal Items

#### 11.3. Approval of Bills Payable

#### 11.4. Approval of Treasurer's Report

#### 11.5. Approval of Human Resources Report

#### 11.6. Approval of Algonquin Area Public Library District Intergovernmental Agreement (Renewal)

#### 11.7. Approval of Facility Rental Agreement 2025-2026

#### 11.8. Approval of Musical Instrument Rental & Repair Bid

#### 11.9. Approval of Student Yearbook Contract (Extension)

#### 11.10. Approval of Track Storage Shed Project (DCHS)

11.11. Approval of Interactive Touchwall of Fame Project (DCHS)

11.12. Approval of Hazardous Routes Resolution

11.13. Approval of Outside Legal Counsel, Depositories, & Investment Managers Resolution

11.14. Approval of Off Cycle Accounts Payable Request

11.15. Approval of Freedom of Information Act Report

**12. Consent Items >\$35k**

12.1. Approval of Scheduled Trane Controls Proposal & Service Agreement

12.2. Approval of Copy Paper Bid (Extension)

12.3. Approval of District-Wide Concrete Bid

12.4. Approval of Alternative Transportation Contracts (Extension)

12.5. Approval of District Audit of Financial Statements Contract (Extension)

12.6. Approval of Food Service Contract (Extension)

12.7. Approval of Game Balls Contract

12.8. Approval of Technology Software-Electronic Subscription Contracts (Renewals)

12.9. Approval of E-Rate RFP

**13. Roll Call Action Items**

13.1. Approval of Consolidated District Plan 2025-2026

13.2. Approval of Student Fees & Meal Rates

13.3. Approval of Hearing Program & Lease Agreement (Renewal)

13.4. Approval of Assessment Software - Birth to Kindergarten Contract (Renewal)

13.5. Approval of Education Services Contracts (Renewals)

13.6. Approval of Board and Operations Committee Meeting Schedule 2025-2026

13.7. Approval of Employee Discipline Case #2

13.8. Approval of Out of District Student Travel

**14. Closed Session**

14.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Collective negotiating matters between the public body and its employees or their representatives, or

deliberations concerning salary schedules for one or more classes of employees 2(c) (2); 3. Litigation 2(c) (11); 4. Student disciplinary cases 2(c) (9); and 5. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c) (8).

14.2. Motion to adjourn closed session and return to open session

**15. Reconvene in Open Session**

15.1. Roll Call

**16. Adjournment**



**Community Unit School District 300 Monthly  
Fixed Asset Disposals  
05/01/2025**

| Date Submitted | Location      | Type                  | Manufacturer / Publisher | Model/Title                                                             | Serial #                      | Tag      | Reason for Disposal | Method of Disposal |
|----------------|---------------|-----------------------|--------------------------|-------------------------------------------------------------------------|-------------------------------|----------|---------------------|--------------------|
| 4/24/2025      | District Wide | Curriculum-Textbook   | Goodheart-Wilcox Company | Modern Automotive Technology, 9th edition (81 copies)                   | 978-1-63126-375-0             | Multiple | Obsolete            | Recycle            |
| 4/24/2025      | District Wide | Curriculum-Textbook   | Cengage                  | Calculus for AP (Teacher's Edition) (2 copies)                          | 978-1-30594801-3              | Multiple | Obsolete            | Recycle            |
| 4/24/2025      | District Wide | Curriculum-Textbook   | BEDFORD FREEMAN WORTH    | Myers' Psychology for the AP Course (Teacher's Edition) (5 copies)      | 978-1-31907054-0              | Multiple | Obsolete            | Recycle            |
| 4/24/2025      | District Wide | Curriculum-Textbook   | W.W. Norton & Company    | Principles of Macroeconomics (7 copies)                                 | 978-0-393-28315-0             | Multiple | Obsolete            | Recycle            |
| 4/24/2025      | District Wide | Curriculum-Textbook   | Cengage                  | Calculus for AP (Teacher's Edition) (5 copies)                          | 978-1-30594801-3              | Multiple | Obsolete            | Recycle            |
| 4/15/2025      | HHS           | Valve Grinder         | Sioux Tools              | Valve Grinder LR-22132                                                  | E49226                        | None     | Obsolete            | Auction            |
| 4/24/2025      | CMS           | Library Books         | various                  | 509 weeded library books                                                | various                       | various  | Damaged             | Recycle            |
| 4/25/2025      | DMS           | Curriculum-Textbook   | GIA Publications         | 65 obsolete textbooks - Moveable Tonic: A Sequenced Sigh-Singing Method | 978-1-57999-625-3             | various  | Obsolete            | Recycle            |
| 4/9/2025       | WCS           | Printer               | RICOH                    | Aficio SP C400DN                                                        | Q6888600313                   | T006847  | Broken              | Tech Recycle       |
| 4/9/2025       | DMS           | Chromebook            | ASUS                     | C2025                                                                   | G4NXC01A399154                | T49771   | Broken              | Tech Recycle       |
| 4/9/2025       | DMS           | Chromebook            | ASUS                     | C2025                                                                   | G3NXC00R284119                | T52485   | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Projector             | Hitachi                  | cp-bx301wnuf                                                            | f5fu00861                     | NA       | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio         | Motorola                 | AAH50RDC9AA1AN                                                          | 018TNNH133                    | T018511  | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio         | Motorola                 | AAH50RDC9AA1AN                                                          | 018TNNH154                    | T018514  | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio         | Motorola                 | AAH50RDC9AA1AN                                                          | 018tnnh171                    | t018515  | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio         | Kenwood                  | TK-3160-1                                                               | 90508389                      | t018304  | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio         | Kenwood                  | TK-3160-1                                                               | 90508384                      | t018303  | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio         | Kenwood                  | TK-3360-K                                                               | b6b12303                      | 108167   | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Weather Radio         | Midland                  | HH54                                                                    | 1211003791                    | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio Charger | Kenwood                  | KSC-25                                                                  | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio Charger | Kenwood                  | KSC-25S                                                                 | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio Charger | Kenwood                  | KSC-25LS                                                                | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio Charger | Motorola                 | WPLN4137BR                                                              | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio Charger | Motorola                 | WPLN4137BR                                                              | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Two-way Radio Charger | Motorola                 | WPLN4137BR                                                              | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | MES           | Weather Radio Charger | Midland                  | WXDTC1                                                                  | N/A                           | N/A      | Broken              | Tech Recycle       |
| 3/31/2025      | DCHS          | Laptop                | Lenovo                   | T490                                                                    | 1s20N3SDC700PF25KR0Q          | T89969   | Broken              | Tech Recycle       |
| 4/1/2025       | DCHS          | Laptop                | Lenovo                   | L490                                                                    | 1s20Q6S2NS00PF1TKVVR          | T101752  | Broken              | Tech Recycle       |
| 4/1/2025       | DCHS          | Document camera       | AVer                     | AVerVision U50                                                          | 4.01022E+12                   | T60594   | Broken              | Tech Recycle       |
| 4/28/2025      | DCHS          | Laptop                | Lenovo                   | L14                                                                     | PF3W5LLY                      | T165322  | Broken              | Tech Recycle       |
| 4/4/2025       | CMS           | 83 phones             | Mitel                    | 5212                                                                    | N/A                           | N/A      | Broken              | Tech Recycle       |
| 4/4/2025       | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN0DT0PH742612AQ42GL          | T30113   | Broken              | Tech Recycle       |
| 4/5/2025       | CMS           | Monitor               | Dell                     | Monitor                                                                 | F5S1101700100096N0133A        | T25932   | Broken              | Tech Recycle       |
| 4/6/2025       | CMS           | Monitor               | Dell                     | Monitor                                                                 | S11070C0001                   | N/A      | Broken              | Tech Recycle       |
| 4/7/2025       | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN0DT0PH742612A42WTM          | T28318   | Broken              | Tech Recycle       |
| 4/8/2025       | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN:FS-S11017001000-ACL-0718-A | T015974  | Broken              | Tech Recycle       |
| 4/9/2025       | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN02H2VM641801A9275M          | N/A      | Broken              | Tech Recycle       |
| 4/10/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN0KU789716187B2GDEP          | T006813  | Broken              | Tech Recycle       |
| 4/11/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN0TP2196418076C32XS          | N/A      | Broken              | Tech Recycle       |
| 4/12/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | S11070C0001                   | N/A      | Broken              | Tech Recycle       |
| 4/13/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | N/A                           | T24565   | Broken              | Tech Recycle       |
| 4/14/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | S11070C0001                   | T24574   | Broken              | Tech Recycle       |
| 4/15/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN02H2VM641801B30FTL          | T25237   | Broken              | Tech Recycle       |
| 4/16/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN02H2VM6418019719XM          | T25236   | Broken              | Tech Recycle       |
| 4/17/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN02H2VM641801AQ188M          | N/A      | Broken              | Tech Recycle       |
| 4/18/2025      | CMS           | Monitor               | Dell                     | Monitor                                                                 | CN0CC280716186CNAN7B          | T003013  | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Laptop                | Lenovo                   | L480                                                                    | PF1NS72Z                      | T89084   | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Laptop                | Lenovo                   | L490                                                                    | PF1TKSNF                      | T101587  | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | AOC                      | 56LM00005                                                               | GQPKBHA141786                 | T89999   | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | Dell                     | E2209Wc                                                                 | CN0F180G6418092D375L          | T006347  | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | Asus                     | VP228                                                                   | J8LMTF161045                  | T65406   | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | ViewSonic                | VS17287                                                                 | VBW200540491                  | T101860  | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | Dell                     | E2011HC                                                                 | CN02H2VM6418018Q1GPM          | T98078   | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | ViewSonic                | VS17287                                                                 | VBW200540484                  | T101862  | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | Asus                     | VP228                                                                   | J5LMTF169280                  | T65379   | Broken              | Tech Recycle       |
| 04/03/2025     | CO            | Monitor               | ViewSonic                | VS17287                                                                 | VBW210549237                  | T110884  | Broken              | Tech Recycle       |

|            |    |                                       |               |           |                    |         |        |              |
|------------|----|---------------------------------------|---------------|-----------|--------------------|---------|--------|--------------|
| 04/03/2025 | CO | Monitor                               | ViewSonic     | VS17287   | VBW210545381       | T110899 | Broken | Tech Recycle |
| 04/10/2025 | CO | Box of old Cameras 1 - qty 12         | Panasonic     | NW484     | N/A                | N/A     | Broken | Tech Recycle |
| 04/10/2025 | CO | Box of old Cameras 1 - qty 2          | arecontvision | N/A       | N/A                | N/A     | Broken | Tech Recycle |
| 04/10/2025 | CO | Bosch Analog Cam box 1                | Bosch         | flexidome | 044454703730152023 | 113373  | Broken | Tech Recycle |
| 04/10/2025 | CO | Bosch Analog Cam box 2                | Bosch         | flexidome | 044454703730152024 | 113371  | Broken | Tech Recycle |
| 04/10/2025 | CO | Bosch Analog Cam box 3                | Bosch         | flexidome | 044454703730152026 | 113372  | Broken | Tech Recycle |
| 04/10/2025 | CO | Ip cam                                | axis          | p3245     | acc8ee95790        | T67716  | Broken | Tech Recycle |
| 04/10/2025 | CO | Box of old Cameras 2 - qty 3          | Panasonic     | nw484     | N/A                | N/A     | Broken | Tech Recycle |
| 04/10/2025 | CO | Box of old Cameras 2 - qty 2          | BOSCH         | flexidome | N/A                | N/A     | Broken | Tech Recycle |
| 04/10/2025 | CO | Box of old Cameras 3 - qty 1          | Axis          | q series  | N/A                | N/A     | Broken | Tech Recycle |
| 04/10/2025 | CO | Ip cam                                | Axis          | P3245     | b8a44f1bab14       | 114334  | Broken | Tech Recycle |
| 04/10/2025 | CO | IP cam                                | Axis          | P3245     | b8a44f1bab02       | 114332  | Broken | Tech Recycle |
| 04/10/2025 | CO | Box of old cameras 3 - qty            | Panasonic     | nw484     | N/A                | N/A     | Broken | Tech Recycle |
| 04/14/2025 | CO | Box of cables and misc tech equipment | Various       | N/A       | N/A                | N/A     | Broken | Tech Recycle |

\*Supporting documentation available in the Purchasing Department.

*Diane C. White*  
 \_\_\_\_\_  
 Diane C. White, Director of Purchasing

5/1/2025  
 \_\_\_\_\_  
 Date

**Community Unit School District 300**  
A/P Board Bill Listing for May 13,2025

| <u>Fund</u>              | <u>Amount</u>          |
|--------------------------|------------------------|
| Educational              | \$ 1,587,717.13        |
| Health Insurance Fund    | \$ 566.26              |
| Grant Fund               | \$ 143,622.52          |
| COVID 19 Fund            |                        |
| Operations & Maintenance | \$ 822,433.67          |
| Bond & Interest          |                        |
| Transportation           | \$ 88,929.91           |
| IMRF                     |                        |
| Site & Construction      | \$ 84,413.20           |
| Impact Fees              |                        |
| Tort Immunity Fund       |                        |
| Total All Funds          | <u>\$ 2,727,682.69</u> |

Approved at a meeting of the Board of Education, Community Unit School District No. 300

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

Signed: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type  | Name                                 | Check Amount |
|------------|--------------|---------------|--------------------------------------|--------------|
| 05/13/2025 | 0249         | Wire Transfer | FLEETMATICS USA LLC                  | 1,385.64     |
| 05/13/2025 | 0250         | Wire Transfer | TEACHERS RETIREMENT SYSTEM           | 5,178.99     |
| 05/13/2025 | 0251         | Wire Transfer | T-MOBILE USA INC                     | 9,266.90     |
| 05/13/2025 | 5646         | Check         | 1-800MD LLC                          | 520.00       |
| 05/13/2025 | 5647         | Check         | 4IMPRINT                             | 1,256.33     |
| 05/13/2025 | 5648         | Check         | ABEL PLUS SERVICES INC               | 8,130.00     |
| 05/13/2025 | 5649         | Check         | ABLENET INC                          | 240.00       |
| 05/13/2025 | 5650         | Check         | ACS ENTERPRISES                      | 1,046.10     |
| 05/13/2025 | 5651         | Check         | ACT                                  | 2,543.45     |
| 05/13/2025 | 5652         | Check         | ADESTA LLC                           | 4,816.98     |
| 05/13/2025 | 5653         | Check         | ADVOCATE SHERMAN HOSPITAL            | 10,075.00    |
| 05/13/2025 | 5654         | Check         | AL WARREN OIL COMPANY INC            | 49,913.77    |
| 05/13/2025 | 5655         | Check         | ALEXANDER LEIGH CTR FOR AUTISM       | 73,083.60    |
| 05/13/2025 | 5656         | Check         | ALLENDALE ASSOCIATION                | 11,315.00    |
| 05/13/2025 | 5657         | Check         | AMERICAN TAXI DISPATCH INC           | 203.00       |
| 05/13/2025 | 5658         | Check         | APPLE COMPUTER INC                   | 53,964.00    |
| 05/13/2025 | 5659         | Check         | ARLINGTON HEIGHTS SCHOOL DISTRICT 25 | 3,350.00     |
| 05/13/2025 | 5660         | Check         | ASSURED HEALTHCARE STAFFING          | 2,564.69     |
| 05/13/2025 | 5661         | Check         | ATI HOLDINGS LLC                     | 21,098.00    |
| 05/13/2025 | 5662         | Check         | BATTERIES PLUS 1028                  | 52.80        |
| 05/13/2025 | 5663         | Check         | BAYCOM INC                           | 9,683.25     |
| 05/13/2025 | 5664         | Check         | BECKERS SCHOOL SUPPLIES              | 8,230.83     |
| 05/13/2025 | 5665         | Check         | BEFOUR INC                           | 708.00       |
| 05/13/2025 | 5666         | Check         | BERLANDS HOUSE OF TOOLS              | 361.96       |
| 05/13/2025 | 5667         | Check         | BORHART, JASON A                     | 81.35        |
| 05/13/2025 | 5668         | Check         | BOTTS WELDING & TRUCK SVC INC        | 27.00        |
| 05/13/2025 | 5669         | Check         | BOWLERO RANDALL RD                   | 2,440.00     |
| 05/13/2025 | 5670         | Check         | BREAKOUT EDU                         | 99.00        |
| 05/13/2025 | 5671         | Check         | BRIGHTMONT ACADEMY                   | 15,720.97    |
| 05/13/2025 | 5672         | Check         | BRISTOL HOSE & FITTING INC           | 875.50       |
| 05/13/2025 | 5673         | Check         | BSN SPORTS LLC                       | 5,479.61     |
| 05/13/2025 | 5674         | Check         | BSN SPORTS LLC                       | 5,591.52     |
| 05/13/2025 | 5675         | Check         | BTC INSTITUTE                        | 599.53       |

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                                  | Check Amount |
|------------|--------------|--------------|---------------------------------------|--------------|
| 05/13/2025 | 5676         | Check        | BUTCHER ON THE BLOCK                  | 4,065.60     |
| 05/13/2025 | 5677         | Check        | CAMELOT THERAPEUTIC SCHOOLS LL        | 72,284.60    |
| 05/13/2025 | 5678         | Check        | CANTEEN REFRESHMENTS                  | 1,548.91     |
| 05/13/2025 | 5679         | Check        | CAROLINA BIOLOGICAL SUPPLY CO         | 357.91       |
| 05/13/2025 | 5680         | Check        | CARY GROVE HIGH SCHOOL                | 408.60       |
| 05/13/2025 | 5681         | Check        | CASSANDRA STRINGS                     | 7,060.56     |
| 05/13/2025 | 5682         | Check        | CENTER FOR PSYCHOLOGICAL SVCS         | 1,400.00     |
| 05/13/2025 | 5683         | Check        | CENTRAL DUPAGE HOSPITAL ASSN          | 246.07       |
| 05/13/2025 | 5684         | Check        | CENTURY PRINT AND GRAPHICS            | 310.93       |
| 05/13/2025 | 5685         | Check        | CITICARE SERVICES LLC                 | 991.20       |
| 05/13/2025 | 5686         | Check        | CLIENTFIRST CONSULTING GROUP L        | 2,708.75     |
| 05/13/2025 | 5687         | Check        | COLLEY ELEVATOR                       | 2,799.00     |
| 05/13/2025 | 5688         | Check        | CONNECTION DAY SCHOOL                 | 9,307.20     |
| 05/13/2025 | 5689         | Check        | CONSOLIDATED HIGH SCHOOL DISTRICT 230 | 400.00       |
| 05/13/2025 | 5690         | Check        | CORNELL INTERVENTIONS INC             | 1,042.98     |
| 05/13/2025 | 5691         | Check        | CRISIS PREVENTION INSTITUTE           | 9,396.00     |
| 05/13/2025 | 5692         | Check        | CRYSTAL LAKE SOCCER FEDERATION        | 950.00       |
| 05/13/2025 | 5693         | Check        | CRYSTAL LAKE SOUTH HIGH SCHOOL        | 75.00        |
| 05/13/2025 | 5694         | Check        | DAOUI, ILHAM                          | 395.24       |
| 05/13/2025 | 5695         | Check        | DEKALB HIGH SCHOOL                    | 250.00       |
| 05/13/2025 | 5696         | Check        | DEKALB HIGH SCHOOL                    | 250.00       |
| 05/13/2025 | 5697         | Check        | DELTA DENTAL OF ILLINOIS              | 46.26        |
| 05/13/2025 | 5698         | Check        | DEMCO INC                             | 502.60       |
| 05/13/2025 | 5699         | Check        | DISCOUNT SCHOOL SUPPLY                | 271.19       |
| 05/13/2025 | 5700         | Check        | DOBBECK, KEVIN R                      | 500.00       |
| 05/13/2025 | 5701         | Check        | EDS TESTING STATION AND AUTOMO        | 160.00       |
| 05/13/2025 | 5702         | Check        | EQUIPMENT DEPOT OF ILLINOIS           | 3,273.88     |
| 05/13/2025 | 5703         | Check        | ESTRELLITA INC                        | 2,618.65     |
| 05/13/2025 | 5704         | Check        | ETA HAND2MIND                         | 756.45       |
| 05/13/2025 | 5705         | Check        | ETHNIC ARTWORK INC                    | 4,915.76     |
| 05/13/2025 | 5706         | Check        | FERGUSON ENTERPRISES INC              | 7,633.42     |
| 05/13/2025 | 5707         | Check        | FERGUSON ENTERPRISES LLC              | 220.50       |
| 05/13/2025 | 5708         | Check        | FLINN SCIENTIFIC INC                  | 1,260.31     |

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                           | Check Amount |
|------------|--------------|--------------|--------------------------------|--------------|
| 05/13/2025 | 5709         | Check        | FLOLO CORPORATION              | 1,678.90     |
| 05/13/2025 | 5710         | Check        | FOLLETT CONTENT SOLUTIONS LLC  | 6,321.43     |
| 05/13/2025 | 5711         | Check        | FOX TECH CENTER                | 13,706.91    |
| 05/13/2025 | 5712         | Check        | FRANKLIN COVEY CO.             | 768.00       |
| 05/13/2025 | 5713         | Check        | GENESIS TECHNOLOGIES           | 214.50       |
| 05/13/2025 | 5714         | Check        | GENEVA HIGH SCHOOL ATHLETICS   | 625.00       |
| 05/13/2025 | 5715         | Check        | GLENBROOK HIGH SCHOOL DISTRICT | 1,800.00     |
| 05/13/2025 | 5716         | Check        | GLOBAL INDUSTRIAL EQUIPMENT    | 18,682.07    |
| 05/13/2025 | 5717         | Check        | GOLD MEDAL PRODUCTS            | 325.45       |
| 05/13/2025 | 5718         | Check        | GOLF CLUB OF ILLINOIS          | 500.00       |
| 05/13/2025 | 5719         | Check        | GOOBER PRINTS LLC              | 2,686.45     |
| 05/13/2025 | 5720         | Check        | GOODHEART-WILCOX PUBLISHER     | 151,271.17   |
| 05/13/2025 | 5721         | Check        | GOPHER SPORT                   | 2,575.98     |
| 05/13/2025 | 5722         | Check        | GORDON FOOD SERVICE INC        | 2,754.40     |
| 05/13/2025 | 5723         | Check        | GROOT INC                      | 20,966.08    |
| 05/13/2025 | 5724         | Check        | GUITAR CENTER                  | 19.93        |
| 05/13/2025 | 5725         | Check        | GUSTAVE A LARSON COMPANY       | 0.00         |
| 05/13/2025 | 5726         | Check        | H R STEWART INC                | 1,050.00     |
| 05/13/2025 | 5727         | Check        | H2I GROUP INC                  | 182.00       |
| 05/13/2025 | 5728         | Check        | HAL LEONARD CO DBA SHEET MUSIC | 79.73        |
| 05/13/2025 | 5729         | Check        | HARVARD HIGH SCHOOL            | 100.00       |
| 05/13/2025 | 5730         | Check        | HERNANDEZ, ANGELA C            | 231.84       |
| 05/13/2025 | 5731         | Check        | HOFFMAN ESTATES HIGH SCHOOL    | 80.00        |
| 05/13/2025 | 5732         | Check        | HUDSON BOILER & TANK CO.       | 3,337.00     |
| 05/13/2025 | 5733         | Check        | IDSA                           | 900.00       |
| 05/13/2025 | 5734         | Check        | IJAS REGION 5                  | 560.00       |
| 05/13/2025 | 5735         | Check        | ILLINOIS ASCD                  | 1,125.00     |
| 05/13/2025 | 5736         | Check        | ILLINOIS ASCD                  | 598.00       |
| 05/13/2025 | 5737         | Check        | ILLINOIS ASSOCIATION OF SCHOOL | 100.00       |
| 05/13/2025 | 5738         | Check        | ILLINOIS ATHLETIC DIRECTORS AS | 80.00        |
| 05/13/2025 | 5739         | Check        | ILLINOIS DEPARTMENT OF AGRICUL | 90.00        |
| 05/13/2025 | 5740         | Check        | ILLINOIS SCHOOL SERVICES       | 10,327.20    |
| 05/13/2025 | 5741         | Check        | ILLINOIS SCHOOL SERVICES       | 1,461.28     |

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                           | Check Amount |
|------------|--------------|--------------|--------------------------------|--------------|
| 05/13/2025 | 5742         | Check        | IMPERIAL DADE                  | 138.34       |
| 05/13/2025 | 5743         | Check        | INFINITY TRANSPORTATION MANAGE | 5,000.00     |
| 05/13/2025 | 5744         | Check        | INSECT LORE                    | 379.88       |
| 05/13/2025 | 5745         | Check        | ITR SYSTEMS                    | 8,261.35     |
| 05/13/2025 | 5746         | Check        | IZZO, ANTHONY                  | 600.00       |
| 05/13/2025 | 5747         | Check        | J AND D ENTERPRISES            | 14,410.00    |
| 05/13/2025 | 5748         | Check        | JACOBS, EMILY S                | 138.53       |
| 05/13/2025 | 5749         | Check        | JAMF SOFTWARE LLC              | 39.96        |
| 05/13/2025 | 5750         | Check        | JIM COLEMAN LTD                | 339.45       |
| 05/13/2025 | 5751         | Check        | JIMENEZ, ELIZETTE M            | 32.34        |
| 05/13/2025 | 5752         | Check        | JOHNSON CONTROLS               | 2,022.50     |
| 05/13/2025 | 5753         | Check        | JOHNSON CONTROLS FIRE PROTECTI | 2,868.41     |
| 05/13/2025 | 5754         | Check        | JW PEPPER                      | 2,711.15     |
| 05/13/2025 | 5755         | Check        | KAPLAN COMPANIES INC           | 2,638.60     |
| 05/13/2025 | 5756         | Check        | KINASTHETICS INC               | 6,797.00     |
| 05/13/2025 | 5757         | Check        | KRIHA BOUCEK LLC               | 2,246.00     |
| 05/13/2025 | 5758         | Check        | LAKE ZURICH HIGH SCHOOL        | 350.00       |
| 05/13/2025 | 5759         | Check        | LAKES COMMUNITY HIGH SCHOOL    | 400.00       |
| 05/13/2025 | 5760         | Check        | LAKESHORE LEARNING MATERIALS   | 137.96       |
| 05/13/2025 | 5761         | Check        | LEARNWELL                      | 24,465.05    |
| 05/13/2025 | 5762         | Check        | LED RITE LLC                   | 22,647.51    |
| 05/13/2025 | 5763         | Check        | LOVE YOUR CLASSROOM LLC        | 2,748.72     |
| 05/13/2025 | 5764         | Check        | MCHENRY COMMUNITY HIGH SCHOOL  | 1,200.00     |
| 05/13/2025 | 5765         | Check        | MCHENRY COMMUNITY HIGH SCHOOL  | 650.00       |
| 05/13/2025 | 5766         | Check        | MCMASTER CARR SUPPLY           | 202.14       |
| 05/13/2025 | 5767         | Check        | METALCRAFT INC                 | 540.04       |
| 05/13/2025 | 5768         | Check        | MF ATHLETIC CO INC             | 306.00       |
| 05/13/2025 | 5769         | Check        | M-F ATHLETIC COMPANY           | 395.00       |
| 05/13/2025 | 5770         | Check        | MIDWEST SCOREBOARDS LLC        | 670.00       |
| 05/13/2025 | 5771         | Check        | MITCHELL, KATHLEEN M           | 25.20        |
| 05/13/2025 | 5772         | Check        | MOBILE MINI                    | 314.56       |
| 05/13/2025 | 5773         | Check        | MORENO, ALYSSA M               | 19.32        |
| 05/13/2025 | 5774         | Check        | MPS BEDFORD FREEMAN WORTH      | 87,330.80    |

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                           | Check Amount |
|------------|--------------|--------------|--------------------------------|--------------|
| 05/13/2025 | 5775         | Check        | MSC INDUSTRIAL DIRECT CO INC   | 1,105.38     |
| 05/13/2025 | 5776         | Check        | MURNANE PAPER COMPANY          | 14,835.80    |
| 05/13/2025 | 5777         | Check        | MUSIC AND ARTS CENTER          | 4,253.20     |
| 05/13/2025 | 5778         | Check        | MUSIC IN MOTION                | 52.95        |
| 05/13/2025 | 5779         | Check        | NATIONAL INST AUTOMOTIVE ED    | 3,820.00     |
| 05/13/2025 | 5780         | Check        | NEUCO INC                      | 2,605.45     |
| 05/13/2025 | 5781         | Check        | NEW CONNECTIONS ACADEMY        | 5,453.55     |
| 05/13/2025 | 5782         | Check        | NORTH AMERICAN CORPORATION     | 22,417.76    |
| 05/13/2025 | 5783         | Check        | NORTHWESTERN ILLINOIS ASSOCIAT | 140.00       |
| 05/13/2025 | 5784         | Check        | OAK FIRE & SECURITY SYSTEMS    | 2,025.00     |
| 05/13/2025 | 5785         | Check        | ON TARGET SALES                | 1,027.50     |
| 05/13/2025 | 5786         | Check        | ORIENTAL TRADING CO.           | 2,048.11     |
| 05/13/2025 | 5787         | Check        | OTTAWA TOWNSHIP HIGH SCHOOL    | 75.00        |
| 05/13/2025 | 5788         | Check        | OZINGA READY MIX CONCRETE, INC | 902.88       |
| 05/13/2025 | 5789         | Check        | PADDOCK PUBLICATIONS           | 135.70       |
| 05/13/2025 | 5790         | Check        | PARTS TOWN LLC                 | 1,352.38     |
| 05/13/2025 | 5791         | Check        | PAUL DURAND                    | 610.78       |
| 05/13/2025 | 5792         | Check        | PAULY'S CUSTOM APPAREL COMPANY | 240.90       |
| 05/13/2025 | 5793         | Check        | PEERLESS ENTERPRISES INC       | 3,280.00     |
| 05/13/2025 | 5794         | Check        | PEERLESS NETWORK               | 13,548.18    |
| 05/13/2025 | 5795         | Check        | PESI INC                       | 459.99       |
| 05/13/2025 | 5796         | Check        | PETERSEN FUELS INC.            | 287.72       |
| 05/13/2025 | 5797         | Check        | PIONEER VALLEY BOOKS           | 136.31       |
| 05/13/2025 | 5798         | Check        | POSTAL SOURCE                  | 15.95        |
| 05/13/2025 | 5799         | Check        | PRO GRAPHICS CUSTOM SCREEN PRI | 2,056.50     |
| 05/13/2025 | 5800         | Check        | QUINLAN AND FABISH MUSIC CO    | 36,796.39    |
| 05/13/2025 | 5801         | Check        | RALPH HELM INC                 | 114.28       |
| 05/13/2025 | 5802         | Check        | RANDALL OAKS                   | 550.00       |
| 05/13/2025 | 5803         | Check        | RAPTOR TECHNOLOGIES LLC        | 185.00       |
| 05/13/2025 | 5804         | Check        | RBS ACTIVEWEAR INC             | 7,720.50     |
| 05/13/2025 | 5805         | Check        | READBRIGHT                     | 280.50       |
| 05/13/2025 | 5806         | Check        | RED WING BUSINESS ADVANTAGE AC | 289.13       |
| 05/13/2025 | 5807         | Check        | RIDDELL ALL AMERICAN           | 7,930.95     |



## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                                                 | Check Amount |
|------------|--------------|--------------|------------------------------------------------------|--------------|
| 05/13/2025 | 5808         | Check        | RIFTON EQUIPMENT                                     | 656.00       |
| 05/13/2025 | 5809         | Check        | RILCO INC                                            | 2,638.44     |
| 05/13/2025 | 5810         | Check        | ROBBINS SCHWARTZ                                     | 500.00       |
| 05/13/2025 | 5811         | Check        | ROY, MONA J                                          | 257.20       |
| 05/13/2025 | 5812         | Check        | RUSSELL, SONJA                                       | 126.00       |
| 05/13/2025 | 5813         | Check        | SAFETY-KLEEN SYSTEMS INC                             | 359.87       |
| 05/13/2025 | 5814         | Check        | SAVAGE PRO AUDIO INC                                 | 4,157.00     |
| 05/13/2025 | 5815         | Check        | SAVANT RESTAURANT GROUP INC                          | 1,530.00     |
| 05/13/2025 | 5816         | Check        | SCENARIO LEARNING LLC                                | 2,231.25     |
| 05/13/2025 | 5817         | Check        | SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54 | 931.75       |
| 05/13/2025 | 5818         | Check        | SCHAUMBURG HIGH SCHOOL                               | 550.00       |
| 05/13/2025 | 5819         | Check        | SCHOLASTIC BOOK CLUBS                                | 16.50        |
| 05/13/2025 | 5820         | Check        | SCHOLASTIC INC                                       | 1,612.44     |
| 05/13/2025 | 5821         | Check        | SCHOLASTIC INC                                       | 6,639.30     |
| 05/13/2025 | 5822         | Check        | SCHOOL DATEBOOKS                                     | 257.40       |
| 05/13/2025 | 5823         | Check        | SCHOOL HEALTH CORPORATION                            | 9,230.55     |
| 05/13/2025 | 5824         | Check        | SCHOOL SPECIALTY, LLC                                | 70,521.26    |
| 05/13/2025 | 5825         | Check        | SCHWARZ, MELISSA D                                   | 37.96        |
| 05/13/2025 | 5826         | Check        | SEAL OF ILLINOIS                                     | 91,466.50    |
| 05/13/2025 | 5827         | Check        | SERVICEWEAR APPAREL INC                              | 2,380.00     |
| 05/13/2025 | 5828         | Check        | SIFUENTES, VINCE G, JR                               | 276.92       |
| 05/13/2025 | 5829         | Check        | SITEONE LANDSCAPE SUPPLY LLC                         | 812.00       |
| 05/13/2025 | 5830         | Check        | SLUMBERKINS INC                                      | 870.00       |
| 05/13/2025 | 5831         | Check        | SOUTHEASTERN EQUIPMENT AND SUP                       | 2,855.47     |
| 05/13/2025 | 5832         | Check        | SOUTHWEST STRINGS                                    | 9.45         |
| 05/13/2025 | 5833         | Check        | SPECIALIZED EDUCATION OF ILLINOIS INC                | 5,152.05     |
| 05/13/2025 | 5834         | Check        | ST CHARLES EAST HIGH SCHOOL                          | 1,200.00     |
| 05/13/2025 | 5835         | Check        | STADIUM OPERATIONS LLC                               | 555.00       |
| 05/13/2025 | 5836         | Check        | STA-KLEEN INC                                        | 70.00        |
| 05/13/2025 | 5837         | Check        | STAPLES                                              | 511.45       |
| 05/13/2025 | 5838         | Check        | STATE INDUSTRIAL PRODUCTS                            | 1,694.47     |
| 05/13/2025 | 5839         | Check        | SUNBELT RENTALS                                      | 3,866.32     |
| 05/13/2025 | 5840         | Check        | SWEETWATER SOUND INC                                 | 521.75       |

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                           | Check Amount |
|------------|--------------|--------------|--------------------------------|--------------|
| 05/13/2025 | 5841         | Check        | SWIFT WASH CARPENTERSVILLE LLC | 24.30        |
| 05/13/2025 | 5842         | Check        | SYSCO FOOD SERVICE OF CHICAGO  | 2,373.12     |
| 05/13/2025 | 5843         | Check        | TEACHERS CURRICULUM INSTITUTE  | 431.70       |
| 05/13/2025 | 5844         | Check        | TECHNOLOGY CONSERVATION GROUP  | 8,931.78     |
| 05/13/2025 | 5845         | Check        | THE EDGE SPORTS APPAREL        | 2,752.00     |
| 05/13/2025 | 5846         | Check        | THOMAS, EMMANUEL               | 87.24        |
| 05/13/2025 | 5847         | Check        | THOMPSON ELEVATOR INSPECTION   | 100.00       |
| 05/13/2025 | 5848         | Check        | TOMS PRODUCTIONS LLC           | 3,387.50     |
| 05/13/2025 | 5849         | Check        | TOWNSHIP HIGH SCHOOL DIST 214  | 100.00       |
| 05/13/2025 | 5850         | Check        | TRANE COMPANY                  | 2,296.69     |
| 05/13/2025 | 5851         | Check        | TRANE COMPANY                  | 785.46       |
| 05/13/2025 | 5852         | Check        | TROPHIES BY GEORGE             | 755.70       |
| 05/13/2025 | 5853         | Check        | UKG KRONOS SYSTEMS LLC         | 30.00        |
| 05/13/2025 | 5854         | Check        | ULINE SHIPPING SUPPLY          | 6,509.59     |
| 05/13/2025 | 5855         | Check        | VALDES LLC                     | 3,708.00     |
| 05/13/2025 | 5856         | Check        | VALLE, CAMILLO M               | 53.54        |
| 05/13/2025 | 5857         | Check        | VAN DER KOLK, GRAZIA M         | 279.57       |
| 05/13/2025 | 5858         | Check        | VARSITY YEARBOOK               | 3,783.96     |
| 05/13/2025 | 5859         | Check        | VILLAGE OF ALGONQUIN           | 12,297.35    |
| 05/13/2025 | 5860         | Check        | VILLAGE OF CARPENTERSVILLE     | 50.00        |
| 05/13/2025 | 5861         | Check        | VILLAGE OF LAKE IN THE HILLS   | 407.00       |
| 05/13/2025 | 5862         | Check        | VILLAGE OF WEST DUNDEE         | 800.00       |
| 05/13/2025 | 5863         | Check        | VISUAL IMAGE PHOTOGRAPHY INC   | 1,210.00     |
| 05/13/2025 | 5864         | Check        | VT SERVICES INC                | 115.00       |
| 05/13/2025 | 5865         | Check        | WAKOH WEAR                     | 1,645.00     |
| 05/13/2025 | 5866         | Check        | WAREHOUSE DIRECT INC           | 12,172.08    |
| 05/13/2025 | 5867         | Check        | WARNEKE, ROBERT J              | 11.20        |
| 05/13/2025 | 5868         | Check        | WATSON, STEPHANIE L            | 170.05       |
| 05/13/2025 | 5869         | Check        | WEST SIDE ELECTRIC SUPPLY INC. | 1,664.33     |
| 05/13/2025 | 5870         | Check        | WEST SIDE INDUSTRIAL INC       | 667.91       |
| 05/13/2025 | 5871         | Check        | WHITESTONE WORKS LLC           | 831.76       |
| 05/13/2025 | 5872         | Check        | WIPEBOOK CORP                  | 559.91       |
| 05/13/2025 | 9000000585   | ACH          | AMAZON CAPITAL SERVICES INC    | 27,695.73    |

## AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                           | Check Amount |
|------------|--------------|--------------|--------------------------------|--------------|
| 05/13/2025 | 9000000586   | ACH          | ANDERSON LOCK COMPANY          | 14,035.95    |
| 05/13/2025 | 9000000587   | ACH          | APEX3 SYSTEMS LLC              | 3,727.50     |
| 05/13/2025 | 9000000588   | ACH          | AXESS TRANSPORTATION           | 19,850.00    |
| 05/13/2025 | 9000000589   | ACH          | B&B NETWORKS INC               | 6,170.34     |
| 05/13/2025 | 9000000590   | ACH          | BADGER SPORTING GOODS CO., INC | 765.00       |
| 05/13/2025 | 9000000591   | ACH          | CDW-G                          | 366,102.26   |
| 05/13/2025 | 9000000592   | ACH          | CONSTELLATION NEW ENERGY       | 81,446.53    |
| 05/13/2025 | 9000000593   | ACH          | DEWBERRY ARCHITECTS INC        | 2,221.20     |
| 05/13/2025 | 9000000594   | ACH          | DIAMOND GRAPHICS OF ALGONQUIN  | 14,948.00    |
| 05/13/2025 | 9000000595   | ACH          | DONS WORLD OF SPORTS           | 253.50       |
| 05/13/2025 | 9000000596   | ACH          | EDUSTAFF LLC                   | 168,767.58   |
| 05/13/2025 | 9000000597   | ACH          | ENTERPRISE FM TRUST            | 36,207.34    |
| 05/13/2025 | 9000000598   | ACH          | FASTSIGNS OF CARPENTERSVILLE   | 2,488.30     |
| 05/13/2025 | 9000000599   | ACH          | FIRST TO THE FINISH INC        | 80.99        |
| 05/13/2025 | 9000000600   | ACH          | GRAINGER                       | 19,888.14    |
| 05/13/2025 | 9000000601   | ACH          | HEARTSPRING INC                | 18,992.31    |
| 05/13/2025 | 9000000602   | ACH          | INTERSTATE ROOF SYSTEMS CONSUL | 1,700.00     |
| 05/13/2025 | 9000000603   | ACH          | JDK SERVICES                   | 55,382.00    |
| 05/13/2025 | 9000000604   | ACH          | LAMP INC                       | 82,192.00    |
| 05/13/2025 | 9000000605   | ACH          | LINDE GAS & EQUIPMENT INC      | 869.73       |
| 05/13/2025 | 9000000606   | ACH          | MANPOWER                       | 6,582.95     |
| 05/13/2025 | 9000000607   | ACH          | NETWORK CRAZE TECHNOLOGIES INC | 4,143.48     |
| 05/13/2025 | 9000000608   | ACH          | ORGANIC LIFE LLC               | 1,813.00     |
| 05/13/2025 | 9000000609   | ACH          | PITNEY BOWES                   | 144.37       |
| 05/13/2025 | 9000000610   | ACH          | PRC SALTILLO                   | 1,210.00     |
| 05/13/2025 | 9000000611   | ACH          | REINDERS INC                   | 840.84       |
| 05/13/2025 | 9000000612   | ACH          | RON JONES ELECTRIC INC         | 2,043.06     |
| 05/13/2025 | 9000000613   | ACH          | SOLUTION TREE                  | 10,400.00    |
| 05/13/2025 | 9000000614   | ACH          | SPEECH KIDZ LLC                | 14,507.50    |
| 05/13/2025 | 9000000615   | ACH          | TRAINING CONCEPTS INC          | 250.00       |

AP Check Register

AP Run: 20250513 AP — Post Date: 2025-05-13 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name           | Check Amount |
|------------|--------------|--------------|----------------|--------------|
| 05/13/2025 | 9000000616   | ACH          | VOYA FINANCIAL | 20,541.66    |
| Total:     |              |              |                | 2,291,035.51 |

| 20250513 AP Summary |       |              |
|---------------------|-------|--------------|
| Type                | Count | Amount       |
| Regular Checks:     | 227   | 1,288,942.72 |
| ACH Checks:         | 32    | 986,261.26   |
| Wire Transfers:     | 3     | 15,831.53    |
| Epayables:          | 0     | 0.00         |
| Total:              | 262   | 2,291,035.51 |

## AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

| Fund                               | Total               |
|------------------------------------|---------------------|
| 10 - EDUCATION FUND                | 1,569,363.17        |
| 11 - HEALTH INSURANCE FUND         | 566.26              |
| 14 - GRANT FUND                    | 135,751.52          |
| 20 - OPERATIONS & MAINTENANCE FUND | 415,593.17          |
| 40 - TRANSPORTATION FUND           | 85,348.19           |
| 60 - SITE & CONSTRUCTION FUND      | 84,413.20           |
|                                    | <b>2,291,035.51</b> |

## AP Check Register

AP Run: 20250506 OFFCYCLE — Post Date: 2025-05-06 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                       | Check Amount     |
|------------|--------------|--------------|----------------------------|------------------|
| 05/06/2025 | 5642         | Check        | 1833 LEADERSHIP ACADEMY    | 5,625.00         |
| 05/06/2025 | 5643         | Check        | KONA ICE OF MCHENRY COUNTY | 225.00           |
| 05/06/2025 | 5644         | Check        | LANDSCAPE STRUCTURES INC.  | 34,917.00        |
| 05/06/2025 | 5645         | Check        | LINDEN, NICHOLAS M         | 305.90           |
| Total:     |              |              |                            | <b>41,072.90</b> |

### 20250506 OFFCYCLE Summary

| Type            | Count    | Amount           |
|-----------------|----------|------------------|
| Regular Checks: | 4        | 41,072.90        |
| ACH Checks:     | 0        | 0.00             |
| Wire Transfers: | 0        | 0.00             |
| Epayables:      | 0        | 0.00             |
| Total:          | <b>4</b> | <b>41,072.90</b> |

## AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

| Fund                               | Total            |
|------------------------------------|------------------|
| 10 - EDUCATION FUND                | 530.90           |
| 20 - OPERATIONS & MAINTENANCE FUND | 40,542.00        |
|                                    | <b>41,072.90</b> |

## AP Check Register

AP Run: 20250430 OFFCYCLE — Post Date: 2025-04-30 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date    | Check Number | Payment Type | Name                          | Check Amount      |
|---------------|--------------|--------------|-------------------------------|-------------------|
| 04/30/2025    | 5617         | Check        | DUNDEE TOWNSHIP PARK DISTRICT | 144.00            |
| 04/30/2025    | 5618         | Check        | NICOR GAS                     | 339.93            |
| 04/30/2025    | 5619         | Check        | ROOSTERS COFFEE               | 825.00            |
| 04/30/2025    | 5620         | Check        | YOU'RE #1 INC                 | 589.20            |
| 04/30/2025    | 9000000583   | ACH          | CONSTELLATION NEW ENERGY      | 262,185.18        |
| <b>Total:</b> |              |              |                               | <b>264,083.31</b> |

### 20250430 OFFCYCLE Summary

| Type            | Count    | Amount            |
|-----------------|----------|-------------------|
| Regular Checks: | 4        | 1,898.13          |
| ACH Checks:     | 1        | 262,185.18        |
| Wire Transfers: | 0        | 0.00              |
| Epayables:      | 0        | 0.00              |
| <b>Total:</b>   | <b>5</b> | <b>264,083.31</b> |



AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

| Fund                               | Total      |
|------------------------------------|------------|
| 10 - EDUCATION FUND                | 1,558.20   |
| 20 - OPERATIONS & MAINTENANCE FUND | 262,525.11 |
|                                    | 264,083.31 |

## AP Check Register

AP Run: 20250424 OFFCYCLE — Post Date: 2025-04-24 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date | Check Number | Payment Type | Name                                      | Check Amount      |
|------------|--------------|--------------|-------------------------------------------|-------------------|
| 04/24/2025 | 5613         | Check        | NORTHERN KANE COUNTY CHAMBER              | 183.75            |
| 04/24/2025 | 5614         | Check        | SCIENCE AND TECHNOLOGY INTERACTIVE CENTER | 7,871.00          |
| 04/24/2025 | 5615         | Check        | VILLAGE OF SLEEPY HOLLOW                  | 2,532.52          |
| 04/24/2025 | 9000000582   | ACH          | EXELON CORPORATION                        | 103,817.99        |
| Total:     |              |              |                                           | <b>114,405.26</b> |

### 20250424 OFFCYCLE Summary

| Type            | Count    | Amount            |
|-----------------|----------|-------------------|
| Regular Checks: | 3        | 10,587.27         |
| ACH Checks:     | 1        | 103,817.99        |
| Wire Transfers: | 0        | 0.00              |
| Epayables:      | 0        | 0.00              |
| Total:          | <b>4</b> | <b>114,405.26</b> |

## AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

| Fund                               | Total             |
|------------------------------------|-------------------|
| 10 - EDUCATION FUND                | 183.75            |
| 14 - GRANT FUND                    | 7,871.00          |
| 20 - OPERATIONS & MAINTENANCE FUND | 102,768.79        |
| 40 - TRANSPORTATION FUND           | 3,581.72          |
|                                    | <b>114,405.26</b> |

## AP Check Register

AP Run: 20250417 OFFCYCLE — Post Date: 2025-04-17 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

| Check Date    | Check Number | Payment Type | Name                                     | Check Amount     |
|---------------|--------------|--------------|------------------------------------------|------------------|
| 04/17/2025    | 5602         | Check        | CHOCOLATE PEOPLE CHOCOLATE FOUNTAINS INC | 520.00           |
| 04/17/2025    | 5603         | Check        | ECC BOOKSTORE                            | 12,889.26        |
| 04/17/2025    | 5604         | Check        | GOLFVIEW ELEMENTARY                      | 2,500.00         |
| 04/17/2025    | 5605         | Check        | LITH SANITARY DISTRICT                   | 642.60           |
| 04/17/2025    | 5606         | Check        | QUANTUM LEARNING LLC                     | 37.45            |
| 04/17/2025    | 5607         | Check        | VILLAGE OF LAKE IN THE HILLS             | 362.00           |
| 04/17/2025    | 5608         | Check        | WASHINGTON, RACQUEL W                    | 134.40           |
| <b>Total:</b> |              |              |                                          | <b>17,085.71</b> |

### 20250417 OFFCYCLE Summary

| Type            | Count    | Amount           |
|-----------------|----------|------------------|
| Regular Checks: | 7        | 17,085.71        |
| ACH Checks:     | 0        | 0.00             |
| Wire Transfers: | 0        | 0.00             |
| Epayables:      | 0        | 0.00             |
| <b>Total:</b>   | <b>7</b> | <b>17,085.71</b> |

## AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

| Fund                               | Total            |
|------------------------------------|------------------|
| 10 - EDUCATION FUND                | 16,081.11        |
| 20 - OPERATIONS & MAINTENANCE FUND | 1,004.60         |
|                                    | <b>17,085.71</b> |

Your board package includes the March 2025 Unaudited Treasurer and Financial Report. Report highlights are as follows:

### **Treasurer Report**

As of March 31, 2025, the District had \$ 157,520,930.43 of cash on hand. The cash balance by fund was:

|                          |                          |
|--------------------------|--------------------------|
| Operating Fund           | \$ 105,010,837.86        |
| Bond & Interest Fund     | \$ 3,410,830.40          |
| Site & Construction Fund | \$ 49,099,262.17         |
| <b>Total</b>             | <b>\$ 157,520,930.43</b> |

### **Financial Report Analysis-All Funds**

*Expenditures-* If the District were to spend their dollars evenly each month, costs through March should be 75% of total spending. Listed below is a summary of cash expenditures as a percentage of total spending by fund.

| <b>Fund</b>              | <b>% of Budget</b> | <b>Comment</b>                                                                                                                        |
|--------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Education                | 66.86%             | This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024.        |
| Operations & Maintenance | 69.80%             | This fund is on trend. The increase reflects a transfer to the Bond & Interest Fund for operating debt certificates paid in December. |
| Bond & Interest          | 91.42%             | The bond & interest fund is used to pay our debt payments made in December and June.                                                  |
| Transportation           | 54.49%             | This fund is on trend.                                                                                                                |
| IMRF/Social Security     | 64.10%             | This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024.        |
| Capital Projects         | 45.08%             | This fund is used to pay for our capital projects.                                                                                    |
| Tort                     | 99.20%             | The tort fund is used to pay our insurance premiums. These premiums are paid in July.                                                 |

*Revenues-* The district has received 58.37% of its budgeted revenue compared to 60.54% prior YTD.

### **Financial Reporting Analysis- Operating Funds**

*Operating Fund Revenue Summary by Source-* 59.12% compared to 60.12% prior YTD.

- Local Revenues are on-trend at 52.79%;
- State Revenues are on-trend at 70.67%;
- Federal Revenues are on-trend at 74.31% and are in line with federal grant expenditures.

*Operating Fund Expenditure Summary by Object-* 66.36% compared to 65.12% prior YTD.

- Salaries are at 66.66%;
- Benefits are at 62.31%;
- Purchase Services are at 70.84%;
- Supplies/Materials are at 71.91%;
- Capital Outlay is at 58.93%;
- Other/Tuition are at 65.20%;
- Non-capitalized equipment is at 51.81%.

### **Monthly Notes:**

- Short-term interest rates have decreased slightly from 4.264% in February to 4.245%. Total interest for the year is \$7,238,633.42, or 105.6% of the budget.
- Financials are presented on an unaudited cash basis and do not represent the District's final financial statements.
- The State Comptroller is not releasing payments as quick as they have in the past. We are noticing a 4 week delay on categoricals with the exception of EBF payments.

COMMUNITY UNIT SCHOOL DISTRICT NO 300  
 UNAUDITED FINANCIAL REPORT NO. 9  
 March 31, 2025  
 May 5, 2025

|                                    | ED<br>FUND       | O&M<br>FUND     | B&I<br>FUND     | TRANS<br>FUND   | IMRF<br>FUND      | S&C<br>FUND      | WORKING<br>CASH FUND | TORT<br>FUND  | TOTAL             |
|------------------------------------|------------------|-----------------|-----------------|-----------------|-------------------|------------------|----------------------|---------------|-------------------|
| CASH BALANCE February 28, 2025     | \$ 11,305,942    | \$ 21,283,003   | \$ 3,407,758    | \$ 21,272,120   | \$ 7,468,172      | \$ 63,839,818    | \$ 43,567,652        | \$ 102,029    | \$ 172,246,494    |
| CASH RECEIPTS                      | \$ 60,787,765    | \$ 258,473      | \$ 3,073        | \$ 193,747      | \$ 65,584         | \$ 711,614       | \$ 191,699           | \$ 896        | \$ 62,212,850     |
| CASH DISBURSEMENTS                 | \$ (25,054,067)  | \$ (11,967,132) | \$ -            | \$ (14,681,867) | \$ (9,783,177)    | \$ (15,452,169)  | \$ -                 | \$ -          | \$ (76,938,413)   |
| CASH BALANCE March 31, 2025        | \$ 47,039,640    | \$ 9,574,344    | \$ 3,410,830    | \$ 6,784,000    | \$ (2,249,422)    | \$ 49,099,262    | \$ 43,759,351        | \$ 102,925    | \$ 157,520,930    |
| INTERFUND TRANSFERS/LOANS*         |                  |                 |                 |                 |                   |                  |                      | \$            | -                 |
| ENDING CASH BALANCE March 31, 2025 | \$ 47,039,639.81 | \$ 9,574,343.67 | \$ 3,410,830.40 | \$ 6,784,000.25 | \$ (2,249,421.63) | \$ 49,099,262.17 | \$ 43,759,351.00     | \$ 102,924.76 | \$ 157,520,930.43 |
| INVESTMENT INCOME YEAR TO DATE     | \$ 7,238,633     |                 |                 |                 |                   |                  |                      |               |                   |

## TREASURER'S REPORT FOR THE MONTH OF March 2025

**INVESTMENTS AT COST:** \$157,520,930.43

(See attached schedule for investment detail)

**MONTHLY PAYROLL:**

|                     |                     |                  |
|---------------------|---------------------|------------------|
| Educational Fund    | \$ 14,071,694.84    |                  |
| O&M Fund            | \$ 731,902.87       |                  |
| Transportation Fund | <u>\$ 62,325.46</u> | \$ 14,865,923.17 |

**PAYROLL RELATED EXPENDITURES:**

*(Not reflected in A/P Bill Listing)*

Educational and Transportation Funds:

|                             |                        |
|-----------------------------|------------------------|
| Teachers, Retirement System | <u>\$ 1,227,647.36</u> |
|-----------------------------|------------------------|

|                                   |                 |
|-----------------------------------|-----------------|
| Total Teachers, Retirement System | \$ 1,227,647.36 |
|-----------------------------------|-----------------|

Illinois Municipal Retirement Fund

|          |                      |
|----------|----------------------|
| IMRF     | \$ 196,646.79        |
| FICA     | \$ 181,834.85        |
| Medicare | <u>\$ 199,989.83</u> |

|                               |               |
|-------------------------------|---------------|
| Total IMRF/FICA/Medicare Fund | \$ 578,471.47 |
|-------------------------------|---------------|

|                                               |                                |
|-----------------------------------------------|--------------------------------|
| <b>Total Payroll and Related Expenditures</b> | <u><u>\$ 16,672,042.00</u></u> |
|-----------------------------------------------|--------------------------------|



COMMUNITY UNIT SCHOOL DISTRICT #300

Financial Report 9

March 31, 2025

By Fund, By Object

| <b>All Funds</b>             | FY25<br>Budget | FY25<br>Actual | % of FY25<br>Budget |
|------------------------------|----------------|----------------|---------------------|
| Local                        | 273,356,052    | 144,883,586    | 53.00%              |
| State                        | 104,857,430    | 71,964,001     | 68.63%              |
| Federal                      | 24,606,150     | 18,285,474     | 74.31%              |
| Other Source                 | -              | -              |                     |
| Total Revenues               | 402,819,632    | 235,133,060    | 58.37%              |
| Salaries                     | 181,062,435    | 120,700,506    | 66.66%              |
| Benefits                     | 56,681,513     | 35,316,877     | 62.31%              |
| Purchased Services           | 71,012,828     | 50,329,998     | 70.87%              |
| Supplies/Materials           | 15,744,906     | 11,321,828     | 71.91%              |
| Capital Outlay               | 23,191,373     | 11,287,889     | 48.67%              |
| Other                        | 37,988,183     | 31,669,831     | 83.37%              |
| Non-Capitalized Equipment    | 12,660,885     | 6,559,586      | 51.81%              |
| Total Expenditures           | 398,342,123    | 267,186,514    | 67.07%              |
| Revenues Over Disbursements  | 4,477,509      | (32,053,453)   |                     |
| Other Financing Sources/Uses | (14,493,780)   | -              |                     |
| Fund Balance Transfer        | 14,493,780     | -              |                     |
| Net Change to Fund Balance   | 4,477,509      | (32,053,453)   |                     |
| <b>Operating Funds</b>       | FY25<br>Budget | FY25<br>Actual | % of FY25<br>Budget |
| Local                        | 243,726,119    | 128,656,300    | 52.79%              |
| State                        | 101,405,503    | 71,664,001     | 70.67%              |
| Federal                      | 24,606,150     | 18,285,474     | 74.31%              |
| Other Sources                | -              | -              |                     |
| Total Revenues               | 369,737,772    | 218,605,774    | 59.12%              |
| Salaries                     | 181,062,435    | 120,700,506    | 66.66%              |
| Benefits                     | 56,681,513     | 35,316,877     | 62.31%              |
| Purchased Services           | 70,992,828     | 50,294,119     | 70.84%              |
| Supplies/Materials           | 15,744,906     | 11,321,828     | 71.91%              |
| Capital Outlay               | 4,618,502      | 2,721,872      | 58.93%              |
| Other/Tuition                | 11,722,042     | 7,643,047      | 65.20%              |
| Non-Capitalized Equipment    | 12,660,885     | 6,559,586      | 51.81%              |
| Total Expenditures           | 353,483,111    | 234,557,834    | 66.36%              |
| Revenues Over Disbursements  | 16,254,661     | (15,952,059)   |                     |
| Other Financing Sources/Uses | (14,493,780)   | (2,079,390)    |                     |
| Fund Balance Transfer        | -              | -              |                     |
| Net Change to Fund Balance   | 1,760,881      | (18,031,449)   |                     |

COMMUNITY UNIT SCHOOL DISTRICT #300

Financial Report 9

March 31, 2025

By Fund, By Object

|                                            | FY25               | FY25                | % of FY25     |
|--------------------------------------------|--------------------|---------------------|---------------|
| <b>Fund 1-Educational</b>                  | Budget             | Actual              | Budget        |
| Local                                      | 179,305,608        | 96,253,156          | 53.68%        |
| State                                      | 89,687,970         | 66,571,324          | 74.23%        |
| Federal                                    | 24,606,150         | 18,285,474          | 74.31%        |
| Other Sources                              | -                  | -                   |               |
| Total Revenues                             | <u>293,599,728</u> | <u>181,109,953</u>  | <u>61.69%</u> |
| Salaries                                   | 171,480,736        | 113,391,861         | 66.13%        |
| Benefits                                   | 47,565,000         | 29,322,612          | 61.65%        |
| Purchased Services                         | 42,582,407         | 31,075,692          | 72.98%        |
| Supplies/Materials                         | 8,344,180          | 6,694,551           | 80.23%        |
| Capital Outlay                             | 168,444            | 1,830,031           | 1086.43%      |
| Other/Tuition                              | 11,713,042         | 7,643,047           | 65.25%        |
| Non-Capitalized Equipment                  | 11,697,361         | 6,323,243           | 54.06%        |
| Total Expenditures                         | <u>293,551,170</u> | <u>196,281,037</u>  | <u>66.86%</u> |
| Revenues Over Disbursements                | 48,558             | (15,171,084)        |               |
| Other Financing Sources/Uses               | -                  | -                   |               |
| Fund Balance Transfer                      | -                  | -                   |               |
| Net Change to Fund Balance                 | <u>48,558</u>      | <u>(15,171,084)</u> |               |
| <b>Fund 2-Operations &amp; Maintenance</b> |                    |                     |               |
| Local                                      | 39,483,741         | 19,436,590          | 49.23%        |
| State                                      | -                  | -                   |               |
| Other Sources                              | -                  | -                   |               |
| Total Revenues                             | <u>39,483,741</u>  | <u>19,436,590</u>   | <u>49.23%</u> |
| Salaries                                   | 8,933,120          | 6,848,062           | 76.66%        |
| Benefits                                   | 1,668,996          | 1,221,485           | 73.19%        |
| Purchased Services                         | 5,976,875          | 4,431,685           | 74.15%        |
| Supplies/Materials                         | 5,991,558          | 3,828,275           | 63.89%        |
| Capital Outlay                             | 1,467,850          | 891,840             | 60.76%        |
| Other                                      | 9,000              | -                   | 0.00%         |
| Non-Capitalized Equipment                  | 959,813            | 234,883             | 24.47%        |
| Total Expenditures                         | <u>25,007,212</u>  | <u>17,456,231</u>   | <u>69.80%</u> |
| Revenues Over Disbursements                | 14,476,529         | 1,980,359           |               |
| Other Financing Sources/Uses               | (14,493,780)       | (2,079,390)         |               |
| Net Change to Fund Balance                 | <u>(17,251)</u>    | <u>(99,031)</u>     |               |

COMMUNITY UNIT SCHOOL DISTRICT #300

Financial Report 9

March 31, 2025

By Fund, By Object

|                                    | FY25<br>Budget | FY25<br>Actual | % of FY25<br>Budget |
|------------------------------------|----------------|----------------|---------------------|
| <b>Fund 3-Bond &amp; Interest</b>  |                |                |                     |
| Local                              | 25,983,345     | 12,595,997     | 48.48%              |
| Other Sources                      | -              | -              | 0.00%               |
| Total Revenues                     | 25,983,345     | 12,595,997     | 48.48%              |
| Purchased Services                 | 20,000         | 4,627          | 23.13%              |
| Other                              | 26,266,141     | 24,026,784     | 91.47%              |
| Total Expenditures                 | 26,286,141     | 24,031,411     | 91.42%              |
| Revenues Over Disbursements        | (302,796)      | (11,435,413)   |                     |
| Other Financing Sources/Uses       | 2,493,780      | 2,079,390      |                     |
| Net Change to Fund Balance         | 2,190,984      | (9,356,023)    |                     |
| <b>Fund 4-Transportation</b>       |                |                |                     |
| Local                              | 13,944,943     | 6,921,537      | 49.63%              |
| State                              | 11,717,533     | 5,092,677      | 43.46%              |
| Other Sources                      | -              | -              |                     |
| Total Revenues                     | 25,662,476     | 12,014,214     | 46.82%              |
| Salaries                           | 648,579        | 460,583        | 71.01%              |
| Benefits                           | 48,517         | 29,653         | 61.12%              |
| Purchased Services                 | 20,019,546     | 12,392,123     | 61.90%              |
| Supplies/Materials                 | 1,409,168      | 799,002        | 56.70%              |
| Capital Outlay                     | 2,982,208      | -              | 0.00%               |
| Other                              | -              | -              | 0.00%               |
| Non-Capitalized Equipment          | 3,711          | 1,460          | 39.34%              |
| Total Expenditures                 | 25,111,729     | 13,682,821     | 54.49%              |
| Revenues Over Disbursements        | 550,747        | (1,668,607)    |                     |
| Other Financing Sources/Uses       | -              | -              |                     |
| Net Change to Fund Balance         | 550,747        | (1,668,607)    |                     |
| <b>Fund 5-IMRF/Social Security</b> |                |                |                     |
| Local                              | 5,982,134      | 3,204,064      | 53.56%              |
| Total Revenues                     | 5,982,134      | 3,204,064      | 53.56%              |
| Benefits                           | 7,399,000      | 4,743,126      | 64.10%              |
| Total Expenditures                 | 7,399,000      | 4,743,126      | 64.10%              |
| Revenues Over Disbursements        | (1,416,866)    | (1,539,062)    |                     |
| Other Financing Sources/Uses       | -              | -              |                     |
| Net Change to Fund Balance         | (1,416,866)    | (1,539,062)    |                     |

## COMMUNITY UNIT SCHOOL DISTRICT #300

## Financial Report 9

March 31, 2025

By Fund, By Object

|                                | FY25<br>Budget    | FY25<br>Actual     | % of FY25<br>Budget |
|--------------------------------|-------------------|--------------------|---------------------|
| <b>Fund 6-Capital Projects</b> |                   |                    |                     |
| Local                          | 3,646,588         | 3,631,289          | 99.58%              |
| State                          | 3,451,927         | 300,000            | 8.69%               |
| Federal                        | -                 | -                  | 0.00%               |
| Total Revenues                 | <u>7,098,515</u>  | <u>3,931,289</u>   | <u>55.38%</u>       |
| Salaries                       | -                 | -                  |                     |
| Benefits                       | -                 | -                  |                     |
| Purchased Services             | 500,000           | 31,253             | 6.25%               |
| Supplies/Materials             | -                 | -                  |                     |
| Capital Outlay                 | 18,572,871        | 8,566,017          | 46.12%              |
| Other                          | -                 | -                  |                     |
| Total Expenditures             | <u>19,072,871</u> | <u>8,597,270</u>   | <u>45.08%</u>       |
| Revenues Over Disbursements    | (11,974,356)      | (4,665,981)        |                     |
| Other Financing Sources/Uses   | -                 | -                  |                     |
| Fund Balance Transfer          | 12,000,000        | -                  |                     |
| Net Change to Fund Balance     | <u>25,644</u>     | <u>(4,665,981)</u> |                     |
| <b>Fund 7-Working Cash</b>     |                   |                    |                     |
| Local                          | 2,231,669         | 1,550,290          | 69.47%              |
| Total Revenues                 | <u>2,231,669</u>  | <u>1,550,290</u>   | <u>69.47%</u>       |
| Total Expenditures             | <u>-</u>          | <u>-</u>           | <u>0.00%</u>        |
| Revenues Over Disbursements    | 2,231,669         | 1,550,290          |                     |
| Other Financing Sources/Uses   | -                 | -                  |                     |
| Net Change to Fund Balance     | <u>2,231,669</u>  | <u>1,550,290</u>   |                     |
| <b>Fund 8-Tort</b>             |                   |                    |                     |
| Local                          | 2,778,024         | 1,290,662          | 46.46%              |
| Total Revenues                 | <u>2,778,024</u>  | <u>1,290,662</u>   | <u>46.46%</u>       |
| Purchase Services              | 2,414,000         | 2,394,618          | 99.20%              |
| Total Expenditures             | <u>2,414,000</u>  | <u>2,394,618</u>   | <u>99.20%</u>       |
| Revenues Over Disbursements    | 364,024           | (1,103,956)        |                     |
| Other Financing Sources/Uses   | -                 | -                  |                     |
| Net Change to Fund Balance     | <u>364,024</u>    | <u>(1,103,956)</u> |                     |

**COMMUNITY UNIT SCHOOL DISTRICT #300**

## Summary of Fiscal Year Investment Activity-All Funds

| Depository or<br>Instrument              | Type | Bank<br># | Year       | Date<br>Purchased | Date of<br>Maturity | Term<br>(Days) | Rate<br>(%) | Par/Face   | Principal<br>Invested | Earnings<br>to<br>Maturity | Principal<br>Invested @<br>03/31/25 |
|------------------------------------------|------|-----------|------------|-------------------|---------------------|----------------|-------------|------------|-----------------------|----------------------------|-------------------------------------|
| <b>OPERATING FUND INVESTMENTS</b>        |      |           |            |                   |                     |                |             |            |                       |                            |                                     |
| PONCE BANK                               | SDA  |           |            |                   | 3/31/2025           |                | 4.270%      | 438        | 438                   | -                          | 438                                 |
| NEXBANK, SSB-ICS                         | SDA  |           |            |                   | 3/31/2025           |                | 4.270%      | 672,271    | 672,271               | -                          | 672,271                             |
| Bank of China 1285997-1                  | SDA  |           |            |                   | 3/31/2025           |                | 4.400%      | 14,938,520 | 14,938,520            | -                          | 14,938,520                          |
| Bank of China 1285906-1                  | SDA  |           |            |                   | 3/31/2025           |                | 4.400%      | 40,208     | 40,208                | -                          | 40,208                              |
| Congressional Bank                       | SDA  |           |            |                   | 3/31/2025           |                | 4.270%      | 738,982    | 738,982               | -                          | 738,982                             |
| US TREASURY N/B, 912797LK1               | SEC  | 365       | 7/16/2024  | 10/1/2024         | 77                  | 5.180%         | 5,053,000   | 4,999,076  | -                     | -                          | 0.00                                |
| ISDLAF+ Term Series, IL                  | TS   | 365       | 2/2/2024   | 8/2/2024          | 182                 | 5.100%         | 3,086,545   | 3,010,000  | -                     | -                          | 0.00                                |
| ISDLAF+ Term Series, IL                  | TS   | 365       | 4/8/2024   | 8/7/2024          | 121                 | 5.320%         | 5,596,999   | 5,500,000  | -                     | -                          | 0.00                                |
| ISDLAF+ Term Series, IL                  | TS   | 365       | 3/21/2024  | 11/14/2024        | 238                 | 5.150%         | 5,167,904   | 5,000,000  | -                     | -                          | 0.00                                |
| First Internet Bank of Indiana, IN       | CD   | 365       | 5/17/2023  | 11/7/2024         | 540                 | 4.509%         | 247,652     | 232,100    | -                     | -                          | 0.00                                |
| Bank Hapoalim B.M., NY                   | CD   | 365       | 5/17/2023  | 11/7/2024         | 540                 | 4.643%         | 249,859     | 233,800    | -                     | -                          | 0.00                                |
| ServisFirst Bank, FL                     | CD   | 365       | 5/17/2023  | 11/7/2024         | 540                 | 5.302%         | 249,879     | 231,750    | -                     | -                          | 0.00                                |
| Schertz Bank & Trust, TX                 | CD   | 365       | 5/17/2023  | 11/7/2024         | 540                 | 4.643%         | 249,859     | 233,800    | -                     | -                          | 0.00                                |
| The First National Bank of McGregor, TX  | CD   | 365       | 5/17/2023  | 11/7/2024         | 540                 | 4.700%         | 249,683     | 233,450    | -                     | -                          | 0.00                                |
| TREASURY BILL, 912797LC9                 | SEC  | 365       | 6/21/2024  | 11/7/2024         | 139                 | 5.192%         | 12,237,000  | 11,999,766 | -                     | -                          | 0.00                                |
| First Western Bank & Tru, 33749VBQ0      | DTC  | 365       | 5/23/2023  | 11/22/2024        | 549                 | 4.762%         | 248,000     | 248,316    | -                     | -                          | 0.00                                |
| Morgan Stanley PVT Bank, 61768ETZ6       | DTC  | 365       | 5/24/2023  | 11/25/2024        | 551                 | 5.005%         | 243,000     | 243,157    | -                     | -                          | 0.00                                |
| TREASURY BILL, 912797LF2                 | SEC  | 365       | 9/12/2024  | 12/5/2024         | 84                  | 4.840%         | 23,556,000  | 23,299,550 | -                     | -                          | 0.00                                |
| TREASURY BILL, 912797MW4                 | SEC  | 365       | 9/12/2024  | 1/7/2025          | 117                 | 4.750%         | 9,135,000   | 8,999,157  | -                     | -                          | 0.00                                |
| TREASURY BILL, 912797LY1                 | SEC  | 365       | 9/12/2024  | 1/16/2025         | 126                 | 4.705%         | 9,043,000   | 8,899,599  | -                     | -                          | 0.00                                |
| Alliance Bank, MO                        | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| American Bank and Trust Co., OK          | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| First Bank of the Lake, MO               | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| First Fed Community Bk of Bucyrus, OH    | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| First Northern Bank of Dixon, CA         | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| The First National Bank of Bellville, TX | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| West Plains Bank and Trust Company, MO   | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 249,066     | 246,334    | -                     | -                          | 0.00                                |
| Louisiana National Bank, LA              | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 153,851     | 152,164    | -                     | -                          | 0.00                                |
| BankVista, MN                            | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 122,334     | 120,992    | -                     | -                          | 0.00                                |
| Farmers and Merchants Union Bank, WI     | CDR  | 365       | 10/17/2024 | 1/16/2025         | 91                  | 4.448%         | 2,531       | 2,503      | -                     | -                          | 0.00                                |
| Western Alliance Bank, CA                | CD   | 365       | 1/26/2024  | 1/24/2025         | 364                 | 5.108%         | 4,203,760   | 4,000,000  | -                     | -                          | 0.00                                |
| Bank of Camilla, GA                      | CDR  | 365       | 8/1/2024   | 1/30/2025         | 182                 | 5.264%         | 248,865     | 242,500    | -                     | -                          | 0.00                                |
| CS Bank, AR                              | CDR  | 365       | 8/1/2024   | 1/30/2025         | 182                 | 5.264%         | 248,865     | 242,500    | -                     | -                          | 0.00                                |

|                                         |     |     |           |           |     |        |            |            |   |      |
|-----------------------------------------|-----|-----|-----------|-----------|-----|--------|------------|------------|---|------|
| Commercial Capital Bank, LA             | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Exchange Band and Trust Company, OK     | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| First National Bank, TX                 | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| First Secuirty Band & Trust Company, OK | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| First State Bank, TX                    | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Fortress Bank, IL                       | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Frontier Bank, NE                       | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Great Plains National Bank, OK          | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Great Plains State Bank, NE             | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Habib American Bank, NY                 | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Keystone Bank, National Association, TX | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Morgantown Bank & Trust Co, Inc., KY    | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Security Bank, OK                       | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Stearns Bank N.A., MN                   | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| The Tri-County Bank, NE                 | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| United Fidelity Bank, fsb, IN           | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| Waterford Bank, N.A., OH                | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 248,865    | 242,500    | - | 0.00 |
| OMB Bank, MO                            | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 150,937    | 147,076    | - | 0.00 |
| BankVista, MN                           | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 124,866    | 121,672    | - | 0.00 |
| Farmers & Merchants Bank of Colby, KS   | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 61,575     | 60,000     | - | 0.00 |
| Sterling Bank, MO                       | CDR | 365 | 8/1/2024  | 1/30/2025 | 182 | 5.264% | 54,050     | 52,667     | - | 0.00 |
| TREASURY BILL, 912797LZ8                | SEC | 365 | 9/13/2024 | 1/30/2025 | 139 | 4.698% | 8,855,000  | 8,699,366  | - | 0.00 |
| TREASURY BILL, 912797LZ8                | SEC | 365 | 9/16/2024 | 1/30/2025 | 136 | 4.600% | 2,034,000  | 1,999,722  | - | 0.00 |
| ISDLAF+ Term Series, IL                 | TS  | 365 | 9/16/2024 | 2/11/2025 | 148 | 4.720% | 12,229,664 | 12,000,000 | - | 0.00 |
| West Gate Bank, NE                      | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Bank of Central Florida, FL             | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Community Bank of Santa Maria, CA       | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Decatur County Bank, TN                 | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| First Texas National Bank               | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Nebraska Bank of Commerce, NE           | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Oakstar Bank, MO                        | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| River City Bank, CA                     | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| RiverBank, WA                           | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Royal Business Bnak, CA                 | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Today's Bank, AR                        | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539    | 243,172    | - | 0.00 |
| Blue Sky Bank, OK                       | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 181,401    | 176,772    | - | 0.00 |
| The Bank of Herrin, IL                  | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 152,222    | 148,338    | - | 0.00 |
| Western Alliance Bank, CA               | CD  | 365 | 5/22/2024 | 3/4/2025  | 286 | 5.161% | 7,491,165  | 7,200,000  | - | 0.00 |
| Alva State Bank & Trust Company, OK     | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | - | 0.00 |
| Cattlemens Bank, OK                     | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | - | 0.00 |
| Ciera Bank, TX                          | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | - | 0.00 |

|                                                  |     |     |            |           |     |        |            |            |           |            |
|--------------------------------------------------|-----|-----|------------|-----------|-----|--------|------------|------------|-----------|------------|
| Northern Bank & Trust Company, MA                | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| Panhandle First Bank, OK                         | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| Payne County Bank, OK                            | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| Summit State Bank, CA                            | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| Texas Bank and Trust Company, TX                 | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| Unico Bank, MO                                   | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| United Bank, VA                                  | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 249,541    | 243,172    | -         | 0.00       |
| Farmers and Merchants Union Bank, WI             | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 246,968    | 240,665    | -         | 0.00       |
| Meridian Bank, PA                                | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 156,599    | 152,602    | -         | 0.00       |
| Bank of Belleville, IL                           | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 111,455    | 108,610    | -         | 0.00       |
| Blue Sky Bank, OK                                | CDR | 365 | 9/12/2024  | 3/13/2025 | 182 | 5.252% | 68,138     | 66,399     | -         | 0.00       |
| American Plus Bank, N.A., CA                     | CD  | 365 | 6/20/2024  | 3/18/2025 | 271 | 5.090% | 249,848    | 240,750    | -         | 0.00       |
| Customers Bank, NY                               | CD  | 365 | 6/20/2024  | 3/18/2025 | 271 | 5.071% | 17,640,060 | 17,000,000 | -         | 0.00       |
| NBT Bank, 628779HG8                              | DTC | 365 | 6/27/2024  | 3/27/2025 | 273 | 5.170% | 239,000    | 239,310    |           | 0.00       |
| MOUNTAINONE BANK, 62452AFW5                      | DTC | 365 | 6/27/2024  | 3/27/2025 | 273 | 5.170% | 239,000    | 239,310    |           | 0.00       |
| ALLY BANK, 02007G2M4                             | DTC | 365 | 6/27/2024  | 3/27/2025 | 273 | 5.170% | 239,000    | 239,310    |           | 0.00       |
| Bank of America NA, 06051XEY4                    | DTC | 365 | 6/27/2024  | 3/27/2025 | 273 | 5.120% | 239,000    | 239,310    |           | 0.00       |
| COGENT BANK, 19240XAU1                           | DTC | 365 | 6/28/2024  | 3/28/2025 | 273 | 5.220% | 239,000    | 239,310    |           | 0.00       |
| PRIMARY BANK, 74166JAL7                          | DTC | 365 | 6/28/2024  | 3/28/2025 | 273 | 5.068% | 248,000    | 248,330    |           | 0.00       |
| US TREASURY N/B, 91282CGU9                       | SEC | 365 | 10/17/2024 | 3/31/2025 | 165 | 4.289% | 1,300,000  | 1,297,563  |           | 0.00       |
| Farmers Bank & Trust, KS                         | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.180% | 249,874    | 244,800    | 5,074.27  | 244,800.00 |
| First Federal Bank & Trust, WY                   | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.203% | 249,902    | 244,800    | 5,101.58  | 244,800.00 |
| The Western State Bank, KS                       | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.168% | 249,860    | 244,800    | 5,059.70  | 244,800.00 |
| Merrick Bank, UT                                 | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.164% | 249,854    | 244,800    | 5,054.24  | 244,800.00 |
| First State Bank and Trust Company, Inc., MO     | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.293% | 249,909    | 244,700    | 5,208.71  | 244,700.00 |
| Gbank, NV                                        | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.193% | 249,889    | 244,800    | 5,089.44  | 244,800.00 |
| Centier Bank, IN                                 | CD  | 365 | 10/2/2024  | 4/1/2025  | 181 | 4.180% | 249,874    | 244,800    | 5,074.27  | 244,800.00 |
| ISDLAF+ TERM SERIES, IL                          | TS  | 365 | 9/18/2024  | 4/3/2025  | 197 | 4.350% | 511,739    | 500,000    | 11,739.04 | 500,000.00 |
| Wintrust Bank, National Association, IL          | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Old Plank Trail Community Bank, National Associ  | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Schaumburg Bank & Trust Company                  | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| CrossFirst Bank, KS                              | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.091% | 249,874    | 239,550    | 10,324.00 | 239,550.00 |
| Beverly Bank & Trust Company, National Associa   | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Hinsdale Bank & Trust Company, National Assoc    | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Financial Federal Bank, TN                       | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.100% | 249,893    | 239,550    | 10,342.65 | 239,550.00 |
| Lake Forest Bank & Trust Company, National Ass   | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Crystal Lake Bank and Trust Company, National .  | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 208,810    | 200,200    | 8,609.84  | 200,200.00 |
| Town Bank, National Association, IL              | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Northbrook Bank and Trust Company, National A    | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Wheaton Bank & Trust, National Association, IL   | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |
| Village Bank and Trust, National Association, IL | CD  | 365 | 6/10/2024  | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550    | 10,302.14 | 239,550.00 |

|                                                   |    |     |           |           |     |        |            |           |            |              |
|---------------------------------------------------|----|-----|-----------|-----------|-----|--------|------------|-----------|------------|--------------|
| St. Charles Bank & Trust Company, National Ass    | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550   | 10,302.14  | 239,550.00   |
| Libertyville Bank & Trust Company, National Assc  | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550   | 10,302.14  | 239,550.00   |
| Barrington Bank & Trust Company, National Assc    | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852    | 239,550   | 10,302.14  | 239,550.00   |
| State Bank of the Lakes, National Association, IL | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 215,433    | 206,550   | 8,882.93   | 206,550.00   |
| Customers Bank, NY                                | CD | 365 | 6/20/2024 | 4/15/2025 | 299 | 5.011% | 10,254,311 | 9,850,000 | 404,311.14 | 9,850,000.00 |
| American Bank and Trust Co., OK                   | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Caldwell Bank & Trust Company, LA                 | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Chemung Canal Trust Company, NY                   | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Dream First Bank, N.A., KS                        | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| First Bank of the Lake, MO                        | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| First Fed Community Bk of Bucyrus, OH             | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| First Merchants Bank, IN                          | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| First National Bank of Omaha, NE                  | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Flagstar Bank, N.A., NY                           | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Grand Savings Bank, OK                            | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Investors Community Bank, MO                      | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Kanza Bank, KS                                    | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Louisiana National Bank, LA                       | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Mabrey Bank, OK                                   | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Passumpsic Savings Bank, VT                       | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Penn Communiuty Bank, PA                          | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Peoples Bank, OH                                  | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Signature Bank of Arkanas, AR                     | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| Southwest Heritage Bank, AZ                       | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| SpiritBank, OK                                    | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| St. Louis Bank, MO                                | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| The Fahey Banking Company, OH                     | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| The First Bank and Trust Company, VA              | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| United Roosevelt Savings Bank, NJ                 | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| West Alabama Bank & Trust, AL                     | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.45   | 246,340.69   |
| West Bank, IA                                     | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 249,073    | 246,341   | 2,732.46   | 246,340.59   |
| D. L. Evans Bank, ID                              | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 234,898    | 232,321   | 2,576.95   | 232,321.30   |
| High Plains Bank, CO                              | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 219,522    | 217,114   | 2,408.26   | 217,113.80   |
| Merchants and Farmers Bank, AR                    | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 159,974    | 158,219   | 1,754.99   | 158,218.82   |
| BankVista, MN                                     | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 122,337    | 120,995   | 1,342.10   | 120,994.96   |
| Commercial State Bank, NE                         | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 55,332     | 54,725    | 607.02     | 54,725.04    |
| The First National Bank of Granbury, TX           | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 55,181     | 54,576    | 605.36     | 54,575.56    |
| Security State Bank, KS                           | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 44,988     | 44,495    | 493.54     | 44,494.81    |
| Katahdin Trust Company, ME                        | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 35,250     | 34,864    | 386.71     | 34,863.74    |
| Northwest Bank, ID                                | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 32,956     | 32,594    | 361.54     | 32,594.15    |
| Peoples National Bank N.A., IL                    | CD | 365 | 1/16/2025 | 4/17/2025 | 91  | 4.449% | 29,660     | 29,334    | 325.38     | 29,334.15    |



|                                             |                          |     |            |            |      |        |            |            |            |               |
|---------------------------------------------|--------------------------|-----|------------|------------|------|--------|------------|------------|------------|---------------|
| First National Bank of Oklahoma, OK         | CD                       | 365 | 1/16/2025  | 4/17/2025  | 91   | 4.449% | 13,551     | 13,402     | 148.66     | 13,402.37     |
| Farmers and Merchants Union Bank, WI        | CD                       | 365 | 1/16/2025  | 4/17/2025  | 91   | 4.449% | 2,531      | 2,503      | 27.77      | 2,503.46      |
| ISDLAF TERM SERIES                          | TS                       | 365 | 2/7/2025   | 5/8/2025   | 90   | 4.170% | 3,384,447  | 3,350,000  | 34,446.66  | 3,350,000.00  |
| BOM Bank, LA                                | CD                       | 365 | 8/19/2024  | 5/13/2025  | 267  | 4.821% | 249,913    | 241,400    | 8,512.79   | 241,400.00    |
| Third Coast Bank, TX                        | CD                       | 365 | 8/19/2024  | 5/13/2025  | 267  | 4.832% | 249,933    | 241,400    | 8,532.62   | 241,400.00    |
| ISDLAF+ TERM SERIES, IL                     | TS                       | 365 | 9/18/2024  | 5/16/2025  | 240  | 4.250% | 12,331,151 | 12,000,000 | 331,150.69 | 12,000,000.00 |
| Cornerstone Bank, NE                        | CD                       | 365 | 5/17/2023  | 5/16/2025  | 730  | 5.060% | 249,883    | 226,500    | 23,383.07  | 226,500.00    |
| Baxter Credit Union, IL                     | CD                       | 365 | 5/17/2023  | 5/16/2025  | 730  | 4.718% | 249,888    | 228,000    | 21,887.54  | 228,000.00    |
| BAC Community Bank, CA                      | CD                       | 365 | 5/22/2024  | 5/22/2025  | 365  | 5.058% | 249,881    | 237,850    | 12,031.38  | 237,850.00    |
| T Bank, National Association, TX            | CD                       | 365 | 5/22/2024  | 5/22/2025  | 365  | 5.108% | 249,893    | 237,750    | 12,143.38  | 237,750.00    |
| Western Alliance Bank, CA                   | CD                       | 365 | 5/22/2024  | 5/22/2025  | 365  | 5.212% | 249,879    | 237,500    | 12,378.50  | 237,500.00    |
| Wells Fargo Bank NA, 949764CT9              | DTC                      | 365 | 5/23/2023  | 5/23/2025  | 731  | 4.855% | 248,000    | 248,213    |            | 248,212.57    |
| Customers Bank, NY                          | CD                       | 364 | 6/20/2024  | 5/27/2025  | 341  | 5.001% | 13,083,993 | 12,500,000 |            | 12,500,000.00 |
| Customers Bank, NY                          | CD                       | 365 | 2/5/2025   | 6/24/2025  | 139  | 4.150% | 5,079,021  | 5,000,000  | 79,020.97  | 5,000,000.00  |
| US TREASURY N/B, 912828ZT0                  | SEC                      | 365 | 10/17/2024 | 5/31/2025  | 226  | 4.250% | 2,047,000  | 1,997,424  |            | 1,997,424.22  |
| WI TREASURY SEC., 912797NP8                 | SEC                      | 365 | 12/9/2024  | 6/5/2025   | 178  | 4.210% | 4,592,000  | 4,499,614  |            | 4,499,613.81  |
| Cendera Bank, National Association, TX      | CD                       | 365 | 1/9/2025   | 6/10/2025  | 152  | 4.092% | 249,887    | 245,700    |            | 245,700.00    |
| First Bank of Ohio, OH                      | CD                       | 365 | 1/9/2025   | 6/10/2025  | 152  | 4.092% | 249,887    | 245,700    |            | 245,700.00    |
| ISDLAF TERM SERIES                          | TS                       | 365 | 3/31/2025  | 7/1/2025   | 92   | 4.150% | 7,073,222  | 7,000,000  |            | 7,000,000.00  |
| US TREASURY N/B, 91282CAB7                  | SEC                      | 365 | 7/15/2021  | 7/31/2025  | 1477 | 0.530% | 2,020,000  | 1,997,433  |            | 1,997,432.81  |
| Western Alliance Bank, CA                   | CD                       | 365 | 3/5/2025   | 8/5/2025   | 153  | 4.120% | 5,086,351  | 5,000,000  | 86,350.68  | 5,000,000.00  |
| First National Bank, ME                     | CD                       | 365 | 8/19/2024  | 8/19/2025  | 365  | 4.544% | 249,859    | 239,000    | 10,859.30  | 239,000.00    |
| Preferred Bank, NY                          | CD                       | 365 | 8/19/2024  | 8/19/2025  | 365  | 4.636% | 249,871    | 238,800    | 11,071.44  | 238,800.00    |
| Western Alliance Bank, CA                   | CD                       | 365 | 12/6/2024  | 12/5/2025  | 364  | 4.282% | 1,064,912  | 1,021,300  | 43,612.25  | 1,021,300.00  |
| ServisFirst Bank, FL                        | CD                       | 365 | 12/6/2024  | 12/8/2025  | 367  | 4.393% | 249,870    | 239,300    | 10,570.05  | 239,300.00    |
| First State Bank of DeQueen, AR             | CD                       | 365 | 12/6/2024  | 12/8/2025  | 367  | 4.345% | 249,840    | 239,400    | 10,440.14  | 239,400.00    |
| Bank Haploaim B.M., NY                      | CD                       | 365 | 12/6/2024  | 5/29/2026  | 539  | 4.160% | 249,861    | 235,400    | 14,460.91  | 235,400.00    |
| PCSB Bank, 69324MBG9                        | DTC                      | 365 | 12/11/2024 | 6/11/2026  | 547  | 4.154% | 249,000    | 249,166    |            | 249,166.14    |
| OPTUM BANK INC, 68405VCT4                   | DTC                      | 365 | 12/11/2024 | 6/11/2026  | 547  | 4.120% | 244,000    | 244,281    |            | 244,280.89    |
| UNITED REPUBLIC BK OMAHA, 909242BX6         | DTC                      | 365 | 12/13/2024 | 6/15/2026  | 549  | 4.111% | 249,000    | 249,323    |            | 249,322.70    |
| First Priority Bank, OK                     | CD                       | 365 | 1/9/2025   | 7/1/2025   | 173  | 4.248% | 249,901    | 235,100    |            | 235,100.00    |
| First Internet Bank of Indiana, IN          | CD                       | 365 | 1/9/2025   | 7/1/2025   | 173  | 4.003% | 249,907    | 235,900    |            | 235,900.00    |
| First Capital Bank, SC                      | CD                       | 365 | 1/9/2025   | 7/1/2025   | 173  | 4.143% | 249,879    | 235,500    |            | 235,500.00    |
| US TREASURY N/B, 912828Y95                  | SEC                      | 365 | 7/15/2021  | 7/31/2026  | 1842 | 0.700% | 1,874,000  | 1,982,926  | -          | 1,982,926.25  |
| US TREASURY N/B, 91282CCP4                  | SEC                      | 365 | 2/5/2025   | 7/31/2025  | 176  | 4.070% | 2,103,000  | 1,999,739  |            | 1,999,739.41  |
| American Commercial Bank & Trust, Nat Assoc | CD                       | 365 | 3/5/2025   | 8/27/2025  | 175  | 4.093% | 249,759    | 235,500    |            | 235,500.00    |
| Affinity Bank, Nat Assoc, GA                | CD                       | 365 | 3/5/2025   | 8/27/2025  | 175  | 3.961% | 249,724    | 235,900    |            | 235,900.00    |
| Enterprise Bank, NE                         | CD                       | 365 | 3/5/2025   | 8/27/2025  | 175  | 3.853% | 249,768    | 236,300    |            | 236,300.00    |
| US TREASURY N/B, 91282CDG3                  | SEC                      | 365 | 2/5/2025   | 10/31/2026 | 633  | 4.070% | 2,095,000  | 1,992,951  |            | 1,992,950.59  |
| PMA/ISDLAF Liquid #10254-101                | Short term trust deposit | 365 |            | as needed  | n/a  | 4.245% |            | 2,819,754  | -          | 2,819,753.58  |
| PMA/ISDLAF Max #10254-101                   | Short term trust deposit | 365 |            | as needed  | n/a  | 4.259% |            | 20,210,775 | -          | 20,210,775.21 |

|                                                                                 |                          |     |           |           |     |        |            |   |                                            |
|---------------------------------------------------------------------------------|--------------------------|-----|-----------|-----------|-----|--------|------------|---|--------------------------------------------|
| PMA/ISDLAF LTD #10254-101                                                       | LTD Account              | 365 | 1/19/2021 | 3/31/2025 |     |        | 27,705,000 | - | 27,705,000.00                              |
| PMA/ISDLAF Liquid #10254-104                                                    | Short term trust deposit | 365 |           | as needed | n/a | 4.245% | 7,452,021  | - | 7,452,021.30                               |
| PMA/ISDLAF Max #10254-104                                                       | Short term trust deposit | 365 |           | as needed | n/a | 4.259% | 4          |   | 3.50                                       |
| <b>Total Operating Investments with PMA</b>                                     |                          |     |           |           |     |        |            |   | 164,121,741                                |
|                                                                                 |                          |     |           |           |     |        |            |   | Outstanding Items (7,452,496)              |
|                                                                                 |                          |     |           |           |     |        |            |   | Bond & Interest Fund Transfers (2,559,146) |
|                                                                                 |                          |     |           |           |     |        |            |   | Capital Fund Cash Balance -                |
| <b>TOTAL OPERATING FUNDS AS OF</b>                                              |                          |     |           | 31-Mar-25 |     |        |            |   | 154,110,100                                |
| <b>TOTAL BOND AND INTEREST FUND INVESTMENTS AS OF</b> (see page 5 for details): |                          |     |           | 31-Mar-25 |     |        |            |   | 3,410,830                                  |
| <b>TOTAL CAPITAL FUND INVESTMENTS AS OF</b>                                     |                          |     |           | 31-Mar-25 |     |        |            |   |                                            |
| <b>TOTAL FUNDS INVESTED</b> (Including Bond & Interest Fund)                    |                          |     |           |           |     |        |            |   | <b>\$ 157,520,930</b>                      |
| March 31, 2025                                                                  |                          |     |           |           |     |        |            |   |                                            |

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

| Depository or<br>Instrument                      | Type                     | #   | Bank<br>Year | Date<br>Purchased | Date of<br>Maturity | Term<br>(Days) | Rate<br>(%) | Par/Face | Principal<br>Invested | Earnings<br>to<br>Maturity      | Principal<br>Invested @<br>03/31/25 |           |
|--------------------------------------------------|--------------------------|-----|--------------|-------------------|---------------------|----------------|-------------|----------|-----------------------|---------------------------------|-------------------------------------|-----------|
| BOND AND INTEREST FUND INVESTMENTS               |                          |     |              |                   |                     |                |             |          |                       |                                 |                                     |           |
| NEXBANK, SSB-ICS, TX                             | SDA                      | 365 |              | 2/28/2025         |                     |                | 4.270%      | 135,268  | 135,268               | -                               | 135,268                             |           |
| PMA 1994 Escrow Fund; #10254-103-Liquid          | Short term trust deposit | 365 |              |                   | as needed           | n/a            | 4.245%      |          | 0                     | -                               | 0                                   |           |
| PMA 1994 Escrow Fund; #10254-103-Max             | Short term trust deposit | 365 |              |                   | as needed           | n/a            | 4.259%      |          | 716,417               | -                               | 716,417                             |           |
| Total B&I Investments with PMA                   |                          |     |              |                   |                     |                |             |          | 851,685               |                                 | 851,685                             |           |
| TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF: |                          |     |              |                   | 31-Mar-25           |                |             |          | 851,685               |                                 | 851,685                             |           |
|                                                  |                          |     |              |                   |                     |                |             |          |                       | Outstanding Items               |                                     |           |
|                                                  |                          |     |              |                   |                     |                |             |          |                       | Operating Fund Transfers        |                                     | 2,559,146 |
|                                                  |                          |     |              |                   |                     |                |             |          |                       | Cash Balance Per General Ledger |                                     | 3,410,830 |

# **BMO, Statement Period 03/06/2025 to 04/05/2025**

| Posting Date | Supplier               | Amount USD | Purpose |
|--------------|------------------------|------------|---------|
| 3/6/2025     | A One Taxi             | 28         | Staff   |
| 3/6/2025     | A-1 Airport Limousine  | 110.59     | Staff   |
| 3/6/2025     | American 0014455374698 | 35         | Staff   |
| 3/6/2025     | Chi Life T1 C27 Ord    | 7.4        | Staff   |
| 3/6/2025     | Dollar Tree            | 35         | Student |
| 3/6/2025     | Dunkin #353718 Q35     | 198.05     | Staff   |
| 3/6/2025     | Eb Pete Ellman Big Ba  | 13.07      | Staff   |
| 3/6/2025     | Ezcater Tropical Smoot | 418.41     | Staff   |
| 3/6/2025     | Fastsigns 100801       | 30.47      | Staff   |
| 3/6/2025     | Jewel Osco 3451        | 5.96       | Student |
| 3/6/2025     | Jimmy Johns - 0466 - M | 358.69     | Student |
| 3/6/2025     | Manchu Wok Hk Ord      | 20.67      | Staff   |
| 3/6/2025     | Menards Carpentersvill | 59.42      | B&G     |
| 3/6/2025     | Panera Bread #203291 O | 199.12     | Staff   |
| 3/6/2025     | Py Americas Dog Ohare  | 19.89      | Staff   |
| 3/6/2025     | Samsclub #6339         | 49.44      | Student |
| 3/6/2025     | Sp European Sports     | 216.68     | Student |
| 3/6/2025     | Sq Pride               | 81.7       | Staff   |
| 3/6/2025     | Steiner Elec Elk Grove | -298.42    | B&G     |
| 3/6/2025     | Target 00018010        | 55.4       | Student |
| 3/6/2025     | Taylor Street Pizza Of | 34.31      | Staff   |
| 3/6/2025     | The Home Depot #1940   | 90.81      | B&G     |
| 3/6/2025     | The Home Depot #1948   | 498        | B&G     |
| 3/6/2025     | The Home Depot #1948   | 255.8      | B&G     |
| 3/6/2025     | The Ups Store 806      | 35.63      | Staff   |
| 3/6/2025     | Tst Bourbon House      | 126.11     | Staff   |
| 3/6/2025     | Tst Lou Malnatis - L   | 2,952.42   | Student |
| 3/6/2025     | Tst The Village Squire | 29.97      | Staff   |
| 3/6/2025     | Tst The Village Squire | 22.47      | Staff   |
| 3/6/2025     | Tst The Village Squire | 24.98      | Staff   |
| 3/6/2025     | Uber Trip              | 64.69      | Staff   |
| 3/6/2025     | Uber Trip              | 53.92      | Staff   |
| 3/6/2025     | Uber Trip              | 14.79      | Staff   |
| 3/6/2025     | Uber Trip              | 98.61      | Staff   |
| 3/6/2025     | Usps Po 1600960102     | 146        | Staff   |
| 3/6/2025     | Usps Po 1613080110     | 19.42      | Staff   |
| 3/6/2025     | Wal-Mart #1531         | 300        | Student |
| 3/6/2025     | Wal-Mart #5060         | 517.92     | Student |
| 3/6/2025     | Wal-Mart #5060         | 13.76      | Student |
| 3/6/2025     | Walmart.Com            | 189.98     | Staff   |
| 3/6/2025     | Walmart.Com 8009256278 | 158.78     | Staff   |
| 3/6/2025     | Walmart.Com 8009256278 | 209.57     | Staff   |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/6/2025  | Wm Supercenter #5060   | 35.48    | Student |
| 3/7/2025  | Autozone #4431         | 12.99    | Student |
| 3/7/2025  | Black Angus-1087       | 33.72    | Staff   |
| 3/7/2025  | Carls Jr Norcal 503    | 17.62    | Staff   |
| 3/7/2025  | Everything Clean Laund | 112.13   | Student |
| 3/7/2025  | Exchng Visitor Prog    | 1,468.00 | Staff   |
| 3/7/2025  | Fedex34487447          | 32.8     | Staff   |
| 3/7/2025  | Four Seasons Chemin    | 468.7    | Staff   |
| 3/7/2025  | Homedepot.Com          | 99.2     | B&G     |
| 3/7/2025  | Illinois School Psycho | -55      | Staff   |
| 3/7/2025  | Jewel Osco 3394        | 31.96    | Student |
| 3/7/2025  | Jimmy Johns - 836      | 87.17    | Student |
| 3/7/2025  | Meijer # 183           | 12.66    | Student |
| 3/7/2025  | Meijer Store #206      | 99.61    | Student |
| 3/7/2025  | Menards Carpentersvill | 50.3     | B&G     |
| 3/7/2025  | Panera Bread #204091 O | 142.74   | Staff   |
| 3/7/2025  | The Home Depot #1934   | 18.1     | B&G     |
| 3/7/2025  | The Home Depot #1940   | 80.81    | B&G     |
| 3/7/2025  | The Home Depot #1940   | 39.94    | B&G     |
| 3/7/2025  | The Home Depot #1948   | 358.7    | B&G     |
| 3/7/2025  | The Home Depot #1948   | 108.03   | B&G     |
| 3/7/2025  | Tst Ugly Dog Saloon &  | 22.7     | Staff   |
| 3/7/2025  | Tst Ugly Dog Saloon &  | 23.1     | Staff   |
| 3/7/2025  | Tst Ugly Dog Saloon &  | 42.8     | Staff   |
| 3/7/2025  | Tst Ugly Dog Saloon &  | 20.7     | Staff   |
| 3/7/2025  | Tst Ugly Dog Saloon &  | 23.1     | Staff   |
| 3/7/2025  | Tst Ugly Dog Saloon &  | 18.7     | Staff   |
| 3/7/2025  | United 01644776876654  | 40       | Staff   |
| 3/7/2025  | Village Pizza & Pub    | 204.46   | Staff   |
| 3/7/2025  | Wal-Mart #1531         | 34.29    | Student |
| 3/7/2025  | Wal-Mart #3434         | 17.94    | Student |
| 3/7/2025  | Wal-Mart #5060         | 94.64    | Student |
| 3/7/2025  | Wm Supercenter #5060   | 21.5     | Student |
| 3/7/2025  | Zieglers Ace Hdwe      | 71.96    | B&G     |
| 3/7/2025  | Zieglers Ace Hdwe      | 107.97   | B&G     |
| 3/10/2025 | A-1 Airport Limousine  | 110.59   | Staff   |
| 3/10/2025 | American 0014455638527 | 35       | Staff   |
| 3/10/2025 | Batteries+bulbs #1028  | 199      | Staff   |
| 3/10/2025 | Bjs Restaurants 458    | 24.57    | Staff   |
| 3/10/2025 | Black Angus-1087       | 24.91    | Staff   |
| 3/10/2025 | Briquette              | 268.95   | Staff   |
| 3/10/2025 | Briquette              | 268.95   | Staff   |
| 3/10/2025 | Briquette              | 268.95   | Staff   |
| 3/10/2025 | Buona Algonquin #20 M  | 160      | Staff   |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/10/2025 | Caseys #3066           | 24.05    | Staff   |
| 3/10/2025 | Chilis C East Msy      | 4.95     | Staff   |
| 3/10/2025 | Cvent District Manage  | -695     | Staff   |
| 3/10/2025 | Doubletree Bakersfield | 618.31   | Staff   |
| 3/10/2025 | Dunkin #352141         | 68.46    | Staff   |
| 3/10/2025 | Fairfield Inn & Suites | 378.56   | Staff   |
| 3/10/2025 | Fairfield Inn & Suites | 378.56   | Staff   |
| 3/10/2025 | Fairfield Inn & Suites | 378.56   | Staff   |
| 3/10/2025 | Fedex Offic15900015925 | 16.07    | Staff   |
| 3/10/2025 | Gustave A Larson Compa | 55.29    | B&G     |
| 3/10/2025 | Hilton Hotels          | 951.18   | Staff   |
| 3/10/2025 | Hilton Hotels          | 951.18   | Staff   |
| 3/10/2025 | Hilton Hotels          | 951.18   | Staff   |
| 3/10/2025 | Hilton Hotels          | 951.18   | Staff   |
| 3/10/2025 | Hilton Hotels          | 951.18   | Staff   |
| 3/10/2025 | Hilton Hotels          | 1,038.74 | Staff   |
| 3/10/2025 | Hilton Hotels          | 951.18   | Staff   |
| 3/10/2025 | Hobby-Lobby #520       | 583.63   | Student |
| 3/10/2025 | Hobby-Lobby #520       | 25.87    | Student |
| 3/10/2025 | Illinoisswimm-F41e16t1 | 26.06    | Student |
| 3/10/2025 | Jewel Osco 1306        | 32.26    | Student |
| 3/10/2025 | Jewel Osco 2310        | 76.69    | Student |
| 3/10/2025 | Jewel Osco 3451        | 51.71    | Student |
| 3/10/2025 | Jewel Osco 3451        | 45.64    | Student |
| 3/10/2025 | Joann Stores #2465     | 7.48     | Student |
| 3/10/2025 | Lot A Eps              | 132      | Staff   |
| 3/10/2025 | Lot A Pay On Foot      | 192      | Staff   |
| 3/10/2025 | Marianos #505          | 105.02   | Student |
| 3/10/2025 | Marriott Tampa Watersi | 1,102.74 | Staff   |
| 3/10/2025 | Meijer # 206           | 127.51   | Student |
| 3/10/2025 | Menards Carpentersvill | -97.8    | B&G     |
| 3/10/2025 | Menards Carpentersvill | 118.67   | B&G     |
| 3/10/2025 | Menards Carpentersvill | 86.05    | B&G     |
| 3/10/2025 | Menards Sycamore Il    | 25.96    | B&G     |
| 3/10/2025 | New Orleans Airport    | 26.84    | Staff   |
| 3/10/2025 | Nola Convention Center | 11.62    | Staff   |
| 3/10/2025 | Nola Convention Center | 15.5     | Staff   |
| 3/10/2025 | Nola Convention Center | 12.73    | Staff   |
| 3/10/2025 | Nola Convention Center | 21.32    | Staff   |
| 3/10/2025 | Openai Chatgpt Subscr  | 20       | Staff   |
| 3/10/2025 | Papa Saverios - Huntle | 51.7     | Staff   |
| 3/10/2025 | Sams Club #6339        | 27.93    | Student |
| 3/10/2025 | Sams Club #6339        | 108.54   | Student |
| 3/10/2025 | Sq American Associati  | 70.4     | Staff   |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/10/2025 | Sq American Associati  | 70.4     | Staff   |
| 3/10/2025 | Sq Legacytransportati  | 126.5    | Staff   |
| 3/10/2025 | Sq Tpa - Rac Curbside  | 6        | Staff   |
| 3/10/2025 | Sticker Mule           | 245      | Staff   |
| 3/10/2025 | Taqueria La Lucha      | 22.44    | Staff   |
| 3/10/2025 | Taqueria La Lucha      | 28.86    | Staff   |
| 3/10/2025 | Taqueria La Lucha      | 38.1     | Staff   |
| 3/10/2025 | Taqueria La Lucha      | 16.92    | Staff   |
| 3/10/2025 | Target 00008359        | 11.32    | Student |
| 3/10/2025 | Taylor Street Pizza Of | 2,151.86 | Student |
| 3/10/2025 | Taylor Street Pizza Of | 113.42   | Staff   |
| 3/10/2025 | The Home Depot #1940   | 164.34   | B&G     |
| 3/10/2025 | The Home Depot #1940   | 110.48   | B&G     |
| 3/10/2025 | The Home Depot #1940   | 81.63    | B&G     |
| 3/10/2025 | The Home Depot #1940   | 29.99    | B&G     |
| 3/10/2025 | The Home Depot #1940   | 278.21   | B&G     |
| 3/10/2025 | The Home Depot #1940   | 170.16   | B&G     |
| 3/10/2025 | The Home Depot #1940   | 7.3      | B&G     |
| 3/10/2025 | The Home Depot #1940   | 108.18   | B&G     |
| 3/10/2025 | The Home Depot #1940   | 50.82    | B&G     |
| 3/10/2025 | The Home Depot #1940   | 59.11    | B&G     |
| 3/10/2025 | The Home Depot #1940   | 392.85   | B&G     |
| 3/10/2025 | The Home Depot #1948   | 28.05    | B&G     |
| 3/10/2025 | The Home Depot #1948   | 55.31    | B&G     |
| 3/10/2025 | The Home Depot #1982   | 40.87    | B&G     |
| 3/10/2025 | The Home Depot #6701   | 341.59   | B&G     |
| 3/10/2025 | Tst High Flying Foods  | 24.37    | Staff   |
| 3/10/2025 | United 01644785505576  | 40       | Staff   |
| 3/10/2025 | Wal-Mart #1413         | 132.78   | Student |
| 3/10/2025 | Wal-Mart #1531         | 20.6     | Student |
| 3/10/2025 | Wal-Mart #1531         | 23.84    | Student |
| 3/10/2025 | Wal-Mart #4641         | 180.37   | Student |
| 3/10/2025 | Wal-Mart #4641         | 239.22   | Student |
| 3/10/2025 | Wal-Mart #4641         | 81.94    | Student |
| 3/10/2025 | Wal-Mart #5060         | 87.78    | Student |
| 3/10/2025 | Wal-Mart #5060         | 64.14    | Student |
| 3/10/2025 | Wm Supercenter #4641   | 50.16    | Student |
| 3/10/2025 | Zieglers Ace Hdwe      | 13.71    | B&G     |
| 3/11/2025 | Adobe Inc.             | 29.99    | Staff   |
| 3/11/2025 | C & L Rentals          | 100.27   | B&G     |
| 3/11/2025 | Elgin Key & Lock Co    | 86.39    | B&G     |
| 3/11/2025 | Ferguson Ent #1123     | 37.61    | B&G     |
| 3/11/2025 | Ferguson Ent #1123     | 254.53   | B&G     |
| 3/11/2025 | Five Below 716         | 127.15   | Student |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/11/2025 | Jimmy Johns - 0466     | 97.18    | Student |
| 3/11/2025 | Joann Stores #2465     | 31.16    | Student |
| 3/11/2025 | Lowes #01739           | 165.69   | B&G     |
| 3/11/2025 | Metra Mobile           | 13.5     | Staff   |
| 3/11/2025 | Personalization Mall   | 55.48    | Staff   |
| 3/11/2025 | Popshelf #25765        | 25       | Student |
| 3/11/2025 | The Home Depot #1934   | 99.06    | B&G     |
| 3/11/2025 | Uber Trip              | 22.9     | Staff   |
| 3/11/2025 | Uber Trip              | 8.45     | Staff   |
| 3/11/2025 | Uber Trip              | 46.97    | Staff   |
| 3/11/2025 | Uber Trip              | 20.91    | Staff   |
| 3/11/2025 | Uber Trip              | 105.7    | Staff   |
| 3/11/2025 | Usps Po 1622380118     | 219      | Staff   |
| 3/11/2025 | Wal-Mart #1531         | 63.08    | Student |
| 3/11/2025 | Wal-Mart #1531         | 82.34    | Student |
| 3/11/2025 | Wal-Mart #1531         | 145.84   | Student |
| 3/11/2025 | Wal-Mart #4641         | 31.14    | Student |
| 3/11/2025 | Wal-Mart #5060         | 45.2     | Student |
| 3/11/2025 | Wm Supercenter #4641   | 7.12     | Student |
| 3/11/2025 | Wm Supercenter #5060   | 51.5     | Student |
| 3/11/2025 | Zieglers Ace Hdwe      | 46.98    | B&G     |
| 3/12/2025 | Autozone #2549         | 10.79    | Student |
| 3/12/2025 | Batteries+bulbs #1028  | 20.85    | Staff   |
| 3/12/2025 | Einstein Bros-Online C | 108.21   | Staff   |
| 3/12/2025 | Ezcater Panera Bread   | 190.36   | Staff   |
| 3/12/2025 | Gustave A Larson Compa | 87.34    | B&G     |
| 3/12/2025 | Gustave A Larson Compa | 250.06   | B&G     |
| 3/12/2025 | Hoelscher I            | 3,035.00 | B&G     |
| 3/12/2025 | Jewel #3198            | 13.12    | Student |
| 3/12/2025 | Jewel Osco 3451        | 91.64    | Student |
| 3/12/2025 | Lou Malnatis Pizzeria  | 136.85   | Staff   |
| 3/12/2025 | Lou Malnatis Pizzeria  | 182.38   | Staff   |
| 3/12/2025 | Lou Malnatis Pizzeria  | -182.38  | Staff   |
| 3/12/2025 | Lowes #01739           | 176.25   | B&G     |
| 3/12/2025 | Meijer Store #206      | 118.25   | Student |
| 3/12/2025 | Metra Mobile           | 13.5     | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 35       | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 35       | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 35       | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 35       | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 35       | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 70       | Staff   |
| 3/12/2025 | Paypal D300foundat D3  | 70       | Staff   |
| 3/12/2025 | Rogue                  | 384      | Student |



|           |                        |        |         |
|-----------|------------------------|--------|---------|
| 3/12/2025 | Sullivans Foods Mar    | 294.59 | Student |
| 3/12/2025 | The Home Depot #1940   | 68.69  | B&G     |
| 3/12/2025 | The Home Depot #1940   | 73.94  | B&G     |
| 3/12/2025 | The Home Depot #1940   | 633.23 | B&G     |
| 3/12/2025 | The Home Depot #1940   | 31.88  | B&G     |
| 3/12/2025 | The Home Depot #1948   | 125.63 | B&G     |
| 3/12/2025 | Trane Supply-112420    | 43.15  | B&G     |
| 3/12/2025 | Uber Trip              | 19.91  | Staff   |
| 3/12/2025 | Uber Trip              | 22.95  | Staff   |
| 3/12/2025 | Uber Trip              | 3      | Staff   |
| 3/12/2025 | Uber Trip              | 24.96  | Staff   |
| 3/12/2025 | Uber Trip              | 13.94  | Staff   |
| 3/12/2025 | Uber Trip              | 22.94  | Staff   |
| 3/12/2025 | Wal-Mart #1531         | 5      | Student |
| 3/12/2025 | Wal-Mart #1531         | 95.74  | Student |
| 3/12/2025 | Wal-Mart #1531         | 124.9  | Student |
| 3/12/2025 | Wal-Mart #1531         | 63.94  | Student |
| 3/12/2025 | Wal-Mart #1531         | 117.47 | Student |
| 3/12/2025 | Wal-Mart #5060         | 44.12  | Student |
| 3/12/2025 | Wal-Mart #5352         | 27.19  | Student |
| 3/12/2025 | Walmart.Com            | 116.92 | Staff   |
| 3/12/2025 | Walmart.Com 8009256278 | 101.04 | Staff   |
| 3/12/2025 | Wm Supercenter #5060   | 75.73  | Student |
| 3/13/2025 | Courtyard By Marriott  | 20.01  | Staff   |
| 3/13/2025 | Dollar Tree            | 46.25  | Student |
| 3/13/2025 | Dunkin #362794         | 170.79 | Staff   |
| 3/13/2025 | Ed S Rental And Sales  | 80     | B&G     |
| 3/13/2025 | Ezcater Rosatis Pizza  | 154.87 | Staff   |
| 3/13/2025 | Gustave A Larson Compa | 87.34  | B&G     |
| 3/13/2025 | Gustave A Larson Compa | 43.98  | B&G     |
| 3/13/2025 | Liberty Lanes          | 149.04 | Student |
| 3/13/2025 | Lowes #01739           | 81.94  | B&G     |
| 3/13/2025 | Meijer # 206           | 46.97  | Student |
| 3/13/2025 | Meijer Store #206      | 40.5   | Student |
| 3/13/2025 | Menards Antigo Wi      | 69.81  | B&G     |
| 3/13/2025 | Menards Carpentersvill | 14.99  | B&G     |
| 3/13/2025 | Menards Carpentersvill | 80.74  | B&G     |
| 3/13/2025 | Metra Mobile           | 13.5   | Staff   |
| 3/13/2025 | Openai Chatgpt Subscr  | 20     | Staff   |
| 3/13/2025 | Sams Club #6339        | 48.92  | Student |
| 3/13/2025 | Target 00018010        | 93.91  | Student |
| 3/13/2025 | The Home Depot #1940   | 165.63 | B&G     |
| 3/13/2025 | The Home Depot #1948   | 114.59 | B&G     |
| 3/13/2025 | Uber Trip              | 18.93  | Staff   |

|           |                        |        |         |
|-----------|------------------------|--------|---------|
| 3/13/2025 | Uber Trip              | 23.93  | Staff   |
| 3/13/2025 | Uber Trip              | 14.97  | Staff   |
| 3/13/2025 | Uber Trip              | 14.95  | Staff   |
| 3/13/2025 | Wal-Mart #1531         | 179.36 | Student |
| 3/13/2025 | Wal-Mart #1531         | 86.12  | Student |
| 3/13/2025 | Wal-Mart #4641         | 68.53  | Student |
| 3/13/2025 | Wal-Mart #5060         | 308.64 | Student |
| 3/13/2025 | Wal-Mart #5060         | 69.27  | Student |
| 3/13/2025 | Walmart.Com            | 494.95 | Staff   |
| 3/13/2025 | Wm Supercenter #4641   | 420.23 | Student |
| 3/13/2025 | Zieglers Ace Hdwe      | 8.56   | B&G     |
| 3/14/2025 | Best Buy 00003152      | 466.53 | Staff   |
| 3/14/2025 | Ezcaten Panera Bread   | 294.93 | Staff   |
| 3/14/2025 | Farm & Fleet Of Elgin  | 816.67 | B&G     |
| 3/14/2025 | Ferguson Ent #1123     | 28.58  | B&G     |
| 3/14/2025 | Herffjonesil.Com       | 288    | Staff   |
| 3/14/2025 | In-N-Out Industry      | 24.31  | Staff   |
| 3/14/2025 | Jewel Osco 3451        | 49.17  | Student |
| 3/14/2025 | Southwes 5262321531077 | 336.96 | Staff   |
| 3/14/2025 | Target 00018010        | 23.48  | Student |
| 3/14/2025 | The Home Depot #1940   | 65.36  | B&G     |
| 3/14/2025 | The Home Depot #1948   | 49.97  | B&G     |
| 3/14/2025 | Uber Trip              | 4.98   | Staff   |
| 3/14/2025 | Uber Trip              | 24.92  | Staff   |
| 3/14/2025 | Wal-Mart #1531         | 494.95 | Student |
| 3/14/2025 | Wal-Mart #1531         | 14     | Student |
| 3/14/2025 | Wal-Mart #1531         | 247.82 | Student |
| 3/17/2025 | Amazon MktpL Tk10a9533 | 388.57 | Staff   |
| 3/17/2025 | Batteries+bulbs #0280  | 70.2   | Staff   |
| 3/17/2025 | Batteries+bulbs #1028  | 71.8   | Staff   |
| 3/17/2025 | Batteries+bulbs #1028  | 178.84 | Staff   |
| 3/17/2025 | Butera Fruit Market    | 23.73  | Student |
| 3/17/2025 | Courtyard By Marriott  | 645.94 | Staff   |
| 3/17/2025 | Dunkin #353718 Q35     | 29.18  | Staff   |
| 3/17/2025 | Dunkin #353988 Q35     | 29.98  | Staff   |
| 3/17/2025 | Expedia 73054719468629 | 215.94 | Staff   |
| 3/17/2025 | Gustave A Larson Compa | 135.2  | B&G     |
| 3/17/2025 | Gustave A Larson Compa | 31.02  | B&G     |
| 3/17/2025 | Humblefax              | 10     | Staff   |
| 3/17/2025 | Jewel Osco 3451        | 20.27  | Student |
| 3/17/2025 | Jimmy Johns - 0466     | 108.46 | Student |
| 3/17/2025 | Little Caesars #1713   | 41.33  | Student |
| 3/17/2025 | Little Caesars #1713   | 84.82  | Student |
| 3/17/2025 | Marriott Baltimore Inn | 982.32 | Staff   |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/17/2025 | Marriott Baltimore Inn | 982.32   | Staff   |
| 3/17/2025 | Marriott Baltimore Inn | 982.32   | Staff   |
| 3/17/2025 | Marriott Baltimore Inn | 982.32   | Staff   |
| 3/17/2025 | McAlisters 101345      | 222.92   | Staff   |
| 3/17/2025 | Meijer Store #206      | 24.49    | Student |
| 3/17/2025 | Menards Carpentersvill | 98.95    | B&G     |
| 3/17/2025 | Panera Bread #204091 O | 133.85   | Staff   |
| 3/17/2025 | Parts Town, Llc        | 830.01   | B&G     |
| 3/17/2025 | Pivotal Weather-Llc    | 9.99     | Staff   |
| 3/17/2025 | Samsclub.Com           | 548.56   | Staff   |
| 3/17/2025 | Sp European Sports     | 114.6    | Student |
| 3/17/2025 | Spi Directv Service    | 157.97   | Staff   |
| 3/17/2025 | Sq Churros Tinoco Inc  | 355.5    | Staff   |
| 3/17/2025 | Taylor Street Pizza Of | 2,130.81 | Student |
| 3/17/2025 | Taylor Street Pizza Of | 39.56    | Student |
| 3/17/2025 | Taylor Street Pizza Of | 53.86    | Student |
| 3/17/2025 | Taylor Street Pizza Of | 57.75    | Student |
| 3/17/2025 | The Home Depot #1934   | 152.19   | B&G     |
| 3/17/2025 | The Home Depot #1940   | 156.75   | B&G     |
| 3/17/2025 | The Home Depot #1940   | 19.93    | B&G     |
| 3/17/2025 | The Home Depot #1940   | 20.97    | B&G     |
| 3/17/2025 | The Home Depot #1940   | 1,107.06 | B&G     |
| 3/17/2025 | The Home Depot #1940   | 580.59   | B&G     |
| 3/17/2025 | The Home Depot #1940   | 49.27    | B&G     |
| 3/17/2025 | The Home Depot #1948   | 262.32   | B&G     |
| 3/17/2025 | The Home Depot #1948   | 207.07   | B&G     |
| 3/17/2025 | The Home Depot #1948   | 125.73   | B&G     |
| 3/17/2025 | The Home Depot #1948   | 151.98   | B&G     |
| 3/17/2025 | Tjmaxx #0313           | 45.93    | Student |
| 3/17/2025 | Topaz Labs Software    | 596      | Staff   |
| 3/17/2025 | Trane Supply-112420    | 27.25    | B&G     |
| 3/17/2025 | Tst El Fuego Tacos And | 305      | Staff   |
| 3/17/2025 | Tst Wetzels Pretzels   | 36.82    | Staff   |
| 3/17/2025 | Wal-Mart #1531         | 32.24    | Student |
| 3/17/2025 | Wal-Mart #1531         | 177.32   | Student |
| 3/17/2025 | Wal-Mart #4641         | 76.76    | Student |
| 3/17/2025 | Wal-Mart #5060         | 14.84    | Student |
| 3/17/2025 | Wal-Mart #5060         | 53.5     | Student |
| 3/17/2025 | Wal-Mart #5060         | 68.67    | Student |
| 3/17/2025 | Walmart.Com            | 128.48   | Staff   |
| 3/17/2025 | Wm Supercenter #1413   | 62       | Student |
| 3/17/2025 | Wm Supercenter #1814   | 8.7      | Student |
| 3/17/2025 | Wm Supercenter #1814   | 17.89    | Student |
| 3/17/2025 | Wm Supercenter #4641   | 36.61    | Student |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/17/2025 | Wm Supercenter #5060   | 265.2    | Student |
| 3/17/2025 | Wyndham Springfield Ci | 296.4    | Staff   |
| 3/17/2025 | Ziegler-Carpentersvill | 95.97    | B&G     |
| 3/17/2025 | Zieglers Ace Hdwe      | 50.98    | B&G     |
| 3/18/2025 | Automationdirect.Com   | 39       | Staff   |
| 3/18/2025 | Automationdirect.Com   | 1,159.75 | Staff   |
| 3/18/2025 | Dollar Tree            | 36.25    | Student |
| 3/18/2025 | Ecc Vpac               | 50       | Staff   |
| 3/18/2025 | Hampshire Napa         | 8.81     | Student |
| 3/18/2025 | Jersey Mikes Online Uc | 52.78    | Staff   |
| 3/18/2025 | Meijer # 206           | 69.19    | Student |
| 3/18/2025 | Meijer # 206           | 56.92    | Student |
| 3/18/2025 | Target 00018010        | 17.88    | Student |
| 3/18/2025 | Trinity Landscape      | 511      | B&G     |
| 3/18/2025 | Wal-Mart #1413         | 49.54    | Student |
| 3/18/2025 | Wal-Mart #1531         | 123.76   | Student |
| 3/18/2025 | Wal-Mart #2815         | 90.38    | Student |
| 3/18/2025 | Wal-Mart #4641         | 289.18   | Student |
| 3/18/2025 | Wal-Mart #5060         | 20.89    | Student |
| 3/18/2025 | Walmart.Com            | 21.98    | Staff   |
| 3/18/2025 | Wm Supercenter #5060   | 47.15    | Student |
| 3/19/2025 | 4te Community Unit Sch | 30.87    | Staff   |
| 3/19/2025 | Amazon.Com Pd5lo1if3   | 1,000.00 | Staff   |
| 3/19/2025 | Gamechanger Media, Inc | 253.94   | Student |
| 3/19/2025 | Gustave A Larson Compa | 167.32   | B&G     |
| 3/19/2025 | Gustave A Larson Compa | 343.79   | B&G     |
| 3/19/2025 | Jewel Osco 3394        | 15.96    | Student |
| 3/19/2025 | Jewel Osco 3451        | 27.62    | Student |
| 3/19/2025 | Lowes #01739           | 128.96   | B&G     |
| 3/19/2025 | Lowes #01739           | -3.79    | B&G     |
| 3/19/2025 | Lowes #01739           | 49.69    | B&G     |
| 3/19/2025 | Meijer # 206           | 70.02    | Student |
| 3/19/2025 | Menards Carpentersvill | 119.96   | B&G     |
| 3/19/2025 | Napa Store 3018050     | 33.52    | Student |
| 3/19/2025 | Papa Johns #3303       | 159.8    | Student |
| 3/19/2025 | Target 00018010        | 57.56    | Student |
| 3/19/2025 | Taylor Street Pizza Of | 104.41   | Staff   |
| 3/19/2025 | The Flag Store         | 209.85   | B&G     |
| 3/19/2025 | The Ups Store 2361     | 16.07    | Staff   |
| 3/19/2025 | The Ups Store 6063     | 18.49    | Staff   |
| 3/19/2025 | Wal-Mart #1531         | 128.54   | Student |
| 3/19/2025 | Wal-Mart #1531         | 65.96    | Student |
| 3/19/2025 | Wal-Mart #5060         | 24.91    | Student |
| 3/19/2025 | Wal-Mart #5060         | 112.07   | Student |

|           |                        |        |         |
|-----------|------------------------|--------|---------|
| 3/19/2025 | Walmart.Com            | -55.96 | Staff   |
| 3/19/2025 | Wm Supercenter #5060   | 150.7  | Student |
| 3/20/2025 | A-1 Airport Limousine  | 116.54 | Staff   |
| 3/20/2025 | Auntie Annes-Ohare     | 17.3   | Staff   |
| 3/20/2025 | Country Inn & Stes Spr | 179.17 | Staff   |
| 3/20/2025 | Country Inn & Stes Spr | 179.17 | Staff   |
| 3/20/2025 | Crumbl Algonquin       | 482.72 | Staff   |
| 3/20/2025 | Delta 00642360421813   | 35     | Staff   |
| 3/20/2025 | Dunkin #345659 Q35     | 68.46  | Staff   |
| 3/20/2025 | Dunkin #353718 Q35     | 539.83 | Staff   |
| 3/20/2025 | Farm & Fleet Of Elgin  | 324.9  | B&G     |
| 3/20/2025 | Ferguson Ent #1123     | 221.34 | B&G     |
| 3/20/2025 | Ferguson Ent #1123     | 32.56  | B&G     |
| 3/20/2025 | Gamechanger Media, Inc | -14.94 | Student |
| 3/20/2025 | Hilton Atlanta Point O | 24.8   | Staff   |
| 3/20/2025 | Hudsonnews St864       | 14.3   | Staff   |
| 3/20/2025 | Jewel Osco 1256        | 9.19   | Student |
| 3/20/2025 | Jewel Osco 2310        | 86.9   | Student |
| 3/20/2025 | Julius Ai - Data Ast   | 150    | Staff   |
| 3/20/2025 | Lowes #01739           | 169.98 | B&G     |
| 3/20/2025 | Martin One Source      | 190.5  | Staff   |
| 3/20/2025 | Meijer Store #206      | 116.62 | Student |
| 3/20/2025 | Menards Carpentersvill | 48.01  | B&G     |
| 3/20/2025 | Menards Carpentersvill | 71.97  | B&G     |
| 3/20/2025 | Officemax/Depot 6370   | 63.86  | Staff   |
| 3/20/2025 | Panera Bread #203291 O | 366.72 | Staff   |
| 3/20/2025 | Papa Johns 4534        | 55.08  | Student |
| 3/20/2025 | Py Americas Dog Ohare  | 16.38  | Staff   |
| 3/20/2025 | Rosatis Pizza - Algonq | 94.09  | Student |
| 3/20/2025 | Shell Oil 10089689003  | 63.12  | Student |
| 3/20/2025 | Sq Roll N Donuts       | 52.89  | Staff   |
| 3/20/2025 | Sq Sweetness Cookie C  | 367.5  | Staff   |
| 3/20/2025 | Subway 6174            | 49.97  | Student |
| 3/20/2025 | Subway 7479            | 139    | Student |
| 3/20/2025 | The Home Depot #1940   | 137.42 | B&G     |
| 3/20/2025 | The Home Depot #1940   | 18.78  | B&G     |
| 3/20/2025 | Tuscany Ord            | 38.24  | Staff   |
| 3/20/2025 | U Of I Crop Science    | 90     | Staff   |
| 3/20/2025 | Uber Trip              | 40.15  | Staff   |
| 3/20/2025 | Wal-Mart #1531         | 27.3   | Student |
| 3/20/2025 | Wal-Mart #1531         | 68.14  | Student |
| 3/20/2025 | Wal-Mart #4641         | 27.09  | Student |
| 3/20/2025 | Zieglers Ace Hdwe      | 14.95  | B&G     |
| 3/21/2025 | Amoco#1018900springqps | 85.28  | Student |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/21/2025 | Aws E-Commerce         | 630      | Staff   |
| 3/21/2025 | Cassidy Tire &service  | 1,519.08 | B&G     |
| 3/21/2025 | Chipotle 0999          | 32.96    | Staff   |
| 3/21/2025 | Fedex34946634          | 32.67    | Staff   |
| 3/21/2025 | Haiges Machinery, Inc. | 195      | B&G     |
| 3/21/2025 | Hilton Hotels          | 267.34   | Staff   |
| 3/21/2025 | Homedepot.Com          | 7,119.11 | B&G     |
| 3/21/2025 | Jewel Osco 3451        | 50.95    | Student |
| 3/21/2025 | Little Caesars 1551 00 | 99.17    | Student |
| 3/21/2025 | Mary Macs Tea Room     | 41.89    | Staff   |
| 3/21/2025 | McAlisters 101345      | 213.19   | Staff   |
| 3/21/2025 | Menards Carpentersvill | 78.78    | B&G     |
| 3/21/2025 | Menards Carpentersvill | 47.88    | B&G     |
| 3/21/2025 | Menards Carpentersvill | 34.76    | B&G     |
| 3/21/2025 | Menards Carpentersvill | 18.25    | B&G     |
| 3/21/2025 | Rosatis Pizza Hampshir | 129.25   | Student |
| 3/21/2025 | The Home Depot #1940   | 49.22    | B&G     |
| 3/21/2025 | The Home Depot #1948   | 50.87    | B&G     |
| 3/21/2025 | The Home Depot #1948   | 258      | B&G     |
| 3/21/2025 | Trane Supply-112420    | 239.57   | B&G     |
| 3/21/2025 | Trane Supply-112420    | 41.38    | B&G     |
| 3/21/2025 | U Of I Crop Science    | 45       | Staff   |
| 3/21/2025 | United 01644816839912  | 40       | Staff   |
| 3/21/2025 | Wal-Mart #1531         | 45.12    | Student |
| 3/21/2025 | Wal-Mart #1531         | 61.16    | Student |
| 3/21/2025 | Wal-Mart #4641         | 115.3    | Student |
| 3/21/2025 | Walmart.Com 8009256278 | -52.84   | Staff   |
| 3/21/2025 | Wm Supercenter #5060   | 118.37   | Student |
| 3/24/2025 | 6044 Atl Tropsmoothcaf | 21.3     | Staff   |
| 3/24/2025 | 6049 Atl Southernnatmk | 14.87    | Staff   |
| 3/24/2025 | A-1 Airport Limousine  | 127.14   | Staff   |
| 3/24/2025 | Aldi 40037             | 37.8     | Student |
| 3/24/2025 | Atlanta Airport        | 10.52    | Staff   |
| 3/24/2025 | Automationdirect.Com   | 63       | Staff   |
| 3/24/2025 | Batteries+bulbs #1028  | 623      | Staff   |
| 3/24/2025 | Buffalo Wild Wngs 0742 | 32.06    | Staff   |
| 3/24/2025 | Buona Algonquin #20    | 105.96   | Student |
| 3/24/2025 | Ccs Huntley            | 66.26    | B&G     |
| 3/24/2025 | Chick-Fil-A #04756     | 53.04    | Staff   |
| 3/24/2025 | Chick-Fil-A #04756     | 423.7    | Staff   |
| 3/24/2025 | Chipotle 0399          | 30       | Staff   |
| 3/24/2025 | Dd/Br #347245 Q35      | 14.99    | Staff   |
| 3/24/2025 | Delta 00642362194460   | 35       | Staff   |
| 3/24/2025 | Dollar Tree            | 67.5     | Student |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/24/2025 | Dunkin #345659 Q35     | 100      | Staff   |
| 3/24/2025 | Einstein Bros Bagels24 | 26.67    | Staff   |
| 3/24/2025 | Elevenlabs.io          | 5        | Staff   |
| 3/24/2025 | Guss Wf Fried Chicken  | 54.19    | Staff   |
| 3/24/2025 | Guss Wf Fried Chicken  | 50.67    | Staff   |
| 3/24/2025 | Gustave A Larson Compa | 62.35    | B&G     |
| 3/24/2025 | Hard Rock Atlanta R    | 106.59   | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 20.69    | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 13.07    | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 7.62     | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 2.18     | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 16.88    | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 17.42    | Staff   |
| 3/24/2025 | Hilton Atlanta Point O | 16.88    | Staff   |
| 3/24/2025 | Hilton Hotels          | 1,179.32 | Staff   |
| 3/24/2025 | Hilton Hotels          | 1,033.24 | Staff   |
| 3/24/2025 | Hilton Hotels          | 1,184.32 | Staff   |
| 3/24/2025 | Hilton Hotels          | 888.24   | Staff   |
| 3/24/2025 | Hsu S Gourmet          | 44       | Staff   |
| 3/24/2025 | Hsu S Gourmet          | 24.73    | Staff   |
| 3/24/2025 | Hsu S Gourmet          | 28.62    | Staff   |
| 3/24/2025 | Hsu S Gourmet          | 54.63    | Staff   |
| 3/24/2025 | Il Fire Marshal Fee    | 429.45   | Staff   |
| 3/24/2025 | Jean Transportation    | 52.2     | Staff   |
| 3/24/2025 | Jewel Osco 1306        | 31.96    | Student |
| 3/24/2025 | Jewel Osco 2310        | 52.73    | Student |
| 3/24/2025 | Jewel Osco 3451        | 24.36    | Student |
| 3/24/2025 | Jewel Osco 3451        | 59.87    | Student |
| 3/24/2025 | Marriott Atl Marquis F | 7.24     | Staff   |
| 3/24/2025 | Marriott Atl Marquis F | 7.24     | Staff   |
| 3/24/2025 | Menards Carpentersvill | 25.46    | B&G     |
| 3/24/2025 | Menards Carpentersvill | 15.69    | B&G     |
| 3/24/2025 | Menards Carpentersvill | 86.08    | B&G     |
| 3/24/2025 | Merci-Buku Gratuity    | 10       | Staff   |
| 3/24/2025 | Metro Cafe Diner Atlan | 29.8     | Staff   |
| 3/24/2025 | Metro Cafe Diner Atlan | 19.28    | Staff   |
| 3/24/2025 | Metro Cafe Diner Atlan | 38.49    | Staff   |
| 3/24/2025 | Metro Cafe Diner Atlan | 25.14    | Staff   |
| 3/24/2025 | Metro Cafe Diner Atlan | 28.07    | Staff   |
| 3/24/2025 | Midway Airport Parking | 161      | Staff   |
| 3/24/2025 | Samsclub #6228         | 186.84   | Student |
| 3/24/2025 | Sq Cascade Cab         | 54       | Staff   |
| 3/24/2025 | Target 00018010        | 52.81    | Student |
| 3/24/2025 | Tech Tool Supply, Llc  | 655.73   | B&G     |

|           |                        |          |                |
|-----------|------------------------|----------|----------------|
| 3/24/2025 | The Home Depot #1940   | 312.36   | B&G            |
| 3/24/2025 | The Home Depot #1948   | 138.25   | B&G            |
| 3/24/2025 | The Home Depot #1948   | 89.37    | B&G            |
| 3/24/2025 | Tmobile Postpaid Web   | 4,244.60 | Board Approved |
| 3/24/2025 | Tmobile Postpaid Web   | 5,023.55 | Board Approved |
| 3/24/2025 | Tst Grits And Eggs Br  | 41.37    | Staff          |
| 3/24/2025 | United 01644825828192  | 40       | Staff          |
| 3/24/2025 | Wal-Mart #1531         | 17.22    | Student        |
| 3/24/2025 | Wal-Mart #4641         | 62.27    | Student        |
| 3/24/2025 | Wal-Mart #5060         | 206.13   | Student        |
| 3/24/2025 | Walmart.Com 8009256278 | -136.46  | Staff          |
| 3/24/2025 | Wm Supercenter #1413   | 22.17    | Student        |
| 3/24/2025 | Wm Supercenter #1413   | 58.32    | Student        |
| 3/24/2025 | Wm Supercenter #5060   | 105.98   | Student        |
| 3/24/2025 | Wm Supercenter #5060   | 102.91   | Student        |
| 3/25/2025 | Amazon Reta Xj3t59xa3  | 76.47    | Staff          |
| 3/25/2025 | Auntie Anne`s Pretzels | 12.4     | Staff          |
| 3/25/2025 | Batteries Plus #0456   | 651.6    | Staff          |
| 3/25/2025 | Ccs Huntley            | 43.78    | B&G            |
| 3/25/2025 | Cyuptraining           | 804.5    | Staff          |
| 3/25/2025 | Elevenlabs.io          | 11       | Staff          |
| 3/25/2025 | Ezcater McAlisters Del | 250.36   | Staff          |
| 3/25/2025 | Ezcater Rosatis Pizza  | 825.6    | Staff          |
| 3/25/2025 | Jimmy Johns - 0466     | 98.54    | Student        |
| 3/25/2025 | Meijer # 206           | 170.21   | Student        |
| 3/25/2025 | Parts Town, Llc        | 166.6    | B&G            |
| 3/25/2025 | Parts Town, Llc        | 244.81   | B&G            |
| 3/25/2025 | Phlearn, Llc           | 99.99    | Staff          |
| 3/25/2025 | Red Robin No 343       | 173.87   | Staff          |
| 3/25/2025 | Siteone Landscape Supp | 85.86    | B&G            |
| 3/25/2025 | Siteone Landscape Supp | 240      | B&G            |
| 3/25/2025 | Wal-Mart #1531         | 148.17   | Student        |
| 3/25/2025 | Wm Supercenter #4641   | 3.84     | Student        |
| 3/25/2025 | Wm Supercenter #4641   | 220.84   | Student        |
| 3/26/2025 | Auntie Annes-Ohare     | -17.3    | Staff          |
| 3/26/2025 | Dollar Tree            | 8.75     | Student        |
| 3/26/2025 | Ed S Rental And Sales  | 550      | B&G            |
| 3/26/2025 | Einstein Bros Bagels24 | 57.87    | Staff          |
| 3/26/2025 | Fence Connection       | 35       | B&G            |
| 3/26/2025 | Frontera Grill Hk Ord  | 25.75    | Staff          |
| 3/26/2025 | Gfs Store #1913        | 571.13   | Student        |
| 3/26/2025 | Gustave A Larson Compa | 62.44    | B&G            |
| 3/26/2025 | Gustave A Larson Compa | 144.56   | B&G            |
| 3/26/2025 | Illinois Association O | 100      | Staff          |



|           |                        |          |                |
|-----------|------------------------|----------|----------------|
| 3/26/2025 | Jewel Osco 2313        | 288.75   | Student        |
| 3/26/2025 | Jimmy Johns - 0466     | 16.18    | Student        |
| 3/26/2025 | Joong Boo Market       | 34.78    | Staff          |
| 3/26/2025 | Liberty Lanes          | 217      | Student        |
| 3/26/2025 | McAlisters 101345      | -213.19  | Staff          |
| 3/26/2025 | Openai Chatgpt Subscr  | 20       | Staff          |
| 3/26/2025 | Parkhurst @ Nc #7641   | 207      | Student        |
| 3/26/2025 | Portillos Algonquin84o | 271.07   | Staff          |
| 3/26/2025 | Project Management Ins | 199      | Staff          |
| 3/26/2025 | Renishaw Inc           | 50       | Student        |
| 3/26/2025 | Rosati Carpentersville | 92.34    | Student        |
| 3/26/2025 | Sams Club #6339        | 191.68   | Student        |
| 3/26/2025 | Southpaw Enterprises I | 920.55   | B&G            |
| 3/26/2025 | Sullivans Foods Mar    | 135.92   | Student        |
| 3/26/2025 | The Home Depot #1934   | 143.1    | B&G            |
| 3/26/2025 | Trane Supply-112420    | -239.57  | B&G            |
| 3/26/2025 | Trane Supply-112420    | -41.38   | B&G            |
| 3/26/2025 | Trane Supply-112420    | 169.01   | B&G            |
| 3/26/2025 | Wal-Mart #1531         | 33.98    | Student        |
| 3/26/2025 | Wal-Mart #5060         | 34.06    | Student        |
| 3/26/2025 | Wm Supercenter #1413   | 39.88    | Student        |
| 3/26/2025 | Wm Supercenter #5060   | 217.8    | Student        |
| 3/27/2025 | Auntie Annes-Ohare     | 17.3     | Staff          |
| 3/27/2025 | Chick-Fil-A #04756     | 214.86   | Staff          |
| 3/27/2025 | Chick-Fil-A #04756     | 252.86   | Staff          |
| 3/27/2025 | Comcast Business       | 7,500.00 | Board Approved |
| 3/27/2025 | Ed S Rental And Sales  | 50       | B&G            |
| 3/27/2025 | Fresh International Ma | 40.96    | Student        |
| 3/27/2025 | Gavelsfast             | 50       | Staff          |
| 3/27/2025 | Hampton Inns           | 49.05    | Staff          |
| 3/27/2025 | Homedepot.Com          | 1,414.21 | B&G            |
| 3/27/2025 | McAlisters 101345      | 213.19   | Staff          |
| 3/27/2025 | Meijer Store #206      | 193.41   | Student        |
| 3/27/2025 | Menards Carpentersvill | 35.84    | B&G            |
| 3/27/2025 | Menards Carpentersvill | 119.96   | B&G            |
| 3/27/2025 | Sports Info            | 103      | Student        |
| 3/27/2025 | Steiner Elec Rockford  | 345.49   | B&G            |
| 3/27/2025 | The Home Depot #1940   | 34.97    | B&G            |
| 3/27/2025 | The Home Depot #1940   | 253.96   | B&G            |
| 3/27/2025 | The Home Depot #1948   | 80.45    | B&G            |
| 3/27/2025 | The Ups Store 6063     | 48.04    | Staff          |
| 3/27/2025 | Trane Supply-112420    | 239.57   | B&G            |
| 3/27/2025 | Trane Supply-112420    | 41.38    | B&G            |
| 3/27/2025 | Wal-Mart #1531         | 9.94     | Student        |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/27/2025 | Wal-Mart #1531         | 15.44    | Student |
| 3/27/2025 | Wal-Mart #1531         | 65.94    | Student |
| 3/27/2025 | Wal-Mart #4641         | 197.3    | Student |
| 3/27/2025 | Wal-Mart #5060         | 47.66    | Student |
| 3/27/2025 | Wm Supercenter #5060   | 42.72    | Student |
| 3/28/2025 | Ed S Rental And Sales  | 489      | B&G     |
| 3/28/2025 | Homedepot.Com          | 279      | B&G     |
| 3/28/2025 | Jewel #3198            | 136.91   | Student |
| 3/28/2025 | Jewel Osco 3451        | 32.25    | Student |
| 3/28/2025 | Meijer Store #206      | 145.49   | Student |
| 3/28/2025 | Menards Carpentersvill | 24.07    | B&G     |
| 3/28/2025 | Morettis Restaurante   | 993.27   | Staff   |
| 3/28/2025 | Ohare Int. Airport Pa  | 86       | Staff   |
| 3/28/2025 | Papa Johns 4534        | 104.4    | Student |
| 3/28/2025 | Parts Town, Llc        | 90.81    | B&G     |
| 3/28/2025 | Robotics Education & C | 1,854.00 | Student |
| 3/28/2025 | Sq Keymasters Securit  | 365      | B&G     |
| 3/28/2025 | Taylor Street Pizza Of | 158.85   | Student |
| 3/28/2025 | Team Trave Vexrobotic  | 189.95   | Student |
| 3/28/2025 | The Home Depot #1940   | 27.93    | B&G     |
| 3/28/2025 | The Home Depot #1940   | 48.2     | B&G     |
| 3/28/2025 | The Home Depot #1940   | 25.34    | B&G     |
| 3/28/2025 | The Home Depot #1948   | 169.92   | B&G     |
| 3/28/2025 | The Home Depot #6923   | 249.14   | B&G     |
| 3/28/2025 | The Ups Store 806      | 101.27   | Staff   |
| 3/28/2025 | Tropical Smoothie Cafe | 358.75   | Student |
| 3/28/2025 | United 01624722534116  | 463.59   | Staff   |
| 3/28/2025 | Village Pizza & Pub    | 91.67    | Staff   |
| 3/28/2025 | Wal-Mart #1531         | 67.22    | Student |
| 3/28/2025 | Wal-Mart #1531         | 20.89    | Student |
| 3/28/2025 | Wmt Plus 2025          | 98       | Staff   |
| 3/31/2025 | 4te Community Unit Sch | 180.08   | Staff   |
| 3/31/2025 | 4te Community Unit Sch | 180.08   | Staff   |
| 3/31/2025 | 4te Community Unit Sch | 180.08   | Staff   |
| 3/31/2025 | 4te Community Unit Sch | 180.08   | Staff   |
| 3/31/2025 | Aa Kiosk 0010268194511 | 75       | Staff   |
| 3/31/2025 | American 0010623036801 | 9.68     | Staff   |
| 3/31/2025 | American 0012227027938 | 88.49    | Staff   |
| 3/31/2025 | Circle Line Tkt Office | 2,574.00 | Student |
| 3/31/2025 | Countrydonuts          | 208.15   | Staff   |
| 3/31/2025 | Culvers Of Marion      | 345.11   | Student |
| 3/31/2025 | Cyuptraining           | 644      | Staff   |
| 3/31/2025 | Dollar Tree            | 20       | Student |
| 3/31/2025 | Dunkin #345659 Q35     | 123.18   | Staff   |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/31/2025 | Dunkin #353718 Q35     | 29.56    | Staff   |
| 3/31/2025 | Ed S Rental And Sales  | 172.5    | B&G     |
| 3/31/2025 | Ed S Rental And Sales  | 80.5     | B&G     |
| 3/31/2025 | Ed S Rental And Sales  | 564      | B&G     |
| 3/31/2025 | Garibaldis Pizza 2     | 630      | Student |
| 3/31/2025 | Hobby-Lobby #520       | 27.26    | Student |
| 3/31/2025 | Homedepot.Com          | 398.09   | B&G     |
| 3/31/2025 | Hucks Food & Fuel S    | 128.44   | Student |
| 3/31/2025 | Iacac                  | 80       | Staff   |
| 3/31/2025 | Jewel Osco 2310        | 120.42   | Student |
| 3/31/2025 | Jewel Osco 3451        | 69.82    | Student |
| 3/31/2025 | Jimmy Johns - 1986     | 176.74   | Student |
| 3/31/2025 | Lanyard Customlanyard  | 1,008.00 | Staff   |
| 3/31/2025 | Meijer Store #206      | 27.88    | Student |
| 3/31/2025 | Meijer Store #206      | 29.69    | Student |
| 3/31/2025 | Menards Carpentersvill | 7.58     | B&G     |
| 3/31/2025 | Menards Carpentersvill | 44.95    | B&G     |
| 3/31/2025 | Officemax/Depot 6370   | 969.84   | Staff   |
| 3/31/2025 | Olive Garden 0021156   | 285      | Student |
| 3/31/2025 | Olive Garden Zk 002117 | 445.31   | Student |
| 3/31/2025 | Openai Chatgpt Subscr  | 20       | Staff   |
| 3/31/2025 | Potbelly #174          | 33.32    | Staff   |
| 3/31/2025 | Qt 7193 Outside        | 61.09    | Student |
| 3/31/2025 | Remarkable             | 3,108.94 | Staff   |
| 3/31/2025 | Road Ranger #186       | 15       | Student |
| 3/31/2025 | Sleep Inn              | 856.39   | Staff   |
| 3/31/2025 | Subway 4562            | 611.28   | Student |
| 3/31/2025 | The Home Depot #1940   | 20.79    | B&G     |
| 3/31/2025 | The Home Depot #1940   | 151.72   | B&G     |
| 3/31/2025 | The Home Depot #1940   | 2,988.40 | B&G     |
| 3/31/2025 | The Home Depot #1940   | 265.24   | B&G     |
| 3/31/2025 | The Home Depot #1940   | 116.27   | B&G     |
| 3/31/2025 | The Home Depot #1940   | 76.62    | B&G     |
| 3/31/2025 | The Home Depot #1940   | 232.57   | B&G     |
| 3/31/2025 | The Home Depot #1948   | 105.42   | B&G     |
| 3/31/2025 | The Home Depot #1948   | 63.38    | B&G     |
| 3/31/2025 | The Home Depot #1948   | 366.94   | B&G     |
| 3/31/2025 | The Pampered Chef Ltd  | 173.6    | Student |
| 3/31/2025 | Uber Trip              | 8.42     | Staff   |
| 3/31/2025 | Uber Trip              | 88.89    | Staff   |
| 3/31/2025 | United 01624732049334  | 298.96   | Staff   |
| 3/31/2025 | Village Pizza & Pub    | 285.62   | Staff   |
| 3/31/2025 | Wal-Mart #1531         | 67.46    | Student |
| 3/31/2025 | Wal-Mart #4641         | 154.62   | Student |

|           |                        |          |         |
|-----------|------------------------|----------|---------|
| 3/31/2025 | Wal-Mart #5060         | 32.24    | Student |
| 3/31/2025 | Wal-Mart #5060         | 91.09    | Student |
| 3/31/2025 | Wm Supercenter #5060   | 128.93   | Student |
| 4/1/2025  | Countrydonuts          | 72.9     | Staff   |
| 4/1/2025  | Ed S Rental And Sales  | 161      | B&G     |
| 4/1/2025  | Ferguson Ent #1123     | 57.53    | B&G     |
| 4/1/2025  | Ilunion Suites Madrid  | -294.78  | Staff   |
| 4/1/2025  | Ilunion Suites Madrid  | 1,912.99 | Staff   |
| 4/1/2025  | Jimmy Johns - 1241     | 182.38   | Student |
| 4/1/2025  | Kfc K055002            | 11.45    | Staff   |
| 4/1/2025  | Kudoboard              | 19.99    | Staff   |
| 4/1/2025  | McDonalds F31787       | 160.79   | Student |
| 4/1/2025  | Panda Express 1299     | 49.04    | Staff   |
| 4/1/2025  | Portillo Springfield # | 185.13   | Staff   |
| 4/1/2025  | Road Ranger #132       | 50       | Student |
| 4/1/2025  | Road Ranger #132       | 70       | Student |
| 4/1/2025  | Target 00018010        | 73.35    | Student |
| 4/1/2025  | The Home Depot #1934   | 204.32   | B&G     |
| 4/1/2025  | Tst Southern Belles-   | 102      | Staff   |
| 4/1/2025  | Wal-Mart #1413         | 21.12    | Student |
| 4/1/2025  | Www.Dji.Com            | -362.83  | Staff   |
| 4/1/2025  | Zieglers Ace - Huntley | 5.98     | B&G     |
| 4/2/2025  | Buffalo Wild Wngs 3817 | 579.45   | Student |
| 4/2/2025  | C & L Rentals          | 329.86   | B&G     |
| 4/2/2025  | Chick-Fil-A #02699     | 77.69    | Student |
| 4/2/2025  | Chick-Fil-A #02699     | 360.06   | Student |
| 4/2/2025  | Discountmugs.Com       | 170.7    | Staff   |
| 4/2/2025  | Fastsigns 100801       | 455      | Staff   |
| 4/2/2025  | Gustave A Larson Compa | 164.03   | B&G     |
| 4/2/2025  | Jimmy Johns - 1241     | 168.35   | Student |
| 4/2/2025  | McAlisters 1005        | 638.17   | Staff   |
| 4/2/2025  | Menards Carpentersvill | 81.78    | B&G     |
| 4/2/2025  | Menards Carpentersvill | 124.99   | B&G     |
| 4/2/2025  | Panda Express 1324     | 112.1    | Student |
| 4/2/2025  | Parts Town, Llc        | 79.16    | B&G     |
| 4/2/2025  | Red Robin No 343       | 391.97   | Staff   |
| 4/2/2025  | Sams Club #6339        | 579.02   | Student |
| 4/2/2025  | Siteone Landscape Supp | 380.3    | B&G     |
| 4/2/2025  | Target 00018010        | 53.94    | Student |
| 4/2/2025  | The Home Depot #1940   | 1.01     | B&G     |
| 4/2/2025  | The Home Depot #1940   | 448.97   | B&G     |
| 4/2/2025  | The Home Depot #1940   | 205.89   | B&G     |
| 4/2/2025  | The Home Depot #1940   | 587.76   | B&G     |
| 4/2/2025  | The Home Depot #1940   | 106.87   | B&G     |

|          |                                                         |          |         |
|----------|---------------------------------------------------------|----------|---------|
| 4/2/2025 | The Home Depot #1948                                    | 79.96    | B&G     |
| 4/2/2025 | The Home Depot #1948                                    | 146.16   | B&G     |
| 4/2/2025 | The Home Depot #1948                                    | 311.76   | B&G     |
| 4/2/2025 | Tst Southern Belles-                                    | 447.78   | Staff   |
| 4/2/2025 | Tst Southern Belles-                                    | 447.78   | Staff   |
| 4/2/2025 | Tst Walts Pizza                                         | 421.86   | Student |
| 4/2/2025 | Wal-Mart #0216                                          | 127.33   | Student |
| 4/2/2025 | Wal-Mart #1531                                          | 255.68   | Student |
| 4/2/2025 | Wal-Mart #4641                                          | 39.38    | Student |
| 4/2/2025 | Walmart.Com 8009256278                                  | 354.51   | Staff   |
| 4/2/2025 | Walmart.Com 8009256278                                  | 383.84   | Staff   |
| 4/2/2025 | Wm F Meyer Co Elgin                                     | 162.48   | B&G     |
| 4/2/2025 | Ziegler-Carpentersvill                                  | 12.98    | B&G     |
| 4/3/2025 | Engineered Air                                          | 749.03   | B&G     |
| 4/3/2025 | <a href="https://Scribe.How/B">Https://Scribe.How/B</a> | 27.1     | Staff   |
| 4/3/2025 | Hucks Food & Fuel S                                     | 60       | Student |
| 4/3/2025 | Hucks Food & Fuel S                                     | 60       | Student |
| 4/3/2025 | Jewel #3198                                             | 17.31    | Student |
| 4/3/2025 | McMaster-Carr                                           | 1,245.86 | B&G     |
| 4/3/2025 | Menards Carpentersvill                                  | 33.91    | B&G     |
| 4/3/2025 | Menards Carpentersvill                                  | 9.21     | B&G     |
| 4/3/2025 | Menards Carpentersvill                                  | 32.95    | B&G     |
| 4/3/2025 | Menards Carpentersvill                                  | 829.54   | B&G     |
| 4/3/2025 | Menards Carpentersvill                                  | 127.67   | B&G     |
| 4/3/2025 | Murphy7231atwalmart                                     | 60       | Student |
| 4/3/2025 | Murphy7231atwalmart                                     | 60       | Student |
| 4/3/2025 | Panda Express #2023                                     | 274.8    | Student |
| 4/3/2025 | Panera Bread #203291 O                                  | 370.14   | Staff   |
| 4/3/2025 | Renishaw Inc                                            | 171      | Student |
| 4/3/2025 | Sherwin-Williams703040                                  | 860.01   | B&G     |
| 4/3/2025 | Springhill Suites                                       | 224.25   | Staff   |
| 4/3/2025 | Textmagic.Com                                           | 20       | Staff   |
| 4/3/2025 | The Home Depot #1940                                    | 319.16   | B&G     |
| 4/3/2025 | The Home Depot #1940                                    | 278.85   | B&G     |
| 4/3/2025 | The Home Depot #1940                                    | 135.95   | B&G     |
| 4/3/2025 | The Home Depot #1940                                    | 35.69    | B&G     |
| 4/3/2025 | The Home Depot #1948                                    | 30.55    | B&G     |
| 4/3/2025 | The Home Depot #1948                                    | 151.86   | B&G     |
| 4/3/2025 | The Home Depot #1948                                    | 334.62   | B&G     |
| 4/3/2025 | Uber Trip                                               | 28.77    | Staff   |
| 4/3/2025 | Usps Po 1600960102                                      | 219      | Staff   |
| 4/4/2025 | American 0014457606042                                  | 50       | Student |
| 4/4/2025 | American 0014457606043                                  | 50       | Student |
| 4/4/2025 | American 0014457606044                                  | 50       | Student |

|          |                        |           |         |
|----------|------------------------|-----------|---------|
| 4/4/2025 | American 0014457606045 | 50        | Student |
| 4/4/2025 | American 0014457606046 | 50        | Student |
| 4/4/2025 | American 0014457606047 | 50        | Student |
| 4/4/2025 | American 0014457606048 | 50        | Student |
| 4/4/2025 | American 0014457606049 | 50        | Student |
| 4/4/2025 | American 0014457606050 | 50        | Student |
| 4/4/2025 | American 0014457606060 | 50        | Student |
| 4/4/2025 | American 0014457606061 | 50        | Student |
| 4/4/2025 | American 0014457606062 | 50        | Student |
| 4/4/2025 | American 0014457606063 | 50        | Student |
| 4/4/2025 | Ascd Iste              | 695.84    | Staff   |
| 4/4/2025 | Discountmugs.Com       | -12.7     | Staff   |
| 4/4/2025 | Elgin Key & Lock Co    | 58.4      | B&G     |
| 4/4/2025 | Fedex Offic15900015925 | 49.41     | Staff   |
| 4/4/2025 | Grainger               | 29.55     | B&G     |
| 4/4/2025 | Marion Country Inn & S | 2,133.60  | Staff   |
| 4/4/2025 | Meijer Express 176     | 63.02     | Student |
| 4/4/2025 | Meijer Express 176     | 100.88    | Student |
| 4/4/2025 | Menards Carpentersvill | 253.21    | B&G     |
| 4/4/2025 | Personalization Mall   | 55.48     | Staff   |
| 4/4/2025 | Raising Canes 0960     | 316.57    | Staff   |
| 4/4/2025 | The Home Depot #1940   | 51.3      | B&G     |
| 4/4/2025 | The Home Depot #1948   | 125.58    | B&G     |
| 4/4/2025 | The Home Depot #1948   | 224.68    | B&G     |
| 4/4/2025 | Tst El Fuego Tacos And | 300       | Staff   |
| 4/4/2025 | Wallys                 | 224.15    | Student |
| 4/4/2025 | Wal-Mart #5060         | 51.09     | Student |
| 4/4/2025 | Walmart.Com            | 12.68     | Staff   |
| 4/4/2025 | Ziegler-Carpentersvill | 12.36     | B&G     |
| 4/4/2025 | Zieglers Ace - Huntley | 19.99     | B&G     |
|          |                        | 174186.45 |         |

|              |            |
|--------------|------------|
| Debit Total  | 176,960.79 |
| Credit Total | -2,774.34  |
| Total        | 174,186.45 |

**ACTIVITY ACCOUNT SUMMARY**  
**FOR MONTH OF: March, 2025**

|                      | Month to Date      |                         |                    |  | Year To Date                        |                       |                            |                           |
|----------------------|--------------------|-------------------------|--------------------|--|-------------------------------------|-----------------------|----------------------------|---------------------------|
|                      | Month End Receipts | Month End Disbursements | Month End Activity |  | July 1, 2024 Beginning Book Balance | Year to Date Receipts | Year to Date Disbursements | Year to Date Book Balance |
| <b>School</b>        |                    |                         |                    |  |                                     |                       |                            |                           |
| Algonquin Lakes ES   | \$ 62.05           | \$ 496.68               | \$ (434.63)        |  | \$ 12,824                           | \$ 9,465              | \$ 10,492                  | \$ 11,798                 |
| Algonquin M.S.       | \$ 8,314.27        | \$ 5,719.71             | \$ 2,594.56        |  | \$ 11,485                           | \$ 24,366             | \$ 20,557                  | \$ 15,295                 |
| Big Timber E.S       | \$ 5,228.95        | \$ 616.91               | \$ 4,612.04        |  | \$ 7,769                            | \$ 17,397             | \$ 9,258                   | \$ 15,907                 |
| Carpentersville M.S. | \$ 9,460.13        | \$ 12,503.86            | \$ (3,043.73)      |  | \$ 28,763                           | \$ 26,395             | \$ 19,135                  | \$ 36,023                 |
| DeLacey              | \$ 16.93           |                         | \$ 16.93           |  | \$ 6,273                            | \$ 6,072              | \$ 8,037                   | \$ 4,308                  |
| Dundee-Crown H.S.    | \$ 23,749.96       | \$ 21,267.16            | \$ 2,482.80        |  | \$ 161,822                          | \$ 219,513            | \$ 202,044                 | \$ 179,291                |
| Dundee Highlands     | \$ 654.34          | \$ 408.00               | \$ 246.34          |  | \$ 1,945                            | \$ 3,738              | \$ 540                     | \$ 5,143                  |
| Dundee M.S.          | \$ 5,670.41        | \$ 8,681.33             | \$ (3,010.92)      |  | \$ 139,153                          | \$ 70,445             | \$ 72,371                  | \$ 137,227                |
| Eastview ES          | \$ 10.85           | \$ -                    | \$ 10.85           |  | \$ 1,633                            | \$ 4,027              | \$ 2,639                   | \$ 3,021                  |
| Gary D Wright ES     | \$ 1,122.76        | \$ 4,513.91             | \$ (3,391.15)      |  | \$ 7,302                            | \$ 33,124             | \$ 32,514                  | \$ 7,912                  |
| Gilberts ES          | \$ 825.77          | \$ 3,652.00             | \$ (2,826.23)      |  | \$ 5,830                            | \$ 12,221             | \$ 12,566                  | \$ 5,485                  |
| Golfview ES          | \$ 160.56          | \$ 591.00               | \$ (430.44)        |  | \$ 1,632                            | \$ 2,753              | \$ 1,882                   | \$ 2,503                  |
| Hampshire ES         | \$ 1,668.32        | \$ 3,769.00             | \$ (2,100.68)      |  | \$ 2,612                            | \$ 19,214             | \$ 19,414                  | \$ 2,411                  |
| Hampshire H.S.       | \$ 30,841.53       | \$ 17,121.87            | \$ 13,719.66       |  | \$ 380,582                          | \$ 245,563            | \$ 200,425                 | \$ 425,720                |
| Hampshire M.S.       | \$ 12,134.17       | \$ 11,850.57            | \$ 283.60          |  | \$ 87,424                           | \$ 55,690             | \$ 50,821                  | \$ 92,293                 |
| H.D. Jacobs H.S.     | \$ 29,393.32       | \$ 38,004.77            | \$ (8,611.45)      |  | \$ 251,410                          | \$ 244,401            | \$ 182,530                 | \$ 313,280                |
| Lake In The Hills ES | \$ 28.73           | \$ -                    | \$ 28.73           |  | \$ 9,583                            | \$ 5,302              | \$ 6,893                   | \$ 7,993                  |
| Lakewood ES          | \$ 3,903.74        | \$ 137.67               | \$ 3,766.07        |  | \$ 18,366                           | \$ 17,008             | \$ 11,709                  | \$ 23,665                 |
| Liberty ES           | \$ 1,315.90        | \$ -                    | \$ 1,315.90        |  | \$ 9,407                            | \$ 6,695              | \$ 8,348                   | \$ 7,754                  |
| Lincoln Prairie ES   | \$ 1,547.66        | \$ 530.00               | \$ 1,017.66        |  | \$ 10,479                           | \$ 9,341              | \$ 4,243                   | \$ 15,578                 |
| Meadowdale ES        | \$ 2,505.52        | \$ 1,050.00             | \$ 1,455.52        |  | \$ 781                              | \$ 13,038             | \$ 10,776                  | \$ 3,043                  |
| Neubert ES           | \$ 15.50           | \$ -                    | \$ 15.50           |  | \$ 1,766                            | \$ 3,967              | \$ 1,682                   | \$ 4,051                  |
| Parkview ES          | \$ 2,669.51        | \$ 1,472.00             | \$ 1,197.51        |  | \$ 6,768                            | \$ 7,068              | \$ 6,264                   | \$ 7,572                  |
| Perry ES             | \$ 1,630.80        | \$ -                    | \$ 1,630.80        |  | \$ 7,535                            | \$ 6,586              | \$ 2,685                   | \$ 11,436                 |
| Sleepy Hollow ES     | \$ 13.45           |                         | \$ 13.45           |  | \$ 1,319                            | \$ 2,798              | \$ 365                     | \$ 3,752                  |
| Westfield ES/MS      | \$ 9,435.71        | \$ 10,787.73            | \$ (1,352.02)      |  | \$ 48,213                           | \$ 69,108             | \$ 63,591                  | \$ 53,730                 |
| Total                | \$ 152,380.84      | \$ 143,174.17           | \$ 9,206.67        |  | \$ 1,222,676                        | \$ 1,135,297          | \$ 961,781                 | \$ 1,396,192              |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION          | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE   |
|------------------------------------|-------------|--------|---------|-----------|-----------|
| <b>Cash Accounts</b>               |             |        |         |           |           |
| 1000-00-10 Harris - Checking       | 12,232.19   | 62.05  | 496.68  |           | 11,797.56 |
| <b>Total Cash Accounts</b>         | 12,232.19   | 62.05  | 496.68  | 0.00      | 11,797.56 |
| <b>Other Accounts</b>              |             |        |         |           |           |
| 200M-00-00 Special Ed              | 153.25      |        |         |           | 153.25    |
| 2029-00-00 Class of 2029           | 39.55       |        |         |           | 39.55     |
| 2030-00-00 Class of 2030           | 137.56      |        |         |           | 137.56    |
| 2032-00-00 Class of 2032           | 922.83      |        | 496.68  |           | 426.15    |
| 2033-00-00 Class of 2033           | 175.75      |        |         |           | 175.75    |
| 2034-00-00 Class of 2034           | 812.45      |        |         |           | 812.45    |
| 2035-00-00 Class of 2035           | 0.05        |        |         |           | 0.05      |
| 2036-00-00 Class of 2036           | 16.00       |        |         |           | 16.00     |
| 2090-10-00 Acting Club             | 51.46       |        |         |           | 51.46     |
| 2410-00-00 Culinary Kids 2/3       | 80.57       |        |         |           | 80.57     |
| 2415-10-00 Science Club            | 10.31       |        |         |           | 10.31     |
| 2420-10-00 Board Game Club         | 464.00      |        |         |           | 464.00    |
| 2590-10-00 Lady Lions Running Club | 1,338.08    |        |         |           | 1,338.08  |
| 2590-20-00 Boys Running Club       | 1,871.08    |        |         |           | 1,871.08  |
| 4100-10-10 Fitness Club            | 130.05      |        |         |           | 130.05    |
| 4200-10-00 Birthday Books          | 365.00      |        |         |           | 365.00    |
| 4200-20-00 Book Fair               | (39.64)     |        |         |           | (39.64)   |
| 4210-00-00 Holiday Creations       | 135.85      |        |         |           | 135.85    |
| 4300-00-00 Yearbook                | 820.61      |        |         |           | 820.61    |
| 5100-00-00 General Fund            | 289.70      |        |         |           | 289.70    |
| 5500-10-00 ALES Grant Awards       | 18.19       |        |         |           | 18.19     |
| 5700-00-00 Social Committee        | 245.00      |        |         |           | 245.00    |
| 6000-00-00 Interest Income         | 1,846.80    | 62.05  |         |           | 1,908.85  |
| 6000-30-00 Field Trip Reserve      | 2,347.69    |        |         |           | 2,347.69  |
| <b>Total Other Accounts</b>        | 12,232.19   | 62.05  | 496.68  | 0.00      | 11,797.56 |



# ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION             | BEG BALANCE | INCOME   | EXPENSE  | TRANSFERS | BALANCE   |
|---------------------------------------|-------------|----------|----------|-----------|-----------|
| <b>Cash Accounts</b>                  |             |          |          |           |           |
| 1000-00-10 Harris - Checking          | 12,700.21   | 8,314.27 | 5,719.71 |           | 15,294.77 |
| <b>Total Cash Accounts</b>            | 12,700.21   | 8,314.27 | 5,719.71 | 0.00      | 15,294.77 |
| <b>Other Accounts</b>                 |             |          |          |           |           |
| 2000-10-00 Student Council            | 1,255.94    |          |          |           | 1,255.94  |
| 2029-00-00 Class of 2029              | 107.11      |          |          |           | 107.11    |
| 2030-00-00 Class of 2030              | 688.00      |          |          |           | 688.00    |
| 2031-00-00 Class of 2031              | 105.73      |          |          |           | 105.73    |
| 2110-10-00 Band                       | 468.32      |          |          |           | 468.32    |
| 2140-10-00 Chorus                     | 720.03      |          |          |           | 720.03    |
| 2150-30-00 Musical                    | 1,832.80    | 8,072.00 | 4,965.98 |           | 4,938.82  |
| 2151-10-00 Music Club                 | 197.06      |          |          |           | 197.06    |
| 2220-10-00 Art Club                   | 363.89      |          |          |           | 363.89    |
| 2230-10-00 Beta Club                  | 1,471.23    | 24.00    | 528.00   |           | 967.23    |
| 2240-00-00 Baking Club                | 0.16        |          |          |           | 0.16      |
| 2250-00-00 Chess Club                 | 0.10        |          |          |           | 0.10      |
| 2391-10-00 AVID                       | 1,324.16    |          |          |           | 1,324.16  |
| 2430-10-00 Special Ed Community Trips | 5.50        |          |          |           | 5.50      |
| 2590-40-00 Read-a-Thon                | 566.25      |          |          |           | 566.25    |
| 3020-00-00 Wrestling                  | 455.45      | 105.75   | 164.31   |           | 396.89    |
| 3100-20-00 Volleyball - 8th grade     | 15.15       |          |          |           | 15.15     |
| 3110-10-00 Cross Country              | 106.25      |          |          |           | 106.25    |
| 3210-00-00 Boys Basketball            | 154.51      |          |          |           | 154.51    |
| 3210-10-00 Girls Basketball           | 129.56      | 55.00    | 61.42    |           | 123.14    |
| 3230-10-00 Track and Field            | 2.25        |          |          |           | 2.25      |
| 3250-20-10 Poms/Dance                 | 87.48       |          |          |           | 87.48     |
| 3350-20-10 Cheerleading               | 34.18       |          |          |           | 34.18     |
| 4100-10-00 PBIS                       | 36.96       |          |          |           | 36.96     |
| 4100-30-00 General                    | 17.91       |          |          |           | 17.91     |
| 4300-30-00 Staff Account              | 18.09       |          |          |           | 18.09     |
| 5110-10-00 D300 Honors Band Concert   | 102.20      |          |          |           | 102.20    |
| 5110-20-00 MB Jazz Ensembles          | 814.00      |          |          |           | 814.00    |
| 5200-00-00 Physical Education Fund    | 477.21      |          |          |           | 477.21    |
| 6000-20-00 Field Trip Reserve         | 765.00      |          |          |           | 765.00    |
| 6000-30-00 Interest Income            | 377.73      | 57.52    |          |           | 435.25    |
| <b>Total Other Accounts</b>           | 12,700.21   | 8,314.27 | 5,719.71 | 0.00      | 15,294.77 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION             | BEG BALANCE      | INCOME          | EXPENSE       | TRANSFERS   | BALANCE          |
|---------------------------------------|------------------|-----------------|---------------|-------------|------------------|
| <b>Cash Accounts</b>                  |                  |                 |               |             |                  |
| 1000-00-10 BMOHarris Checking Account | 11,295.61        | 5,228.95        | 616.91        |             | 15,907.65        |
| <b>Total Cash Accounts</b>            | <b>11,295.61</b> | <b>5,228.95</b> | <b>616.91</b> | <b>0.00</b> | <b>15,907.65</b> |
| <b>Other Accounts</b>                 |                  |                 |               |             |                  |
| 2031-00-00 Class of 2031              | 256.65           |                 |               |             | 256.65           |
| 2032-00-00 Class of 2032              | 562.72           |                 |               |             | 562.72           |
| 2033-00-00 Class of 2033              | 345.85           |                 |               |             | 345.85           |
| 2034-00-00 Class of 2034              | 576.82           |                 |               |             | 576.82           |
| 2035-00-00 Class of 2035              | (104.45)         |                 |               |             | (104.45)         |
| 2036-00-00 Class of 2036              | 831.40           |                 | 530.00        |             | 301.40           |
| 2037-00-00 Class of 2037              | 1.75             |                 |               |             | 1.75             |
| 3010-00-00 Yearbook                   | 550.00           |                 |               |             | 550.00           |
| 3100-20-00 Math and Reading Night     | 662.00           |                 |               |             | 662.00           |
| 4100-30-00 General                    | 203.95           |                 |               |             | 203.95           |
| 4200-10-00 Field Trip Donaton         | 0.00             | 5,181.00        |               |             | 5,181.00         |
| 5100-10-00 PBIS                       | 390.00           |                 |               |             | 390.00           |
| 5100-10-10 Staff Sunshine Account     | 1,625.78         |                 | 86.91         |             | 1,538.87         |
| 6000-00-00 Interest Income            | 536.14           | 47.95           |               |             | 584.09           |
| 6000-30-00 Field Trip Reserve         | 4,857.00         |                 |               |             | 4,857.00         |
| <b>Total Other Accounts</b>           | <b>11,295.61</b> | <b>5,228.95</b> | <b>616.91</b> | <b>0.00</b> | <b>15,907.65</b> |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                | BEG BALANCE      | INCOME          | EXPENSE          | TRANSFERS   | BALANCE          |
|------------------------------------------|------------------|-----------------|------------------|-------------|------------------|
| <b>Cash Accounts</b>                     |                  |                 |                  |             |                  |
| 1000-00-10 Harris - Checking             | 39,066.41        | 9,460.13        | 12,503.86        |             | 36,022.68        |
| <b>Total Cash Accounts</b>               | <b>39,066.41</b> | <b>9,460.13</b> | <b>12,503.86</b> | <b>0.00</b> | <b>36,022.68</b> |
| <b>Other Accounts</b>                    |                  |                 |                  |             |                  |
| 2000-10-00 Student Council               | 4,041.60         | 75.00           | 625.00           | 85.00       | 3,576.60         |
| 2031-00-00 Class of 2031                 | 112.03           |                 |                  |             | 112.03           |
| 2105-00-00 Man in Demand/Dare to be Rare | 447.56           |                 |                  |             | 447.56           |
| 2110-10-00 Music                         | 739.12           |                 |                  |             | 739.12           |
| 2110-20-00 MB Jazz                       | 420.00           |                 |                  |             | 420.00           |
| 2120-10-00 Drama                         | 2,997.28         | 2,428.75        | 3,433.86         |             | 1,992.17         |
| 2140-10-00 Chorus                        | 846.04           |                 |                  |             | 846.04           |
| 2221-10-00 Art Club                      | 10.00            |                 |                  |             | 10.00            |
| 2230-10-00 Beta Club                     | 522.68           |                 |                  |             | 522.68           |
| 2235-10-00 Chess Club                    | 72.30            |                 |                  |             | 72.30            |
| 2481-10-00 Yearbook                      | 195.56           |                 |                  |             | 195.56           |
| 2590-40-00 Relay for Life                | 2.00             |                 |                  |             | 2.00             |
| 2670-20-00 Book Fair                     | 13.14            |                 |                  |             | 13.14            |
| 3250-20-10 Poms                          | 2,868.85         |                 |                  |             | 2,868.85         |
| 3350-20-10 Cheerleading                  | 3,966.89         |                 |                  |             | 3,966.89         |
| 4101-30-00 AVID                          | 10,498.01        | 6,804.50        | 8,445.00         |             | 8,857.51         |
| 4210-20-00 General                       | 2,677.11         |                 |                  | (85.00)     | 2,592.11         |
| 4300-30-00 Sunshine                      | 870.14           |                 |                  |             | 870.14           |
| 6000-00-00 Interest                      | 4,266.10         | 151.88          |                  |             | 4,417.98         |
| 6000-30-00 Field Trip Reserve            | 3,500.00         |                 |                  |             | 3,500.00         |
| <b>Total Other Accounts</b>              | <b>39,066.41</b> | <b>9,460.13</b> | <b>12,503.86</b> | <b>0.00</b> | <b>36,022.68</b> |

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION              | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|----------------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>                   |             |        |         |           |          |
| 1000-00-10 Harris Cash Account         | 4,291.22    | 16.93  |         |           | 4,308.15 |
| <b>Total Cash Accounts</b>             | 4,291.22    | 16.93  | 0.00    | 0.00      | 4,308.15 |
| <b>Other Accounts</b>                  |             |        |         |           |          |
| 4100-00-00 Student Memorial Fundraiser | 85.80       |        |         |           | 85.80    |
| 4700-00-00 Pyramid Model Committee     | 1,616.29    |        |         |           | 1,616.29 |
| 5100-00-00 General Student Activities  | 51.17       |        |         |           | 51.17    |
| 5200-00-00 PBIS                        | 1,791.25    |        |         |           | 1,791.25 |
| 6000-00-00 Interest Income             | 746.71      | 16.93  |         |           | 763.64   |
| <b>Total Other Accounts</b>            | 4,291.22    | 16.93  | 0.00    | 0.00      | 4,308.15 |

# ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                | BEG BALANCE       | INCOME           | EXPENSE          | TRANSFERS   | BALANCE           |
|------------------------------------------|-------------------|------------------|------------------|-------------|-------------------|
| <b>Cash Accounts</b>                     |                   |                  |                  |             |                   |
| 1000-00-10 Harris - Checking             | 176,808.60        | 23,749.96        | 21,267.16        |             | 179,291.40        |
| <b>Total Cash Accounts</b>               | <b>176,808.60</b> | <b>23,749.96</b> | <b>21,267.16</b> | <b>0.00</b> | <b>179,291.40</b> |
| <b>Other Accounts</b>                    |                   |                  |                  |             |                   |
| 1000-10-10 Banking Corrections           | (204.00)          |                  |                  |             | (204.00)          |
| 2000-10-00 Student Council               | 10,672.84         | 863.05           | 1,500.00         |             | 10,035.89         |
| 2095-10-00 Animation Club                | 98.78             |                  |                  |             | 98.78             |
| 2110-10-00 Instrumental Music            | 2,262.51          |                  |                  |             | 2,262.51          |
| 2120-10-00 Drama Club                    | 5,450.53          |                  |                  |             | 5,450.53          |
| 2120-20-00 Musical Account               | 6,075.39          | 1,144.00         | 2,066.64         | 250.00      | 5,402.75          |
| 2120-30-00 Fall Play                     | 12,448.37         |                  |                  |             | 12,448.37         |
| 2140-10-00 Choral Music                  | (241.34)          | 25.00            |                  |             | (216.34)          |
| 2145-50-00 Orchestra                     | 11,135.83         | 2,712.25         | 2,374.25         |             | 11,473.83         |
| 2223-20-00 Charger Pride-Staff           | 2,311.81          |                  |                  |             | 2,311.81          |
| 2230-10-00 Beta Club                     | 2,250.68          |                  |                  |             | 2,250.68          |
| 2235-10-00 SAFE                          | 2,518.42          |                  |                  |             | 2,518.42          |
| 2240-10-00 Black Youth Alliance          | 730.30            |                  |                  |             | 730.30            |
| 2260-10-00 Industrial Ed Club            | 353.86            |                  |                  |             | 353.86            |
| 2263-10-00 Rotary Interact               | 989.13            | 1,948.75         | 964.02           |             | 1,973.86          |
| 2280-20-00 Environmental Club            | 1,751.59          |                  |                  |             | 1,751.59          |
| 2282-10-00 GirlUp                        | 1,362.34          |                  |                  |             | 1,362.34          |
| 2310-10-00 World Language (French) Club  | 3,671.97          |                  |                  |             | 3,671.97          |
| 2340-10-00 Science Olympiad              | 47.20             |                  |                  |             | 47.20             |
| 2370-10-00 FACS Club                     | 1,157.00          |                  |                  |             | 1,157.00          |
| 2375-10-00 Literary Arts Magazine        | 3,369.50          |                  |                  |             | 3,369.50          |
| 2385-10-00 Poetry Club-Souls Spill Ink   | 1,088.58          |                  |                  |             | 1,088.58          |
| 2390-10-00 National Honor Society        | 2,327.92          |                  | 385.00           |             | 1,942.92          |
| 2390-20-00 Illinois Music Honors Society | 238.63            |                  |                  |             | 238.63            |
| 2391-10-00 AVID                          | 560.54            | 1,000.00         |                  |             | 1,560.54          |
| 2392-00-00 PSI Alpha                     | 301.32            |                  |                  |             | 301.32            |
| 2408-10-00 GSA/LGBT Support Group        | 802.70            |                  |                  |             | 802.70            |
| 2439-10-00 Peer Mentors                  | 298.30            |                  |                  |             | 298.30            |
| 2450-10-00 Debate Team                   | 212.32            |                  |                  |             | 212.32            |
| 2480-10-00 Yearbook-INACTIVE             | (29.92)           |                  |                  |             | (29.92)           |
| 2590-40-00 Relay for Life                | 688.95            |                  |                  |             | 688.95            |
| 2591-10-00 Fight the Stigma              | 756.25            |                  |                  |             | 756.25            |
| 2592-10-00 Minority Leadership           | 804.52            |                  |                  |             | 804.52            |
| 2595-10-00 HOSA                          | 326.22            |                  | 80.00            |             | 246.22            |
| 2618-10-10 Operation Click               | 2,208.98          |                  |                  |             | 2,208.98          |
| 2700-10-20 Work Program/Buttons/Store    | 950.33            |                  |                  |             | 950.33            |
| 3100-20-20 Baseball                      | 1,383.93          | 1,500.00         | 681.00           |             | 2,202.93          |
| 3150-20-10 Softball                      | 340.09            | 4,740.00         | 890.00           |             | 4,190.09          |
| 3200-20-10 Girls Basketball              | 3,394.74          |                  |                  |             | 3,394.74          |
| 3200-20-20 Boys Basketball               | 6,809.51          |                  |                  |             | 6,809.51          |
| 3250-00-00 Dance Team (Poms)             | 4,965.12          | 5,500.00         | 2,645.00         |             | 7,820.12          |
| 3300-20-10 Girls Soccer                  | 5,121.09          | 1,940.00         | 3,646.50         |             | 3,414.59          |
| 3300-20-20 Boys Soccer                   | 7,529.33          |                  |                  |             | 7,529.33          |
| 3350-20-10 Cheerleading                  | 5,112.01          | 1,065.00         |                  | (250.00)    | 5,927.01          |
| 3400-20-10 Girls Tennis                  | 1,404.78          |                  |                  |             | 1,404.78          |
| 3400-20-20 Boys Tennis                   | 688.54            | 75.00            | 807.00           |             | (43.46)           |
| 3450-20-10 Girls Swimming                | 581.91            |                  |                  |             | 581.91            |
| 3500-20-10 Girls Track                   | 4,237.60          |                  | 680.00           |             | 3,557.60          |
| 3500-20-20 Boys Track                    | 93.10             |                  |                  |             | 93.10             |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION            | BEG BALANCE       | INCOME           | EXPENSE          | TRANSFERS   | BALANCE           |
|--------------------------------------|-------------------|------------------|------------------|-------------|-------------------|
| 3600-20-10 Girls Golf                | 1,532.44          |                  |                  |             | 1,532.44          |
| 3600-20-20 Boys Golf                 | 3,747.25          |                  |                  |             | 3,747.25          |
| 3650-20-10 Boys Lacrosse             | 1,377.62          | 575.00           | 1,188.00         |             | 764.62            |
| 3700-20-10 Football                  | 5,255.01          |                  | 3,159.75         |             | 2,095.26          |
| 3750-20-10 Flag Football             | 1,482.20          |                  |                  |             | 1,482.20          |
| 3800-20-00 Cross Country             | 494.79            |                  |                  |             | 494.79            |
| 3850-20-00 Wrestling                 | 2,661.07          |                  |                  |             | 2,661.07          |
| 3900-20-00 Volleyball                | 2,410.14          |                  |                  |             | 2,410.14          |
| 4000-10-00 Sr. Class Gift            | 5,242.96          |                  |                  |             | 5,242.96          |
| 4100-30-00 General                   | 3,666.44          |                  |                  |             | 3,666.44          |
| 4300-20-00 Sunshine Club/Staff Pride | 976.44            |                  |                  |             | 976.44            |
| 4700-30-00 Scholarships              | 3,685.67          |                  |                  |             | 3,685.67          |
| 4750-10-00 Testing Prep              | 1,318.00          |                  |                  |             | 1,318.00          |
| 6000-00-00 Interest Income           | 17,888.47         | 661.91           | 200.00           |             | 18,350.38         |
| 6000-30-00 Field Trip Reserve        | 3,660.00          |                  |                  |             | 3,660.00          |
| <b>Total Other Accounts</b>          | <b>176,808.60</b> | <b>23,749.96</b> | <b>21,267.16</b> | <b>0.00</b> | <b>179,291.40</b> |

# ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION            | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|--------------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>                 |             |        |         |           |          |
| 1000-00-10 Harris - Checking         | 4,895.77    | 654.34 | 408.00  |           | 5,142.11 |
| <b>Total Cash Accounts</b>           | 4,895.77    | 654.34 | 408.00  | 0.00      | 5,142.11 |
| <b>Other Accounts</b>                |             |        |         |           |          |
| 2031-10-00 Class of 2031 Field Trips | 31.97       |        |         |           | 31.97    |
| 2033-10-00 Class of 2033 Field Trips | 232.60      | 160.00 |         | 108.00    | 500.60   |
| 2034-10-00 Class of 2034 Field Trips | 196.12      |        |         |           | 196.12   |
| 2035-10-00 Class of 2035 Field Trips | 14.00       | 476.00 | 408.00  | 266.00    | 348.00   |
| 2036-00-00 Class of 2036             | 15.80       |        |         |           | 15.80    |
| 4100-30-00 General Fund              | 464.81      |        |         |           | 464.81   |
| 4200-10-00 Service Club              | 1,053.24    |        |         |           | 1,053.24 |
| 6000-00-00 Interest Income           | 432.23      | 18.34  |         | (266.00)  | 184.57   |
| 6000-30-00 Field Trip Reserve        | 2,455.00    |        |         | (108.00)  | 2,347.00 |
| <b>Total Other Accounts</b>          | 4,895.77    | 654.34 | 408.00  | 0.00      | 5,142.11 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION             | BEG BALANCE       | INCOME          | EXPENSE         | TRANSFERS   | BALANCE           |
|---------------------------------------|-------------------|-----------------|-----------------|-------------|-------------------|
| <b>Cash Accounts</b>                  |                   |                 |                 |             |                   |
| 1000-00-10 Harris - Checking          | 140,238.16        | 5,670.41        | 8,681.33        |             | 137,227.24        |
| <b>Total Cash Accounts</b>            | <b>140,238.16</b> | <b>5,670.41</b> | <b>8,681.33</b> | <b>0.00</b> | <b>137,227.24</b> |
| <b>Other Accounts</b>                 |                   |                 |                 |             |                   |
| 2000-10-00 Cardinal Council (Student) | 3,404.39          | 264.00          |                 |             | 3,668.39          |
| 2027-20-00 Class of 2027-B            | 114.66            |                 |                 |             | 114.66            |
| 2029-10-00 Class of 2029-A            | 150.00            |                 |                 |             | 150.00            |
| 2029-20-00 Class of 2029-B            | 150.00            |                 |                 |             | 150.00            |
| 2030-10-00 Class of 2030-A            | 988.23            |                 |                 |             | 988.23            |
| 2030-20-00 Class of 2030-B            | 988.22            |                 |                 |             | 988.22            |
| 2031-10-00 Class of 2031-A            | 169.58            |                 |                 |             | 169.58            |
| 2031-20-00 Class of 2031-B            | 169.58            |                 |                 |             | 169.58            |
| 20TG-00-00 Universal Team (PBIS)      | 2,591.15          |                 |                 |             | 2,591.15          |
| 20TY-00-00 Secondary Team             | 363.97            |                 |                 |             | 363.97            |
| 2110-10-00 Band                       | 13,220.66         | 535.00          | 4,730.69        |             | 9,024.97          |
| 2130-10-00 Music Department           | (5,138.27)        |                 |                 |             | (5,138.27)        |
| 2140-10-00 Chorus/Vocal               | 9,101.58          |                 | 1,618.05        |             | 7,483.53          |
| 2150-30-00 Musical/Ensembles          | 17,775.20         |                 | 314.21          |             | 17,460.99         |
| 2155-10-00 Orchestra                  | 17,783.77         |                 | 343.05          |             | 17,440.72         |
| 2220-10-00 Art Club                   | 5,478.15          |                 |                 |             | 5,478.15          |
| 2230-10-00 Beta Club                  | 61.28             | 3,430.00        |                 |             | 3,491.28          |
| 2380-10-00 Targeted Intervention Team | 13.53             |                 |                 |             | 13.53             |
| 2391-10-00 AVID                       | (1,427.43)        | 933.00          |                 | 90.00       | (404.43)          |
| 2425-10-00 Exploratory/Spanish        | 446.34            |                 |                 |             | 446.34            |
| 2431-10-00 Life Program (SPED)        | 63.44             | 0.82            | 18.18           |             | 46.08             |
| 2432-10-00 Snack (skills) Program     | 282.34            |                 | 170.36          |             | 111.98            |
| 2435-10-00 S.O.A.R.                   | 486.31            |                 | 4.76            |             | 481.55            |
| 2436-10-00 SWANS                      | 23.22             |                 |                 |             | 23.22             |
| 2481-10-00 Yearbook Club              | 2,523.96          |                 |                 |             | 2,523.96          |
| 2530-10-00 Chess Club                 | 326.91            |                 |                 |             | 326.91            |
| 2560-30-00 Book Club                  | 6.15              |                 |                 |             | 6.15              |
| 2565-00-00 Bracelet Club              | 370.00            |                 |                 |             | 370.00            |
| 2566-10-00 Garden Club                | 321.04            |                 |                 |             | 321.04            |
| 2570-30-00 IMC                        | 630.17            |                 |                 |             | 630.17            |
| 2590-10-00 Lions                      | 16.11             |                 |                 |             | 16.11             |
| 2615-10-00 Midnight Mile              | 20,403.87         |                 | 621.00          |             | 19,782.87         |
| 2619-10-00 Cardinal Care              | 3,301.59          |                 |                 |             | 3,301.59          |
| 2620-10-00 Scrapbook                  | 102.00            |                 |                 |             | 102.00            |
| 2625-10-00 Schoolpalooza              | 776.58            |                 |                 |             | 776.58            |
| 2630-10-00 Ski Club                   | 546.02            |                 | 570.42          |             | (24.40)           |
| 2631-10-00 Washington D.C. Trip       | 3.77              |                 |                 |             | 3.77              |
| 2635-10-00 Snowflake                  | 1,331.31          |                 |                 |             | 1,331.31          |
| 2655-10-00 Battle of the Books        | 5.30              |                 |                 |             | 5.30              |
| 2665-10-00 Spelling Bee               | 21.34             |                 |                 |             | 21.34             |
| 2670-10-00 Robotics                   | 1,392.65          |                 | 36.00           |             | 1,356.65          |
| 2675-00-00 STEM                       | 65.35             |                 |                 |             | 65.35             |
| 3010-00-00 Ultimate Club              | 352.24            |                 |                 |             | 352.24            |
| 3207-20-10 Girls Basketball - 7th     | 213.92            |                 | 130.41          |             | 83.51             |
| 3207-20-20 Boys Basketball - 7th      | 0.62              |                 |                 |             | 0.62              |
| 3208-20-20 Boy's Basketball - 8th     | 183.47            |                 |                 |             | 183.47            |
| 3250-20-10 Poms                       | 0.40              |                 |                 |             | 0.40              |
| 3253-20-10 Intramural Basketball      | 82.06             |                 |                 |             | 82.06             |
| 3254-20-00 Intramural Poms            | 121.95            |                 |                 |             | 121.95            |



**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                 | BEG BALANCE       | INCOME          | EXPENSE         | TRANSFERS   | BALANCE           |
|-------------------------------------------|-------------------|-----------------|-----------------|-------------|-------------------|
| 3255-20-10 Intramural Wrestling           | 48.00             |                 |                 |             | 48.00             |
| 3350-20-10 Cheerleading                   | 31.80             |                 |                 |             | 31.80             |
| 3400-10-00 Color Guard                    | 212.49            |                 |                 |             | 212.49            |
| 3500-20-10 Track Team                     | 47.15             |                 |                 |             | 47.15             |
| 3600-10-00 Flag Football                  | 542.22            |                 |                 |             | 542.22            |
| 3800-20-00 Cross Country                  | 215.53            |                 |                 |             | 215.53            |
| 3800-20-10 Marathon Club - 6th Gr.CC Only | 16.00             |                 |                 |             | 16.00             |
| 3840-10-00 Wiffle Ball                    | 315.54            |                 |                 |             | 315.54            |
| 3850-20-00 Wrestling                      | 844.08            |                 |                 |             | 844.08            |
| 3900-20-00 Volleyball                     | 137.55            |                 |                 |             | 137.55            |
| 4100-30-00 General                        | 1,847.15          |                 |                 |             | 1,847.15          |
| 4110-10-00 Outdoor Club                   | 3,002.83          |                 | 124.20          |             | 2,878.63          |
| 4210-00-00 Fall Play                      | 9,261.61          |                 |                 |             | 9,261.61          |
| 4220-00-00 Street Ensemble                | 143.19            |                 |                 |             | 143.19            |
| 4230-00-00 Buddy Club                     | 114.14            |                 |                 |             | 114.14            |
| 4300-30-00 Faculty (Social) Fund          | 136.00            |                 |                 |             | 136.00            |
| 4400-30-00 Fitness Club (PE)              | 4,162.76          |                 |                 |             | 4,162.76          |
| 4500-30-00 Flower Fund                    | 536.02            |                 |                 |             | 536.02            |
| 6000-00-00 Interest Income                | 14,765.42         | 507.59          |                 |             | 15,273.01         |
| 6000-30-00 Field Trip Reserve             | 3,500.00          |                 |                 | (90.00)     | 3,410.00          |
| <b>Total Other Accounts</b>               | <b>140,238.16</b> | <b>5,670.41</b> | <b>8,681.33</b> | <b>0.00</b> | <b>137,227.24</b> |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|------------------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>                     |             |        |         |           |          |
| 1000-00-10 Harris - Checking             | 3,010.08    | 10.85  |         |           | 3,020.93 |
| <b>Total Cash Accounts</b>               | 3,010.08    | 10.85  | 0.00    | 0.00      | 3,020.93 |
| <b>Other Accounts</b>                    |             |        |         |           |          |
| 2029-00-00 Class of 2029                 | 59.55       |        |         |           | 59.55    |
| 2032-00-00 Class of 2032                 | 64.09       |        |         |           | 64.09    |
| 2035-00-00 Class of 2035                 | (506.00)    |        |         |           | (506.00) |
| 2036-00-00 Class of 2036                 | 649.31      |        |         |           | 649.31   |
| 2100-10-10 Julie Voss Class-Inactive     | 0.10        |        |         |           | 0.10     |
| 2100-20-10 LEAP Program                  | 15.00       |        |         |           | 15.00    |
| 4100-30-00 Miscellaneous                 | 555.03      |        |         |           | 555.03   |
| 5010-00-00 Library Books (Birthday Club) | 232.59      |        |         |           | 232.59   |
| 6000-00-00 Interest Income               | 375.41      | 10.85  |         |           | 386.26   |
| 6000-30-00 Field Trip Reserve            | 1,565.00    |        |         |           | 1,565.00 |
| <b>Total Other Accounts</b>              | 3,010.08    | 10.85  | 0.00    | 0.00      | 3,020.93 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION     | BEG BALANCE      | INCOME          | EXPENSE         | TRANSFERS   | BALANCE         |
|-------------------------------|------------------|-----------------|-----------------|-------------|-----------------|
| <b>Cash Accounts</b>          |                  |                 |                 |             |                 |
| 1000-00-10 Harris - Checking  | 11,303.48        | 1,122.76        | 4,513.91        |             | 7,912.33        |
| <b>Total Cash Accounts</b>    | <b>11,303.48</b> | <b>1,122.76</b> | <b>4,513.91</b> | <b>0.00</b> | <b>7,912.33</b> |
| <b>Other Accounts</b>         |                  |                 |                 |             |                 |
| 2032-00-00 Class of 2032      | 1,040.51         |                 | 793.82          |             | 246.69          |
| 2033-00-00 Class of 2033      | 1,002.53         |                 |                 |             | 1,002.53        |
| 2034-00-00 Class of 2034      | 709.34           |                 |                 |             | 709.34          |
| 2035-00-00 Class of 2035      | 1,278.85         |                 | 268.43          |             | 1,010.42        |
| 2036-00-00 Class of 2036      | (49.48)          | 1,088.50        | 370.00          | 84.00       | 753.02          |
| 2037-00-00 Class of 2037      | 1,605.00         |                 | 1,231.66        |             | 373.34          |
| 2140-10-10 Chorus             | (75.34)          |                 |                 |             | (75.34)         |
| 2215-10-10 Yearbook - Elem    | 726.00           |                 |                 |             | 726.00          |
| 2499-20-00 Apparel Store      | 0.11             |                 |                 |             | 0.11            |
| 2590-30-00 Girls on the Run   | 5.00             |                 |                 |             | 5.00            |
| 4100-30-00 General            | 63.48            |                 |                 |             | 63.48           |
| 4300-20-00 Staff Wear         | 75.00            |                 |                 |             | 75.00           |
| 5010-10-00 PBIS               | 1,343.65         |                 |                 |             | 1,343.65        |
| 6000-00-00 Interest Income    | 1,878.83         | 34.26           | 1,850.00        |             | 63.09           |
| 6000-30-00 Field Trip Reserve | 1,700.00         |                 |                 | (84.00)     | 1,616.00        |
| <b>Total Other Accounts</b>   | <b>11,303.48</b> | <b>1,122.76</b> | <b>4,513.91</b> | <b>0.00</b> | <b>7,912.33</b> |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION       | BEG BALANCE | INCOME | EXPENSE  | TRANSFERS | BALANCE    |
|---------------------------------|-------------|--------|----------|-----------|------------|
| <b>Cash Accounts</b>            |             |        |          |           |            |
| 1000-00-10 Harris - Checking    | 8,311.78    | 825.77 | 3,652.00 |           | 5,485.55   |
| <b>Total Cash Accounts</b>      | 8,311.78    | 825.77 | 3,652.00 | 0.00      | 5,485.55   |
| <b>Other Accounts</b>           |             |        |          |           |            |
| 2000-20-00 LIFE Program         | 2,588.87    |        |          |           | 2,588.87   |
| 2032-00-00 Class of 2032        | (1,084.18)  |        |          |           | (1,084.18) |
| 2033-00-00 Class of 2033        | (841.95)    |        |          |           | (841.95)   |
| 2034-00-00 Class of 2034        | (946.64)    |        |          |           | (946.64)   |
| 2035-00-00 Class of 2035        | (58.07)     | 438.00 | 185.00   |           | 194.93     |
| 2036-00-00 Class of 2036        | 0.00        | 356.40 | 475.00   |           | (118.60)   |
| 2276-10-00 Field Trips          | 27.02       |        |          |           | 27.02      |
| 2277-10-00 Field Days           | 543.68      |        |          |           | 543.68     |
| 2590-40-00 Relay for Life       | 4,393.62    |        | 2,992.00 |           | 1,401.62   |
| 4100-30-00 General              | 514.10      |        |          |           | 514.10     |
| 5000-10-00 Staff Social Account | (38.30)     |        |          |           | (38.30)    |
| 6000-00-00 Interest Income      | 713.63      | 31.37  |          |           | 745.00     |
| 6000-30-00 Field Trip Reserve   | 2,500.00    |        |          |           | 2,500.00   |
| <b>Total Other Accounts</b>     | 8,311.78    | 825.77 | 3,652.00 | 0.00      | 5,485.55   |

# ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION              | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|----------------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>                   |             |        |         |           |          |
| 1000-00-10 Harris - Checking           | 2,933.13    | 160.56 | 591.00  |           | 2,502.69 |
| <b>Total Cash Accounts</b>             | 2,933.13    | 160.56 | 591.00  | 0.00      | 2,502.69 |
| <b>Other Accounts</b>                  |             |        |         |           |          |
| 2151-10-20 Summer Music Camp           | 268.29      |        |         |           | 268.29   |
| 2590-40-00 Relay for Life              | 144.00      |        |         |           | 144.00   |
| 4100-30-00 General                     | 67.17       | 150.00 |         |           | 217.17   |
| 4210-00-00 Scholastic Book Fair-Fall   | 3.59        |        |         |           | 3.59     |
| 4220-00-00 Scholastic Book Fair-Spring | 427.62      |        |         |           | 427.62   |
| 4270-00-00 PBIS                        | 202.10      |        |         |           | 202.10   |
| 4600-10-00 Change Drawer               | 231.00      |        |         |           | 231.00   |
| 5000-10-10 Staff Spirit Wear           | 154.33      |        |         |           | 154.33   |
| 6000-00-00 Interest Income             | 211.03      | 10.56  |         |           | 221.59   |
| 6000-30-00 Field Trip Reserve          | 1,224.00    |        | 591.00  |           | 633.00   |
| <b>Total Other Accounts</b>            | 2,933.13    | 160.56 | 591.00  | 0.00      | 2,502.69 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION         | BEG BALANCE | INCOME   | EXPENSE  | TRANSFERS | BALANCE    |
|-----------------------------------|-------------|----------|----------|-----------|------------|
| <b>Cash Accounts</b>              |             |          |          |           |            |
| 1000-00-10 Harris Bank Checking   | 4,512.17    | 1,668.32 | 3,769.00 |           | 2,411.49   |
| <b>Total Cash Accounts</b>        | 4,512.17    | 1,668.32 | 3,769.00 | 0.00      | 2,411.49   |
| <b>Other Accounts</b>             |             |          |          |           |            |
| 2032-00-00 Class of 2032          | 0.00        | 1,647.00 | 2,100.00 | 486.00    | 33.00      |
| 2034-00-00 Class of 2034          | 256.30      |          | 1,669.00 |           | (1,412.70) |
| 2035-00-00 Class of 2035          | 87.66       |          |          |           | 87.66      |
| 2140-20-00 Chorus                 | 47.50       |          |          |           | 47.50      |
| 2270-10-00 Environmental Science  | 329.61      |          |          |           | 329.61     |
| 4100-30-00 General                | 117.51      |          |          |           | 117.51     |
| 5100-00-00 Scholastic Book Fair   | 436.65      |          |          |           | 436.65     |
| 5110-00-00 Yearbook               | 292.00      |          |          |           | 292.00     |
| 5200-00-00 Sunshine Staff Account | 754.96      |          |          |           | 754.96     |
| 6000-00-00 Interest Income        | 765.98      | 21.32    |          |           | 787.30     |
| 6000-30-00 Field Trip Reserve     | 1,424.00    |          |          | (486.00)  | 938.00     |
| <b>Total Other Accounts</b>       | 4,512.17    | 1,668.32 | 3,769.00 | 0.00      | 2,411.49   |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                 | BEG BALANCE       | INCOME           | EXPENSE          | TRANSFERS   | BALANCE           |
|-------------------------------------------|-------------------|------------------|------------------|-------------|-------------------|
| <b>Cash Accounts</b>                      |                   |                  |                  |             |                   |
| 1000-00-10 Harris - Checking              | 412,000.74        | 30,841.53        | 17,121.87        |             | 425,720.40        |
| <b>Total Cash Accounts</b>                | <b>412,000.74</b> | <b>30,841.53</b> | <b>17,121.87</b> | <b>0.00</b> | <b>425,720.40</b> |
| <b>Other Accounts</b>                     |                   |                  |                  |             |                   |
| 2000-10-00 Student Council                | 2,677.26          |                  | 182.00           |             | 2,495.26          |
| 2014-10-00 Homecoming                     | 44,057.75         |                  |                  |             | 44,057.75         |
| 2015-10-10 Class of 2015 Statue Maintenan | 69.26             |                  |                  |             | 69.26             |
| 2025-00-00 Class of 2025                  | 7,892.58          |                  | 100.00           |             | 7,792.58          |
| 2026-00-00 Class of 2026                  | 6,473.71          |                  |                  |             | 6,473.71          |
| 2027-00-00 Class of 2027                  | 8,451.91          |                  |                  |             | 8,451.91          |
| 2028-00-00 Class of 2028                  | 2,025.96          |                  |                  |             | 2,025.96          |
| 2110-10-00 Band                           | 492.56            |                  |                  |             | 492.56            |
| 2112-00-00 Tri M (Modern Music Masters)   | 2,168.37          |                  |                  |             | 2,168.37          |
| 2140-10-00 Chorus                         | 8,123.21          |                  |                  |             | 8,123.21          |
| 2150-30-00 Musical                        | 10,990.35         | 442.00           | 2,145.82         |             | 9,286.53          |
| 2151-10-00 Music Student Tour Account     | 3,019.84          |                  |                  |             | 3,019.84          |
| 2155-10-00 Orchestra                      | 454.38            |                  |                  |             | 454.38            |
| 2156-10-00 Prom - Junior Class            | 31,880.45         |                  | 2,500.00         |             | 29,380.45         |
| 2220-10-00 Art Club                       | 1,599.24          |                  |                  |             | 1,599.24          |
| 2222-10-00 ABC Business Club              | 1,562.32          |                  |                  |             | 1,562.32          |
| 2223-00-00 ASL Club                       | 400.85            |                  |                  |             | 400.85            |
| 2225-10-00 Black Student Alliance         | 7,400.45          |                  |                  |             | 7,400.45          |
| 2225-20-00 Hispanic Youth Alliance        | 605.66            |                  |                  |             | 605.66            |
| 2230-10-00 Debate Team                    | 1,333.06          |                  |                  |             | 1,333.06          |
| 2240-10-00 Drama Club                     | 9,517.36          |                  | 4,809.70         |             | 4,707.66          |
| 2250-10-10 GSA Club                       | 96.25             |                  |                  |             | 96.25             |
| 2260-10-00 Industrial Arts                | 1,591.92          |                  |                  |             | 1,591.92          |
| 2265-10-00 Environmental Club/Med Careers | 507.53            |                  |                  |             | 507.53            |
| 2276-10-00 Field Trips                    | 52.46             |                  |                  |             | 52.46             |
| 2280-10-00 Fishing Club                   | 522.19            |                  |                  |             | 522.19            |
| 2310-10-00 AAPI Club                      | 741.72            |                  |                  |             | 741.72            |
| 2320-10-00 German Club                    | 206.94            |                  |                  |             | 206.94            |
| 2330-10-00 Foreign Language               | 180.71            |                  |                  |             | 180.71            |
| 2330-20-00 French Club                    | 242.00            |                  |                  |             | 242.00            |
| 2340-10-00 Spanish Club                   | 70.07             |                  |                  |             | 70.07             |
| 2350-10-00 Language Arts Field Trips      | 808.00            |                  |                  |             | 808.00            |
| 2390-10-00 National Honor Society         | 15,023.05         | 856.50           | 74.59            |             | 15,804.96         |
| 2390-20-00 Robotics                       | 100.91            |                  |                  |             | 100.91            |
| 2391-10-00 AVID                           | 15,951.93         | 406.00           | 195.00           | 70.00       | 16,232.93         |
| 2393-10-00 PBIS                           | 1,487.06          |                  |                  |             | 1,487.06          |
| 2410-00-00 Math Team                      | 461.00            |                  |                  |             | 461.00            |
| 2480-10-00 Yearbook                       | 98.16             |                  |                  |             | 98.16             |
| 2499-30-00 School Store                   | 187.60            | 695.65           |                  |             | 883.25            |
| 2618-10-10 Operation Click                | 1,064.80          |                  |                  |             | 1,064.80          |
| 2620-00-00 Female Empowerment             | 700.27            |                  | 41.98            |             | 658.29            |
| 2644-10-00 Co-Op                          | 3,100.92          | 3,300.00         | 2,017.20         |             | 4,383.72          |
| 2647-10-00 FACS                           | 294.94            |                  |                  |             | 294.94            |
| 2655-00-00 Literary Magazine              | 466.73            |                  |                  |             | 466.73            |
| 2670-10-00 Scholastic Bowl                | 134.09            | 100.00           |                  |             | 234.09            |
| 2671-00-00 Science                        | 1,896.57          |                  |                  |             | 1,896.57          |
| 2671-10-00 Science-Six Flags GreatAmerica | 0.01              |                  | 3,920.00         |             | (3,919.99)        |
| 2680-10-00 Marketing Class                | 181.65            |                  |                  |             | 181.65            |
| 2685-00-00 Target Edu                     | 211.77            |                  |                  |             | 211.77            |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION               | BEG BALANCE       | INCOME           | EXPENSE          | TRANSFERS   | BALANCE           |
|-----------------------------------------|-------------------|------------------|------------------|-------------|-------------------|
| 2686-00-00 Woodshop                     | 140.00            |                  |                  |             | 140.00            |
| 2690-00-00 WHIPS TV                     | 58.00             |                  |                  |             | 58.00             |
| 3100-10-00 Athletic Development         | 1,321.54          |                  |                  |             | 1,321.54          |
| 3100-20-20 Baseball                     | 12,148.55         | 10,845.00        |                  |             | 22,993.55         |
| 3150-20-10 Softball                     | 5,153.57          |                  |                  |             | 5,153.57          |
| 3200-20-10 Girls Basketball             | 3,678.24          |                  | 790.00           |             | 2,888.24          |
| 3200-20-20 Boys Basketball              | 3,919.89          |                  | 68.53            |             | 3,851.36          |
| 3250-20-10 Poms                         | 8,169.20          |                  |                  | 2,500.00    | 10,669.20         |
| 3300-20-10 Girls Soccer                 | 6,993.83          |                  |                  |             | 6,993.83          |
| 3300-20-20 Boys Soccer                  | 1,372.25          |                  |                  |             | 1,372.25          |
| 3350-20-10 Cheerleading                 | 15,835.27         |                  | 277.05           |             | 15,558.22         |
| 3400-20-10 Girls Tennis                 | 5,488.93          |                  |                  |             | 5,488.93          |
| 3400-20-20 Boys Tennis                  | 1,053.00          |                  |                  |             | 1,053.00          |
| 3500-20-10 Girls Track & Field          | 4,623.42          | 63.00            |                  | (60.34)     | 4,626.08          |
| 3500-20-20 Boys Track                   | 3,937.27          |                  |                  |             | 3,937.27          |
| 3600-20-10 Boys Golf                    | 5,613.85          |                  |                  |             | 5,613.85          |
| 3600-20-20 Girls Golf                   | 3,670.56          |                  |                  |             | 3,670.56          |
| 3610-10-00 Boys Lacrosse                | 2,135.80          | 12,211.00        |                  |             | 14,346.80         |
| 3610-20-00 Girls LaCrosse               | 2,606.60          |                  |                  |             | 2,606.60          |
| 3700-20-10 Football                     | 13,993.50         |                  |                  |             | 13,993.50         |
| 3700-30-10 Powder Puff                  | 3,528.25          |                  |                  |             | 3,528.25          |
| 3700-40-10 Flag Football                | 2,278.77          |                  |                  |             | 2,278.77          |
| 3800-10-00 Whip Squad                   | 193.00            |                  |                  |             | 193.00            |
| 3800-20-00 Boys and Girls Cross Country | 1,016.17          |                  |                  | 60.34       | 1,076.51          |
| 3850-20-00 Wrestling                    | 5,742.40          | 413.40           |                  |             | 6,155.80          |
| 3900-20-00 Volleyball                   | 492.41            |                  |                  |             | 492.41            |
| 3900-20-10 Volleyball Club              | 118.00            |                  |                  |             | 118.00            |
| 3990-10-00 Gatorade Fundraiser          | 537.87            |                  |                  |             | 537.87            |
| 4000-30-00 General                      | 10,084.80         |                  |                  | (2,500.00)  | 7,584.80          |
| 4100-00-00 FVC Leadership               | 981.48            |                  |                  |             | 981.48            |
| 4150-00-00 Teacher Grants               | 22.50             |                  |                  |             | 22.50             |
| 4210-10-00 Rachel's Challenge           | 20.00             |                  |                  |             | 20.00             |
| 4220-00-00 D300 Speaks                  | 219.52            |                  |                  |             | 219.52            |
| 4300-20-00 Sunshine                     | 92.70             |                  |                  |             | 92.70             |
| 4300-30-00 Spiritwear                   | 3.03              |                  |                  |             | 3.03              |
| 4300-40-00 PE-Active                    | 1.00              |                  |                  |             | 1.00              |
| 4700-10-00 2017 Gene Haas Scholarship   | 531.79            |                  |                  |             | 531.79            |
| 4700-10-10 2018 Gene Haas Scholarship   | 1,558.50          |                  |                  |             | 1,558.50          |
| 4700-10-20 2019 Gene Haas Scholarship   | 7,021.00          |                  |                  |             | 7,021.00          |
| 4700-10-30 2020 Gene Haas Scholarship   | 12,000.00         |                  |                  |             | 12,000.00         |
| 4700-10-50 2024 GENE HAAS SCHOLARSHIP   | 20,000.00         |                  |                  |             | 20,000.00         |
| 4700-30-00 Scholarship & Blood Drive    | 2,540.00          |                  |                  |             | 2,540.00          |
| 4700-40-00 Drama Club Scholarship       | 625.50            |                  |                  |             | 625.50            |
| 4800-00-00 Guidance                     | 642.52            |                  |                  |             | 642.52            |
| 6000-00-00 Interest                     | 38,038.48         | 1,508.98         |                  |             | 39,547.46         |
| 6000-30-00 Field Trip Reserve           | 4,220.00          |                  |                  | (70.00)     | 4,150.00          |
| <b>Total Other Accounts</b>             | <b>412,000.74</b> | <b>30,841.53</b> | <b>17,121.87</b> | <b>0.00</b> | <b>425,720.40</b> |



**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION           | BEG BALANCE | INCOME    | EXPENSE   | TRANSFERS | BALANCE   |
|-------------------------------------|-------------|-----------|-----------|-----------|-----------|
| <b>Cash Accounts</b>                |             |           |           |           |           |
| 1000-00-10 Harris - Checking        | 92,008.94   | 12,134.17 | 11,850.57 |           | 92,292.54 |
| <b>Total Cash Accounts</b>          | 92,008.94   | 12,134.17 | 11,850.57 | 0.00      | 92,292.54 |
| <b>Other Accounts</b>               |             |           |           |           |           |
| 1000-10-00 Banking Corrections      | (40.22)     |           |           | 100.00    | 59.78     |
| 2001-10-00 Student Council - MS     | 672.53      | 703.00    | 710.00    | 100.00    | 765.53    |
| 2029-00-00 8th Grade Class of 2029  | 6,149.54    | 2,865.00  | 1,988.00  | (100.00)  | 6,926.54  |
| 2030-00-00 7th Grade Class of 2030  | 2,248.10    |           | 215.00    |           | 2,033.10  |
| 2031-00-00 6th Grade Class of 2031  | 4,696.49    | 50.00     | 255.21    |           | 4,491.28  |
| 2111-00-00 Music Field Trip Account | 4,702.17    |           |           |           | 4,702.17  |
| 2114-10-00 Band - MS                | 670.44      |           |           |           | 670.44    |
| 2120-10-00 Drama Club               | 13,565.77   | 2,185.00  | 1,346.96  |           | 14,403.81 |
| 2140-10-00 Chorus                   | 3,184.93    |           |           |           | 3,184.93  |
| 2155-10-00 MS Orchestra             | 1,720.79    |           |           |           | 1,720.79  |
| 2210-00-00 Cafe 10A                 | 410.78      | 38.00     |           |           | 448.78    |
| 2225-10-00 Arts & Craft Club        | 62.80       |           |           |           | 62.80     |
| 2230-10-00 Beta Club                | 5,062.24    | 460.00    | 150.00    |           | 5,372.24  |
| 2391-10-00 AVID                     | 13,663.32   | 3,120.50  | 1,470.50  |           | 15,313.32 |
| 2400-00-00 PBIS                     | 4,046.96    |           | 735.54    |           | 3,311.42  |
| 2560-20-00 Book Fair                | 702.37      |           |           |           | 702.37    |
| 2631-10-29 Washington DC 8th Grade  | 2,535.22    |           | 2,296.80  |           | 238.42    |
| 2631-10-30 Washington DC 7th Grade  | 5,687.19    | 1,920.00  |           |           | 7,607.19  |
| 2631-10-31 Washington DC 6th Grade  | 397.40      |           |           |           | 397.40    |
| 2667-00-00 MS Sports                | 796.81      | 429.81    | 5.50      |           | 1,221.12  |
| 2669-00-00 MS Yearbook              | 200.00      |           |           |           | 200.00    |
| 4100-30-00 General                  | 7,308.16    | 24.28     | 1,362.06  |           | 5,970.38  |
| 4250-30-00 Student Activity         | 4,086.42    |           | 1,315.00  |           | 2,771.42  |
| 6000-00-00 Interest                 | 7,386.73    | 338.58    |           | (100.00)  | 7,625.31  |
| 6000-30-00 Field Trip Reserve       | 2,092.00    |           |           |           | 2,092.00  |
| <b>Total Other Accounts</b>         | 92,008.94   | 12,134.17 | 11,850.57 | 0.00      | 92,292.54 |

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                | BEG BALANCE | INCOME    | EXPENSE   | TRANSFERS | BALANCE    |
|------------------------------------------|-------------|-----------|-----------|-----------|------------|
| <b>Cash Accounts</b>                     |             |           |           |           |            |
| 1000-00-10 Harris - Checking             | 321,892.06  | 29,393.32 | 38,004.77 |           | 313,280.61 |
| <b>Total Cash Accounts</b>               | 321,892.06  | 29,393.32 | 38,004.77 | 0.00      | 313,280.61 |
| <b>Other Accounts</b>                    |             |           |           |           |            |
| 1000-10-10 Banking Corrections           | (20.00)     |           |           |           | (20.00)    |
| 2000-10-00 Student Council               | 46,312.29   |           | 6,178.56  |           | 40,133.73  |
| 2022-00-00 Class of 2022                 | 64.85       |           |           |           | 64.85      |
| 2023-00-00 Class of 2023                 | 8,771.03    |           |           |           | 8,771.03   |
| 2024-00-00 Class of 2024                 | 6,843.48    |           |           |           | 6,843.48   |
| 2025-00-00 Class of 2025                 | 9,560.80    | 235.92    | 1,721.67  | 1.93      | 8,076.98   |
| 2026-00-00 Class of 2026                 | 5,434.18    |           | 130.12    |           | 5,304.06   |
| 2027-00-00 Class of 2027                 | 1,046.91    |           |           |           | 1,046.91   |
| 2028-00-00 Class of 2028                 | 360.11      | 50.00     |           |           | 410.11     |
| 2110-00-10 Prom                          | 13,491.53   |           |           |           | 13,491.53  |
| 2110-10-00 Band                          | 6,125.58    |           | 19.35     |           | 6,106.23   |
| 2120-10-00 Drama Club                    | 6,395.98    |           | 610.00    |           | 5,785.98   |
| 2140-10-00 Choral                        | 5,990.36    |           |           |           | 5,990.36   |
| 2150-30-00 Musical                       | 3,987.76    | 4,482.45  |           |           | 8,470.21   |
| 2151-10-00 Tri-M                         | 659.00      |           |           |           | 659.00     |
| 2151-10-10 Music Industry Club- MIC      | 822.65      |           |           |           | 822.65     |
| 2152-10-00 24hr Musical                  | 444.46      | 3,161.95  | 1,069.50  |           | 2,536.91   |
| 2155-10-00 Orchestra                     | 1,504.27    |           |           |           | 1,504.27   |
| 2210-10-00 Activist Club                 | 85.88       |           |           |           | 85.88      |
| 2220-10-00 Art Club                      | 1,920.22    |           |           |           | 1,920.22   |
| 2230-00-00 Black Allegiance Club         | 1,150.02    |           |           |           | 1,150.02   |
| 2240-10-00 Muslim Student Alliance Club  | 924.00      |           |           |           | 924.00     |
| 2245-10-00 Women's Empowerment Club      | 572.89      |           |           |           | 572.89     |
| 2253-10-00 Conservation                  | 495.04      |           |           |           | 495.04     |
| 2258-10-00 Engineering Club              | 161.85      |           |           |           | 161.85     |
| 2259-10-00 Film Production               | 203.00      |           |           |           | 203.00     |
| 2263-10-00 Interact Club                 | 4,634.24    |           |           |           | 4,634.24   |
| 2276-10-00 Field Trips                   | 534.59      |           |           |           | 534.59     |
| 2281-10-00 Gold Rush                     | 300.08      |           |           | 128.40    | 428.48     |
| 2310-10-00 French Club                   | 200.36      |           |           |           | 200.36     |
| 2320-10-00 German Club                   | 282.64      |           |           |           | 282.64     |
| 2330-10-00 Spanish Club                  | 169.44      |           | 31.39     |           | 138.05     |
| 2330-20-00 World Language Department     | 287.37      |           |           |           | 287.37     |
| 2340-10-10 Key Club                      | 3,121.31    |           | 297.86    | (130.33)  | 2,693.12   |
| 2370-10-00 FCCLA                         | 79.42       |           |           |           | 79.42      |
| 2390-10-00 National Honor Society        | 8,220.68    |           | 2,649.58  |           | 5,571.10   |
| 2391-10-00 AVID                          | 10,161.52   | 2,509.00  | 3,800.00  |           | 8,870.52   |
| 2393-10-00 PBIS                          | 884.95      |           |           |           | 884.95     |
| 2400-10-00 Peer Mediation/SADD           | 102.95      |           |           |           | 102.95     |
| 2405-10-00 Debate Team                   | 3,341.59    |           | 21.00     |           | 3,320.59   |
| 2406-10-00 DJ (Entertainment) Club       | 680.05      |           |           |           | 680.05     |
| 2408-10-00 GSA (Gay Straight Alliannce)  | 547.86      |           |           |           | 547.86     |
| 2409-10-00 Hispanic Youth Alliance       | 276.97      |           |           |           | 276.97     |
| 2409-20-00 AAPIA-Asian Amer Pac Islander | 43.52       |           |           |           | 43.52      |
| 2409-30-00 South Asian Student Alliance  | 203.50      |           |           |           | 203.50     |
| 2410-10-00 Knitting Club                 | 20.00       |           |           |           | 20.00      |
| 2415-10-00 Science Club                  | 446.89      |           |           |           | 446.89     |
| 2425-10-00 Girls Into Stem               | 100.00      |           |           |           | 100.00     |
| 2430-10-00 Academic Challenge            | 50.00       |           |           |           | 50.00      |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                 | BEG BALANCE       | INCOME           | EXPENSE          | TRANSFERS   | BALANCE           |
|-------------------------------------------|-------------------|------------------|------------------|-------------|-------------------|
| 2590-40-00 Relay for Life                 | 122.51            |                  |                  |             | 122.51            |
| 2618-30-00 Green Eagles                   | 2,655.70          |                  |                  |             | 2,655.70          |
| 2618-30-10 High School Against Cancer     | 25.35             |                  |                  |             | 25.35             |
| 3000-10-00 Special Olympics               | 4,081.36          |                  |                  |             | 4,081.36          |
| 3001-00-00 Student Act/Ath Council        | 55.00             |                  |                  |             | 55.00             |
| 3100-20-20 Baseball                       | 4,248.74          | 13,120.00        | 5,669.20         |             | 11,699.54         |
| 3150-20-10 Softball                       | 3,387.63          |                  | 850.80           |             | 2,536.83          |
| 3200-20-10 Girls Basketball               | 1,645.96          |                  |                  |             | 1,645.96          |
| 3200-20-20 Boys Basketball                | 7,582.18          |                  | 825.00           |             | 6,757.18          |
| 3210-20-10 Bowling                        | 364.04            |                  | 26.99            |             | 337.05            |
| 3250-20-10 Dance Team                     | 10,462.95         |                  |                  |             | 10,462.95         |
| 3275-00-00 Math Team                      | 798.27            |                  |                  |             | 798.27            |
| 3300-20-10 Girls Soccer                   | 6,911.72          |                  |                  |             | 6,911.72          |
| 3300-20-20 Boys Soccer                    | 15,364.98         |                  | 798.79           |             | 14,566.19         |
| 3350-20-10 Cheerleaders                   | 6,585.76          | 1,188.84         | 742.52           |             | 7,032.08          |
| 3400-20-10 Girls Tennis                   | 0.81              |                  |                  |             | 0.81              |
| 3400-20-20 Boys Tennis                    | 1.42              |                  |                  |             | 1.42              |
| 3450-20-10 Girls Swimming                 | 50.00             |                  |                  |             | 50.00             |
| 3450-20-20 Boys Swimming                  | 978.98            |                  |                  |             | 978.98            |
| 3500-20-10 Girls Track & Field            | 6,970.88          |                  | 5,909.77         |             | 1,061.11          |
| 3500-20-20 Boys Track                     | 7,791.83          |                  | 2,312.50         |             | 5,479.33          |
| 3600-20-10 Girls Golf                     | 1,495.18          |                  |                  |             | 1,495.18          |
| 3600-20-20 Boys Golf                      | 1,296.78          |                  |                  |             | 1,296.78          |
| 3650-20-10 Boys Lacrosse                  | 8,853.99          |                  | 73.99            |             | 8,780.00          |
| 3700-20-10 Football                       | 8,812.93          | 3,436.10         | 822.31           |             | 11,426.72         |
| 3750-20-10 Flag Football                  | 4,737.26          |                  |                  |             | 4,737.26          |
| 3800-20-00 Cross Country                  | 4,507.09          |                  | 1,939.40         |             | 2,567.69          |
| 3850-20-00 Wrestling                      | 10,050.54         |                  | 1,504.47         |             | 8,546.07          |
| 3900-20-00 Volleyball                     | 13,728.95         |                  |                  |             | 13,728.95         |
| 4100-30-00 General                        | 251.18            |                  |                  |             | 251.18            |
| 4110-10-00 Eagle Minds Matter             | 1,081.00          |                  |                  |             | 1,081.00          |
| 4200-10-00 Eagle's Wings Food Pantry      | 7,264.94          |                  |                  |             | 7,264.94          |
| 4300-30-10 Eagle Pride Advisory Committee | 1,955.32          |                  |                  |             | 1,955.32          |
| 6000-00-00 Interest                       | 16,257.76         | 1,209.06         |                  |             | 17,466.82         |
| 6000-30-00 Field Trip Reserve             | 3,515.00          |                  |                  |             | 3,515.00          |
| <b>Total Other Accounts</b>               | <b>321,892.06</b> | <b>29,393.32</b> | <b>38,004.77</b> | <b>0.00</b> | <b>313,280.61</b> |

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION               | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|-----------------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>                    |             |        |         |           |          |
| 1000-00-10 Harris - Checking            | 7,964.33    | 28.73  |         |           | 7,993.06 |
| <b>Total Cash Accounts</b>              | 7,964.33    | 28.73  | 0.00    | 0.00      | 7,993.06 |
| <b>Other Accounts</b>                   |             |        |         |           |          |
| 2034-00-00 Class of 2034                | 248.77      |        |         |           | 248.77   |
| 2631-10-00 Field Trip Grant Funds       | 94.47       |        |         |           | 94.47    |
| 3020-10-00 Leopards Chorus Club         | 1,897.67    |        |         |           | 1,897.67 |
| 3030-20-00 ILMEA                        | 80.00       |        |         |           | 80.00    |
| 4100-30-00 Principal Discretionary Fund | 1,509.14    |        |         |           | 1,509.14 |
| 5010-00-10 Jump Rope for Heart          | 50.00       |        |         |           | 50.00    |
| 5020-00-00 Ned Show / Yo-yo             | 1,184.00    |        |         |           | 1,184.00 |
| 5100-00-00 Leopards Holiday Giving      | 71.36       |        |         |           | 71.36    |
| 5900-00-00 General                      | 1,017.36    |        |         |           | 1,017.36 |
| 6000-00-00 Interest Income              | 1,204.26    | 28.73  |         |           | 1,232.99 |
| 6000-30-00 Field Trip Reserve           | 607.30      |        |         |           | 607.30   |
| <b>Total Other Accounts</b>             | 7,964.33    | 28.73  | 0.00    | 0.00      | 7,993.06 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION             | BEG BALANCE | INCOME   | EXPENSE | TRANSFERS | BALANCE   |
|---------------------------------------|-------------|----------|---------|-----------|-----------|
| <b>Cash Accounts</b>                  |             |          |         |           |           |
| 1000-00-10 Harris - Checking          | 19,899.25   | 3,903.74 | 137.67  |           | 23,665.32 |
| <b>Total Cash Accounts</b>            | 19,899.25   | 3,903.74 | 137.67  | 0.00      | 23,665.32 |
| <b>Other Accounts</b>                 |             |          |         |           |           |
| 2001-10-10 PBIS (Student Council)     | 3,358.81    | 1,024.00 | 60.00   |           | 4,322.81  |
| 2031-00-00 Class of 2031              | 801.03      |          |         |           | 801.03    |
| 2032-00-00 Class of 2032              | 1,089.68    |          |         |           | 1,089.68  |
| 2033-00-00 Class of 2033              | 1,097.76    |          |         |           | 1,097.76  |
| 2034-00-00 Class of 2034              | 838.40      |          |         |           | 838.40    |
| 2035-00-00 Class of 2035              | 561.32      | 300.00   |         |           | 861.32    |
| 2036-00-00 Class of 2036              | 766.00      |          |         |           | 766.00    |
| 2037-00-00 Class of 2037              | 884.33      |          |         |           | 884.33    |
| 2110-10-00 Band                       | 16.70       |          |         |           | 16.70     |
| 2120-00-00 Book Fair                  | 2,421.76    |          |         |           | 2,421.76  |
| 2151-10-00 Music Club                 | 2,996.95    |          |         |           | 2,996.95  |
| 2230-10-00 Beta Club                  | 42.46       |          |         |           | 42.46     |
| 2540-20-00 Cultural Committee         | 305.60      |          | 20.00   |           | 285.60    |
| 2618-30-00 Families in Need           | 104.41      |          |         |           | 104.41    |
| 2657-00-00 Family Night-Math Night    | 1,376.34    |          | 28.67   |           | 1,347.67  |
| 2657-10-00 Family Night-Reading Night | 2,025.92    |          | 29.00   |           | 1,996.92  |
| 4100-30-00 Miscellaneous/General      | 218.43      |          |         |           | 218.43    |
| 4300-30-00 Sunshine Fund              | 0.66        |          |         |           | 0.66      |
| 6000-00-00 Interest Income            | 992.61      | 79.74    |         |           | 1,072.35  |
| 6000-30-00 Field Trip Reserve         | 0.08        | 2,500.00 |         |           | 2,500.08  |
| <b>Total Other Accounts</b>           | 19,899.25   | 3,903.74 | 137.67  | 0.00      | 23,665.32 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION             | BEG BALANCE     | INCOME          | EXPENSE     | TRANSFERS   | BALANCE         |
|---------------------------------------|-----------------|-----------------|-------------|-------------|-----------------|
| <b>Cash Accounts</b>                  |                 |                 |             |             |                 |
| 1000-00-10 Harris - Checking          | 6,438.41        | 1,315.90        |             |             | 7,754.31        |
| <b>Total Cash Accounts</b>            | <b>6,438.41</b> | <b>1,315.90</b> | <b>0.00</b> | <b>0.00</b> | <b>7,754.31</b> |
| <b>Other Accounts</b>                 |                 |                 |             |             |                 |
| 2030-00-00 Class of 2030              | 282.29          |                 |             |             | 282.29          |
| 2032-00-00 Class of 2032              | 91.00           |                 |             |             | 91.00           |
| 2033-00-00 Class of 2033              | (256.00)        |                 |             |             | (256.00)        |
| 2034-00-00 Class of 2034              | 426.00          |                 |             |             | 426.00          |
| 2035-00-00 Class of 2035              | (443.00)        |                 |             |             | (443.00)        |
| 2036-00-00 Class of 2036              | 0.00            | 375.00          |             |             | 375.00          |
| 2100-10-00 Dual Language Activities   | 40.00           |                 |             |             | 40.00           |
| 2276-10-00 Field Trips                | 100.97          |                 |             |             | 100.97          |
| 2410-00-00 Bookfair                   | 11.18           |                 |             |             | 11.18           |
| 2482-10-00 Yearbook                   | 279.98          |                 |             |             | 279.98          |
| 2590-40-00 Relay for Life             | 65.50           |                 |             |             | 65.50           |
| 4100-30-00 General                    | 1,202.36        |                 |             |             | 1,202.36        |
| 4200-00-00 Liberty Chorus             | 1,855.70        |                 |             |             | 1,855.70        |
| 4300-20-00 Kids Heart Challenge       | 500.00          |                 |             |             | 500.00          |
| 4400-00-00 Reach for the Stars        | 732.48          | 915.00          |             |             | 1,647.48        |
| 5000-10-00 Student Assistance Account | 725.98          |                 |             |             | 725.98          |
| 6000-00-00 Interest Income            | 823.97          | 25.90           |             |             | 849.87          |
| <b>Total Other Accounts</b>           | <b>6,438.41</b> | <b>1,315.90</b> | <b>0.00</b> | <b>0.00</b> | <b>7,754.31</b> |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION               | BEG BALANCE | INCOME   | EXPENSE | TRANSFERS | BALANCE   |
|-----------------------------------------|-------------|----------|---------|-----------|-----------|
| <b>Cash Accounts</b>                    |             |          |         |           |           |
| 1000-00-10 Harris - Checking            | 14,559.85   | 1,547.66 | 530.00  |           | 15,577.51 |
| <b>Total Cash Accounts</b>              | 14,559.85   | 1,547.66 | 530.00  | 0.00      | 15,577.51 |
| <b>Other Accounts</b>                   |             |          |         |           |           |
| 2032-00-00 Class of 2032                | 1,717.87    |          |         |           | 1,717.87  |
| 2033-00-00 Class of 2033                | 2,766.00    |          |         |           | 2,766.00  |
| 2034-00-00 Class of 2034                | 112.88      | 918.00   | 530.00  | 522.00    | 1,022.88  |
| 2035-00-00 Class of 2035                | 25.36       |          |         |           | 25.36     |
| 2036-00-00 Class of 2036                | 428.51      |          |         |           | 428.51    |
| 2210-00-00 Animal Shelter Fundraiser    | 0.50        |          |         |           | 0.50      |
| 2510-00-00 Scholastic Book Fair/Follett | 90.02       |          |         |           | 90.02     |
| 3100-00-00 Yearbook                     | 3,432.37    |          |         |           | 3,432.37  |
| 4100-00-00 Artworks Program             | 1,262.50    |          |         |           | 1,262.50  |
| 4100-30-00 General                      | 258.78      |          |         |           | 258.78    |
| 4300-10-00 Staff Spiritwear             | 1,314.71    |          |         |           | 1,314.71  |
| 4300-20-00 Sunshine                     | 1,017.95    | 575.00   |         |           | 1,592.95  |
| 6000-00-00 Interest Income              | 1,224.32    | 54.66    |         |           | 1,278.98  |
| 6000-30-00 Field Trip Reserve           | 908.08      |          |         | (522.00)  | 386.08    |
| <b>Total Other Accounts</b>             | 14,559.85   | 1,547.66 | 530.00  | 0.00      | 15,577.51 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION       | BEG BALANCE | INCOME   | EXPENSE  | TRANSFERS | BALANCE  |
|---------------------------------|-------------|----------|----------|-----------|----------|
| <b>Cash Accounts</b>            |             |          |          |           |          |
| 1000-00-10 Harris - Checking    | 1,587.39    | 2,505.52 | 1,050.00 |           | 3,042.91 |
| <b>Total Cash Accounts</b>      | 1,587.39    | 2,505.52 | 1,050.00 | 0.00      | 3,042.91 |
| <b>Other Accounts</b>           |             |          |          |           |          |
| 2590-30-00 Girls on the Run     | 69.01       |          |          |           | 69.01    |
| 4100-30-00 General              | 97.18       |          |          |           | 97.18    |
| 4250-30-00 Staff Spirit Wear    | 6.48        |          |          |           | 6.48     |
| 4300-30-00 Social Fund          | 279.02      |          |          |           | 279.02   |
| 4400-10-00 Scholastic Book Fair | (398.80)    |          |          |           | (398.80) |
| 6000-00-00 Interest Income      | 798.50      | 5.52     |          |           | 804.02   |
| 6000-30-00 Field Trip Reserve   | 736.00      | 2,500.00 | 1,050.00 |           | 2,186.00 |
| <b>Total Other Accounts</b>     | 1,587.39    | 2,505.52 | 1,050.00 | 0.00      | 3,042.91 |



**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION     | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|-------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>          |             |        |         |           |          |
| 1000-00-10 Harris - Checking  | 4,034.92    | 15.50  |         |           | 4,050.42 |
| <b>Total Cash Accounts</b>    | 4,034.92    | 15.50  | 0.00    | 0.00      | 4,050.42 |
| <b>Other Accounts</b>         |             |        |         |           |          |
| 2032-00-00 Class of 2032      | 192.00      |        |         |           | 192.00   |
| 2033-00-00 Class of 2033      | 106.16      |        |         |           | 106.16   |
| 2034-00-00 Class of 2034      | 165.36      |        |         |           | 165.36   |
| 2035-00-00 Class of 2035      | 14.19       |        |         |           | 14.19    |
| 4100-30-00 General            | 1,025.31    |        |         |           | 1,025.31 |
| 6000-00-00 Interest Income    | 410.40      | 15.50  |         |           | 425.90   |
| 6000-30-00 Field Trip Reserve | 2,121.50    |        |         |           | 2,121.50 |
| <b>Total Other Accounts</b>   | 4,034.92    | 15.50  | 0.00    | 0.00      | 4,050.42 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                | BEG BALANCE | INCOME   | EXPENSE  | TRANSFERS  | BALANCE  |
|------------------------------------------|-------------|----------|----------|------------|----------|
| <b>Cash Accounts</b>                     |             |          |          |            |          |
| 1000-00-10 Harris - Checking             | 6,375.18    | 2,669.51 | 1,472.00 |            | 7,572.69 |
| <b>Total Cash Accounts</b>               | 6,375.18    | 2,669.51 | 1,472.00 | 0.00       | 7,572.69 |
| <b>Other Accounts</b>                    |             |          |          |            |          |
| 2030-00-00 Class of 2030                 | 117.00      |          |          |            | 117.00   |
| 2035-00-00 Class of 2035                 | 16.00       |          |          |            | 16.00    |
| 2590-40-00 Relay for Life                | 1,248.02    |          |          |            | 1,248.02 |
| 4100-00-00 PBIS                          | 880.12      |          |          |            | 880.12   |
| 4150-00-00 Math Night                    | 108.00      |          |          |            | 108.00   |
| 4300-00-00 General Fund                  | 1,140.26    | 141.00   | 1,472.00 | 1,472.00   | 1,281.26 |
| 5010-00-00 School Fundraisers            | 1,519.10    |          |          |            | 1,519.10 |
| 5030-10-00 School Store-Inactive         | 269.06      |          |          |            | 269.06   |
| 5500-00-00 Staff Social Account-Inactive | 1.36        |          |          |            | 1.36     |
| 6000-00-00 Interest Income               | 913.26      | 28.51    |          |            | 941.77   |
| 6000-30-00 Field Trip Reserve            | 163.00      | 2,500.00 |          | (1,472.00) | 1,191.00 |
| <b>Total Other Accounts</b>              | 6,375.18    | 2,669.51 | 1,472.00 | 0.00       | 7,572.69 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION                 | BEG BALANCE | INCOME   | EXPENSE | TRANSFERS | BALANCE   |
|-------------------------------------------|-------------|----------|---------|-----------|-----------|
| <b>Cash Accounts</b>                      |             |          |         |           |           |
| 1000-00-10 Harris - Checking              | 9,805.22    | 1,630.80 |         |           | 11,436.02 |
| <b>Total Cash Accounts</b>                | 9,805.22    | 1,630.80 | 0.00    | 0.00      | 11,436.02 |
| <b>Other Accounts</b>                     |             |          |         |           |           |
| 2014-10-00 Kindergarten Grade Level Funds | 614.07      |          |         |           | 614.07    |
| 2014-10-01 1st Grade Level Funds          | 190.01      |          |         |           | 190.01    |
| 2014-10-02 2nd Grade Level Funds          | 2.32        |          |         |           | 2.32      |
| 2014-10-03 3rd Grade Level Funds          | 224.36      |          |         |           | 224.36    |
| 2014-10-04 4th Grade Level Funds          | 764.03      |          |         |           | 764.03    |
| 2014-10-05 5th Grade Level Funds          | 536.76      |          |         |           | 536.76    |
| 2029-00-00 Class of 2029                  | 0.45        |          |         |           | 0.45      |
| 2030-00-00 Class of 2030                  | 20.00       |          |         |           | 20.00     |
| 2031-00-00 Class of 2031                  | 111.00      |          |         |           | 111.00    |
| 2032-00-00 Class of 2032                  | 88.00       |          |         |           | 88.00     |
| 2035-00-00 Class of 2035                  | (341.25)    |          |         |           | (341.25)  |
| 3200-00-00 Media Center                   | 95.15       | 1,590.48 |         |           | 1,685.63  |
| 3300-10-00 Student Council                | 788.35      |          |         |           | 788.35    |
| 3300-20-00 Perry Fundraising              | 2,375.80    |          |         |           | 2,375.80  |
| 3350-00-00 Kane County Cougars Grant      | 391.87      |          |         |           | 391.87    |
| 4100-30-00 General                        | 381.71      |          |         |           | 381.71    |
| 4200-00-00 Perry Teacher Social Account   | 226.32      |          |         |           | 226.32    |
| 6000-00-00 Interest Income                | 1,179.27    | 40.32    |         |           | 1,219.59  |
| 6000-30-00 Field Trip Reserve             | 2,157.00    |          |         |           | 2,157.00  |
| <b>Total Other Accounts</b>               | 9,805.22    | 1,630.80 | 0.00    | 0.00      | 11,436.02 |

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION           | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE  |
|-------------------------------------|-------------|--------|---------|-----------|----------|
| <b>Cash Accounts</b>                |             |        |         |           |          |
| 1000-00-10 Harris - Checking        | 3,738.50    | 13.45  |         |           | 3,751.95 |
| <b>Total Cash Accounts</b>          | 3,738.50    | 13.45  | 0.00    | 0.00      | 3,751.95 |
| <b>Other Accounts</b>               |             |        |         |           |          |
| 2031-00-00 Class of 2031            | 133.81      |        |         |           | 133.81   |
| 2033-00-00 Class of 2033            | 369.51      |        |         |           | 369.51   |
| 2034-00-00 Class of 2034            | 299.91      |        |         |           | 299.91   |
| 2035-00-00 Class of 2035            | 39.81       |        |         |           | 39.81    |
| 2560-30-00 Library - Birthday Books | 0.08        |        |         |           | 0.08     |
| 4100-30-00 Principal Discretionary  | 15.97       |        |         |           | 15.97    |
| 6000-00-00 Interest Income          | 474.41      | 13.45  |         |           | 487.86   |
| 6000-10-00 Bank Corrections         | 5.00        |        |         |           | 5.00     |
| 6000-30-00 Field Trip Reserve       | 2,400.00    |        |         |           | 2,400.00 |
| <b>Total Other Accounts</b>         | 3,738.50    | 13.45  | 0.00    | 0.00      | 3,751.95 |

**ACCOUNT ANALYSIS REPORT - SUMMARY**

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION              | BEG BALANCE      | INCOME          | EXPENSE          | TRANSFERS   | BALANCE          |
|----------------------------------------|------------------|-----------------|------------------|-------------|------------------|
| <b>Cash Accounts</b>                   |                  |                 |                  |             |                  |
| 1000-00-10 Harris - Checking           | 55,081.79        | 9,435.71        | 10,787.73        |             | 53,729.77        |
| <b>Total Cash Accounts</b>             | <b>55,081.79</b> | <b>9,435.71</b> | <b>10,787.73</b> | <b>0.00</b> | <b>53,729.77</b> |
| <b>Other Accounts</b>                  |                  |                 |                  |             |                  |
| 2000-10-00 Student Council             | 6,837.52         | 475.75          | 3,167.04         |             | 4,146.23         |
| 2028-00-00 Class of 2028-A             | 21.23            |                 |                  |             | 21.23            |
| 2029-00-00 Class of 2029-A             | 407.87           |                 |                  |             | 407.87           |
| 2029-10-00 Class of 2029-B             | 407.88           |                 |                  |             | 407.88           |
| 2030-00-00 Class of 2030-A             | 205.03           | 54.16           |                  |             | 259.19           |
| 2030-10-00 Class of 2030-B             | 205.03           | 54.15           |                  |             | 259.18           |
| 2031-10-00 Class of 2031-A             | 563.33           |                 |                  |             | 563.33           |
| 2031-20-00 Class of 2031-B             | 563.32           |                 |                  |             | 563.32           |
| 2032-00-00 Class of 2032               | 452.45           |                 |                  |             | 452.45           |
| 2033-00-00 Class of 2033               | 783.80           | 1,800.00        | 2,241.30         |             | 342.50           |
| 2034-00-00 Class of 2034               | 359.98           |                 |                  |             | 359.98           |
| 2035-00-00 Class of 2035               | 183.00           |                 | 139.96           |             | 43.04            |
| 2112-00-00 Band - Middle School        | 848.01           |                 | 20.00            |             | 828.01           |
| 2115-00-00 Music - Elementary          | 1,770.07         |                 |                  |             | 1,770.07         |
| 2150-30-00 Musicals                    | 3,252.96         |                 | 3,272.22         |             | (19.26)          |
| 2151-10-00 Music Dept.                 | 431.44           | 359.00          | 458.00           |             | 332.44           |
| 2220-10-00 Art Club                    | 475.59           |                 | 389.80           |             | 85.79            |
| 2230-10-00 Beta Club                   | 3,578.49         | 2,105.72        | 618.99           |             | 5,065.22         |
| 2340-10-00 Spelling Bee                | 46.03            |                 |                  |             | 46.03            |
| 2391-10-00 AVID                        | 4,135.83         | 4,379.50        | 226.49           |             | 8,288.84         |
| 2392-10-00 HANDS Club                  | 0.06             |                 |                  |             | 0.06             |
| 2392-20-00 Pawsitivity Pack            | 396.21           |                 |                  |             | 396.21           |
| 2393-10-00 PBIS Middle School          | 219.83           |                 | 43.00            |             | 176.83           |
| 2393-20-00 PBIS Elementary             | 0.34             |                 |                  |             | 0.34             |
| 2395-10-00 Family Engagement Nights    | 173.00           |                 |                  |             | 173.00           |
| 2481-10-00 Yearbook - MS               | 6,800.42         |                 |                  |             | 6,800.42         |
| 2482-10-00 Yearbook - ELE              | 1,047.28         |                 |                  |             | 1,047.28         |
| 2560-30-00 Birthday Book Club          | 3.74             |                 |                  |             | 3.74             |
| 2560-40-00 Library-Book Fair           | 6,577.09         |                 |                  |             | 6,577.09         |
| 2590-10-00 Boys Basketball Lions Club  | 0.66             |                 |                  |             | 0.66             |
| 2590-20-00 Girls Basketball Lions Club | 36.92            |                 |                  |             | 36.92            |
| 2640-30-00 Science Fair                | 164.46           |                 |                  |             | 164.46           |
| 2660-00-00 Math Club                   | 24.86            |                 |                  |             | 24.86            |
| 2668-00-00 Track                       | 10.68            |                 |                  |             | 10.68            |
| 3250-20-10 Poms                        | 465.42           |                 |                  |             | 465.42           |
| 3350-20-10 Cheerleading                | 960.44           |                 |                  |             | 960.44           |
| 3830-00-00 Basketball - Girls          | 573.68           |                 |                  |             | 573.68           |
| 3840-00-00 Basketball - Boys           | 0.04             |                 |                  |             | 0.04             |
| 3850-20-00 Wrestling                   | 142.55           |                 |                  |             | 142.55           |
| 3860-20-00 Cross Country               | 78.20            |                 |                  |             | 78.20            |
| 3900-20-00 Volleyball                  | 0.50             |                 |                  |             | 0.50             |
| 4100-30-00 General                     | 628.66           |                 |                  |             | 628.66           |
| 4105-30-00 Student Assistance Account  | 1,426.37         |                 |                  |             | 1,426.37         |
| 4400-30-00 PE - MS                     | 74.52            |                 |                  |             | 74.52            |
| 4401-30-00 PE - Elementary             | 243.09           |                 |                  |             | 243.09           |
| 4480-30-00 Barb Dubow Wal-Mart         | 5.82             |                 |                  |             | 5.82             |
| 5500-10-00 Bank Correction             | 150.00           |                 |                  |             | 150.00           |
| 6000-00-00 Interest Income             | 6,841.09         | 207.43          | 210.93           |             | 6,837.59         |
| 6000-30-00 Field Trip Reserve          | 2,507.00         |                 |                  |             | 2,507.00         |

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 3/1/2025 through 3/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME   | EXPENSE   | TRANSFERS | BALANCE   |
|---------------------------|-------------|----------|-----------|-----------|-----------|
| Total Other Accounts      | 55,081.79   | 9,435.71 | 10,787.73 | 0.00      | 53,729.77 |

## COMMUNITY UNIT SCHOOL DISTRICT 300

### HUMAN RESOURCES REPORT

May 13, 2025

Page 1

#### ADMINISTRATORS

1. Recommend the following be employed by Community Unit School District 300 for the **2025 - 2026** school year and be compensated according to the expected Board of Education approved Certified Administrators' and Supervisory Staff Compensation & Benefits Handbook for the 2025-2026 school year:

| Name             | Position          | Location              | Annual Salary | Effective    |
|------------------|-------------------|-----------------------|---------------|--------------|
| Jennings, Daniel | Athletic Director | Hampshire High School | F Step1       | July 1, 2025 |

#### RESIGNATION - ADMINISTRATORS

None

#### RETIREMENT – ADMINISTRATORS

None

#### CERTIFIED PERSONNEL

1. Recommend the following be employed by Community Unit School District 300 for the **2025-2026** school year and be compensated according to the LEAD negotiated agreement:

| Name             | Position           | Location                      | FTE | Salary     | Type        |
|------------------|--------------------|-------------------------------|-----|------------|-------------|
| Jutkus, David    | Physical Education | Perry Elementary School       | 1.0 | M15 Step A | Replacement |
| Schuetzle, Sarah | Language Arts      | Hampshire Middle School       | 1.0 | BA Step A  | Additional  |
| Smith, Erica     | Math               | Carpentersville Middle School | 1.0 | B15 Step A | Replacement |

#### OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

## COMMUNITY UNIT SCHOOL DISTRICT 300

### HUMAN RESOURCES REPORT

May 13, 2025

Page 2

#### RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

| Name              | Position                  | Location                   | Effective                        |
|-------------------|---------------------------|----------------------------|----------------------------------|
| Chmura, Katarzyna | Exploratory Spanish       | Hampshire Middle School    | End of the 2024-2025 school year |
| Gara, Jack        | School Social Worker      | Hampshire High School      | End of the 2024-2025 school year |
| Jackson, Kendall  | 3 <sup>rd</sup> Grade     | Westfield Community School | End of the 2024-2025 school year |
| Kudzma, Brooke    | 3 <sup>rd</sup> Grade     | Wright Elementary School   | End of the 2024-2025 school year |
| Siebold, Martyna  | Family & Consumer Science | Dundee-Crown High School   | End of the 2024-2025 school year |

#### OTHER RESIGNATION – CERTIFIED PERSONNEL

None

#### RETIREMENT – CERTIFIED PERSONNEL

1. Recommend approval of the following request to retire under TRS guidelines:

| Name             | Position | Location                 | Effective                        |
|------------------|----------|--------------------------|----------------------------------|
| Weinandy, Shelly | Art      | Wright Elementary School | End of the 2024-2025 school year |

2. Recommend approval to rescind the following request to retire in accordance with Article XX, B of the July 1, 2022 – June 30, 2025 LEAD negotiated agreement:

| Name             | Position | Location                 | Effective                        |
|------------------|----------|--------------------------|----------------------------------|
| Weinandy, Shelly | Art      | Wright Elementary School | End of the 2025-2026 school year |

#### SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

#### RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.



**COMMUNITY UNIT SCHOOL DISTRICT 300**

**HUMAN RESOURCES REPORT**

May 13, 2025

Page 3

**RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL**

None

**EDUCATIONAL SUPPORT PERSONNEL**

1. Recommend employment of the following educational support personnel:

| <b>Name</b>            | <b>Position</b>                | <b>Location</b> | <b>Hourly Rate</b> | <b>Type</b> |
|------------------------|--------------------------------|-----------------|--------------------|-------------|
| Martinez Diaz, Gabriel | Help Desk Support Specialist I | Central Office  | \$24.56            | Replacement |
| Roque Flores, Yajandri | District Clerical              | Central Office  | \$19.51            | Additional  |

**RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL**

1. Recommend approval of the following letters of resignation:

| <b>Name</b>            | <b>Position</b>      | <b>Location</b>            | <b>Effective</b> |
|------------------------|----------------------|----------------------------|------------------|
| Dehn Franklin, Ainslie | Paraeducator         | Eastview Elementary School | May 23, 2025     |
| Kula, Adam             | Purchasing Assistant | Central Office             | May 9, 2025      |

**DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL**

None

**RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL**

None

**COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL**

None

Leave of absence requests are attached separately for Board of Education approval.

**COMMUNITY UNIT SCHOOL DISTRICT 300**

**HUMAN RESOURCES REPORT**

May 13, 2025

Page 4

**DISTRICT POSITION TRANSFERS**

None

Leave of absence requests are attached separately for Board of Education approval.



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** John Hummel,  
Chief Technology Officer

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Algonquin Area Public Library District Intergovernmental Agreement

### **Background**

D300 entered into an agreement with the Algonquin Area Public Library District (AAPLD) in 2011 to provide AAPLD access to the D300 network infrastructure. This agreement connects the AAPLD's Harnish and Eastgate public library buildings through the D300 network. This original agreement was extended in 2016, 2019, and 2022. The AAPLD would like to continue this agreement and has requested an extension through 2026 using the previous IGA's language. The agreement outlines the lease rate for the services, connection limits, and service expectations. The contract specifies that AAPLD will pay the District \$1,322 per year and is consistent with the original agreement.

### **Administrative Recommendation**

The Administration recommends extending the IGA with AAPLD for one year as presented.

### **Fiscal Impact**

\$1,322 per year in revenue

**EXTENSION OF  
INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN  
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT AND  
COMMUNITY UNIT SCHOOL DISTRICT 300  
FOR FIBER-OPTIC NETWORK ACCESS**

Subject: Intergovernmental Agreement for Fiber Optic Network Access

1. The undersigned are parties to an Intergovernmental Agreement (IGA) executed in 2016 (copy attached) whereby the parties agreed to link Library facilities through the School District's fiber optic network.
2. The term of the IGA was three (3) years and was extended in 2019 and 2022 for three (3) years each.
3. The parties wish to extend the terms of the IGA.
4. The parties agree to extend the term of the IGA on the same bases stated in the IGA with a term of one (1) year effective on June 1, 2025 and ending on May 31, 2026.

**ALGONQUIN AREA PUBLIC  
LIBRARY DISTRICT**

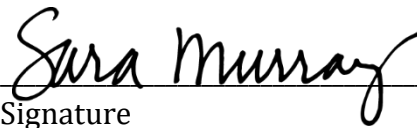
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**COMMUNITY UNIT SCHOOL  
DISTRICT 300**

  
Signature

\_\_Sara Murray\_\_\_\_\_  
Printed Name

\_\_Executive Director\_\_\_\_\_  
Title

\_\_April 23, 2025\_\_\_\_\_  
Date

6/26/19

## EXTENSION OF INTERGOVERNMENTAL AGREEMENT

Parties: Algonquin Area Public Library District (Library)  
Community Unit School District 300 (School District)

Subject: Intergovernmental Agreement for Fiber Optic Network Access

1. The undersigned are parties to an Intergovernmental Agreement (IGA) executed in 2016 (copy attached) whereby the parties agreed to link Library facilities through the School District's fiber optic network.
2. The term of the IGA was three (3) years.
3. The parties wish to extend the terms of the IGA.
4. The parties agree to extend the term of the IGA on the same bases stated in the IGA with a term effective on June 1, 2019 and ending on May 31, 2022.

ALGONQUIN AREA PUBLIC  
LIBRARY DISTRICT

By: Sara Murray  
Sara Murray, Executive Director

Date Signed: 6/26/2019

BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 300

By: [Signature]

Date Signed: 7/9/2019

**INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN  
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT  
AND COMMUNITY UNIT SCHOOL DISTRICT 300  
FOR FIBER OPTIC NETWORK ACCESS**

**THIS INTERGOVERNMENTAL AGREEMENT** (hereinafter, the "Agreement") is made between Algonquin Area Public Library District (hereinafter, the "Library"), and the Board of Education of Community Unit School District No. 300, Kane, McHenry, Cook, and DeKalb Counties, Illinois, (hereinafter, the "District"), dated as of the effective date set forth in Section 10 of this Agreement (the "Effective Date") and is for the purpose of linking Library facilities together through the District's network (hereinafter, the "Network").

**WITNESSETH:**

**WHEREAS**, the parties are units of local government, as provided in the 1970 Illinois Constitution (Article VII); and

**WHEREAS**, the 1970 Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, provide authority for intergovernmental cooperation between the Library and the District; and

**WHEREAS**, the Library desires to connect to the Network and use a portion of the available bandwidth, and

**WHEREAS**, it is in the best interests of both the Library and the District to enter into this Intergovernmental Agreement;

**NOW, THEREFORE**, in consideration of the mutual agreements contained in this Intergovernmental Agreement, the Library and the District agree as follows:

**1. SCOPE OF AGREEMENT.**

- a. The District hereby agrees to connect the following two Library locations to the District's network via a segregated data tunnel to:
  - a. Location 1: 2600 Harnish Drive Algonquin, IL 60102
  - b. Location 2: 115 Eastgate Drive Algonquin, IL 60102
- b. This connection shall utilize the existing fiber infrastructure installed between the Library's locations and the District's Network.
- c. This connection shall be rate limited at 200Mb/sec full duplex.

- d. The District hereby agrees to lease this connection to the Library at a rate of \$1,322.00/year. The Library shall make one annual payment during each year of this Agreement upon the execution of the Agreement and each anniversary of the Effective Date of the Agreement.
  - e. Planned maintenance periods that will impact this connection shall be communicated by the District to the Library no less than five days prior to the maintenance period.
  - f. Unplanned outages of the connection shall be communicated by the District to the Library upon discovery of the outage.
2. **MAINTENANCE OF LIBRARY FACILITIES.** The Library agrees to assume all costs related to the repair, maintenance, reinforcement, and preservation of the fiber optic cable from the Harnish Dr. and Eastgate Dr. facilities up to but not including the Network Handholes.
3. **TERM OF AGREEMENT.** The Library hereby agrees that this Agreement shall be effective for three years commencing on the Effective Date and terminating on the last day before the third annual anniversary of the Effective Date, unless otherwise terminated as provided hereinafter.
4. **ASSIGNMENT.** Neither the District nor the Library shall have the right to assign its interests in this Agreement.
5. **GOVERNING LAW.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in McHenry County, Illinois, or the federal district court for the Northern District of Illinois.
6. **NOTICES.** All notices required or permitted to be given under this Agreement shall be in writing, sent to the addresses below, and shall be delivered (1) personally, (2) by a reputable overnight courier, or (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt:
- |                                        |                                    |
|----------------------------------------|------------------------------------|
| Library:                               | District:                          |
| Algonquin Area Public Library District | Community Unit School District 300 |
| Attn: Library Director                 | Attn: Director of Technology       |
| 2600 Harnish Drive                     | 2550 Harnish Drive                 |
| Algonquin, IL 60102                    | Algonquin, IL 60102                |
7. **APPLICABILITY AND SEVERABILITY.** If any provision of this Agreement should be found illegal, invalid, or void, said provision shall be considered severable. The

remaining provisions shall not be impaired and the Agreement shall be interpreted to the extent possible to give effect to the parties' intent.

8. **AUTHORIZED REPRESENTATIVES.** The officers of the District executing this Agreement warrant that they have been lawfully authorized to execute this Agreement on behalf of the District. The officers of the Library hereby warrant that they have been lawfully authorized to execute this Agreement on behalf of the Library.
9. **AMENDMENT.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing and signed by all parties to this Agreement.
10. **EFFECTIVE DATE.** This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

**IN WITNESS WHEREOF,** this Intergovernmental Agreement has been executed by the duly authorized representatives of the Parties as set forth below, as of the date set forth below:

|                                         |                                                               |
|-----------------------------------------|---------------------------------------------------------------|
| Algonquin Area Public Library District: | Board of Education of Community Unit School District No. 300: |
| By: <u>Stephen D. Lerio</u>             | By: <u>James W. R. [Signature]</u>                            |
| Title: <u>Executive Director</u>        | Title: <u>Vice President</u>                                  |
| Date: <u>May 20, 2016</u>               | Date: <u>4-26-16</u>                                          |





# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Jonathan Mickle,  
Director of Facilities

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Facility Rental Agreement 2025-2026

### **Background**

Each year, the District conducts a comprehensive review of its Facility Rental Agreement to update language, assess the availability of rental spaces, and set fees for the upcoming school year. This process reflects our commitment to fairness and affordability for the community we serve by ensuring that our offerings remain regionally competitive. As part of this review, we examined the rental rates and available spaces in eight neighboring school districts. Our findings indicate that the spaces we offer are comparable to those in surrounding districts. Notably, this year, only a few raised certain rates. All of these changes remain in line with our prices. On the whole most districts have not increased their rates since the 2019-2020 school year. Any proposed changes to our rental agreement are carefully reviewed and approved by representatives from the District's insurance providers.

### **Recommendation**

The administration recommends approving the 25-26 Facility Rental Agreement with the following.

- Maintain all current rates from the 2024-2025 school year, Facility Rental Agreement

### **Fiscal Impact**

There are no changes to the facility rental fees.



## FACILITY RENTAL PROGRAM

### Program Guide 2025-2026

It is the intention of the School Board of Community Unit School District 300 to provide the School District facilities to external community groups and organizations for the benefit of the community and the schools.

#### FACILITY RENTAL PROCEDURE

All groups wishing to utilize facilities in D300 should visit the District web page for information on the facility rental policy and procedures.

Any questions regarding the rental program should be directed to the appropriate building. To alleviate interruption of regularly scheduled school activities, no dates will be confirmed until final approval has been given by both the building principal or designee and the District Office. Upon final approval, a confirmation email will be sent to the group. The approval process can take up to 10 business days.

#### RENTAL GROUP CATEGORIES

Rental groups are divided into 5 group categories depending on their affiliation with the school district. Rental group categories will pay an amount based on affiliation. Below are the categories and the types of fees that could be incurred for those groups.

| Facility Rental Groups                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User Group 1                                                                                                                                                                                                                                                                                         | User Group 2                                                                                                                                                                                                               | User Group 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | User Group 4                                                                                                                                                                                                                                    | User Group 5                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| School Based Activities                                                                                                                                                                                                                                                                              | School Partnerships                                                                                                                                                                                                        | Governmental & Community Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Youth Athletic                                                                                                                                                                                                                                  | Private Interest or Non-Government                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Priority 1 Scheduling                                                                                                                                                                                                                                                                                | Priority 2 Scheduling                                                                                                                                                                                                      | Priority 3 Scheduling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Priority 4 Scheduling                                                                                                                                                                                                                           | Priority 5 Scheduling                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| User Group 1 includes organization that serve the students, parents, and teachers of D300. These organizations exclusively include PTO's, Athletic Boosters, Music Boosters, Boys & Girls Club, Girl & Boy Scouts of America, Girls on the Run, Municipalities, Voter Precincts and Public Hearings. | User Group 2 includes organization that have signed agreements with the district such that result in a contribution to the school site, such as groups having a valid Improvement/In-kind/reciprocity agreement with D300. | User Group 3 includes recognized governmental and community agencies which provide programs for students and parents and are tax supported organizations. These groups include but are not limited to city and county parks and recreation programs, professional development, state sponsored professional training, neighborhood watch, homeowners associations, D300 school alumni organizations and grant funded partnerships which provide before and after-school tutoring or enrichment programs for D300 Students | User Group 4 includes non-governmental youth athletics whose enrollment is comprised of 75% of D300 students. In order to obtain this classification, verification of student participation may be required (student name and school attended). | User Group 5 includes those citizens, associations, clubs or other organizations who wish to use school facilities for commercial, for profit or nonprofit purposes. Organizations include but are not limited to: Recreation, Education, Political, Economic, Artistic, Adult Athletics or non-D300 student athletics and faith or spiritual activities. Also included are youth athletic groups whose enrollment is less than 75% D300 students or residents. |
| Fees                                                                                                                                                                                                                                                                                                 | Fees                                                                                                                                                                                                                       | Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Fees                                                                                                                                                                                                                                            | Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Salary/Benefit Cost                                                                                                                                                                                                                                                                                  | Salary/Benefit Cost                                                                                                                                                                                                        | Salary/Benefit Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Salary/Benefit Cost                                                                                                                                                                                                                             | Salary/Benefit Cost                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Security & Damage Deposit                                                                                                                                                                                                                                                                            | Security & Damage Deposit                                                                                                                                                                                                  | Security & Damage Deposit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Security & Damage Deposit                                                                                                                                                                                                                       | Security & Damage Deposit                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                      | Equipment Use Fees                                                                                                                                                                                                         | Equipment Use Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Equipment Use Fees                                                                                                                                                                                                                              | Equipment Use Fees                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                      | Sales Tax                                                                                                                                                                                                                  | Sales Tax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sales Tax                                                                                                                                                                                                                                       | Sales Tax                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                            | Facility Use Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Facility Use Fees                                                                                                                                                                                                                               | Rental Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



## REQUIREMENTS

1. Facility rental use requests are made by organizations using the online software application (Brightly).
2. Certificate of Insurance (must be uploaded with the request using Brightly).
  - Lessee shall supply the district a “Certificate of Insurance” naming Community Unit School District 300, 2550 Harnish Drive, Algonquin IL 60102, its Board members, employees, and agents as the additional insurance. The certificate must also have the following minimum coverage limits:
    - **Commercial General Liability Coverage**
      - \$1,000,000 Per Occurrence
      - \$50,000 Damage to Rented Premises (Each Occurrence)
      - \$5,000 Medical Expenses
      - \$1,000,000 Personal and Advertising injury
      - \$2,000,000 General Aggregate
      - \$2,000,000 Products/Completed Ops Aggregate
      - Community Unit School District 300, its Board members, employees, and Agents are named as an additional insured on a primary & non-contributory basis
    - **Commercial Automobile Liability Coverage** (Only needed if the entity will be operating owned vehicles on premises).
      - \$1,000,000 Combined Single Limit
      - Community Unit School District 300, its Board members, employees, and Agents are named as an additional insured on a primary & non-contributory basis
    - **Workers Compensation Coverage** (Only needed if entity has employees - does not include volunteers)
      - Covering all costs, statutory benefits, and liabilities under State Workers’ Compensation and similar laws for the Contractor’s respective employees and if the Contractor will be on the District’s premises the Workers’ Compensation Insurance must provide an alternative employer endorsement
      - Employers Liability Limits of \$500,000/\$500,000/\$500,000
    - **Umbrella Liability Insurance (only needed for gym, sports field use or athletic events)**
      - Minimum combined single limit of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
      - Umbrella or Excess Liability Insurance (Only needed if facilities are being rented for an event involving physical activity including, but not limited to, all sport)
      - Community Unit School District 300, its Board members, employees, and Agents are named as additional insured on a primary & non-contributory basis
    - The insurance shall include sexual abuse and molestation coverage if the Contractor will be on School District premises.
    - Above coverages shall be from a company licensed by the State of Illinois and rated at least an “A VII” rating from A.M. Best Company or comparable rating service.
    - If requested, the organization must provide copies of applicable policy endorsements.
    - Certificate of insurance shall contain a provision that LESSOR will be given a minimum of thirty (30) days written notice by registered or certified mail by the insurance company prior to cancellation, termination, or change in such insurance.
  - Insurance shall be effective from the time the LESSEE or LESSEE’s employees; agents or customers begin to arrive on rented site and continue until they vacate the rented site.



- A copy of the insurance certificate shall be provided and must be on file in the school district prior to the activity beginning. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the School District to terminate this Agreement immediately.
- 3. LESSEE shall provide proof of product liability if any food or beverage will be dispensed during the rental period.
- 4. LESSEE shall for inside building space rentals LESSEE must use the main entrance to check in and provide a state ID for security clearance.
- 5. AED certification and equipment.
  - Groups that are using the facilities for physical activities must provide a trained Automated External Defibrillator (AED) user and must provide their own AED at all outdoor events.
- 6. Facility Rental Fee Estimate Sheet must be uploaded and attached to the request.
- 7. The Lessee must read, understand, and comply with all “Restrictions” in the Restrictions listing below.

## **RESTRICTIONS**

1. Lessee must comply with fire codes, life/safety codes, and all other applicable local, State and Federal laws.
2. No alcohol, narcotics, or firearms or look-a-likes allowed on school property.
3. No violence or fighting of any sort.
4. No smoking or vaping is allowed on School District property.
5. No food or drink shall be sold or consumed on district property without prior approval.
6. No private parties.
7. Meetings shall not be political in nature, subversive to the U.S. Government, or immoral, and shall not violate State or federal non-discrimination laws.
8. No group shall attempt to raise funds or solicit contributions without prior approval.
9. No tipping of D300 Staff members is allowed.
10. Rentals are prohibited on district observed holidays.
11. Rentals are automatically canceled when emergency (snow) days are declared.
12. Profanity will not be tolerated.
13. No Gas, Charcoal, or Propane Grills may be used on the property.
14. No inflatable climbing or bouncing structures may be used on the property.

## **USE OF SPACE**

The School District will require District staff to open and close the building for Lessee. No keys will be given to Lessee, students or other unauthorized personnel. District staff is assigned to the building for the duration of the rental period. The start time for the Custodians will be decided by the District. At a minimum, the start time will be one-half hour before the scheduled rental and work as necessary after the rental. Custodians will have a work assignment by the District to meet the District needs during the rental event. (This statement does not apply to Dundee Township Park District or Hampshire Park District for the gymnasiums for which we have an Inter-Governmental Agreement.)



Organization is responsible for inspecting the facility and those areas of ingress and egress prior to the scheduled Event and Organization shall notify school district of any safety concerns prior to the Event. Lessee must have an **adult present**, 18 years of age or older, and in charge of the activity during the entire rental period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.

- At certain times and/or activities the school district may require additional adult supervision, chaperones, or police. All additional expenses are the responsibility of the Lessee.
- Lessee is restricted to the use of specific area(s) and times rented. All Lessee and their participants shall confine themselves to those spaces and times. Charges will apply for extra time and space used.
- Use of third parties by lessee such as food trucks need to be vetted by the local municipality and could require a permit for use. Any costs associated with a third party are at the lessee expense and liability. Proof of insurance is required to and must list Community Unit School District as the additional insured.
- Equipment storage must be pre-arranged with the building. Specific arrangements must be made before the rental date. All storage is at the Lessee risk and must be removed immediately after the rental period. This is conditional upon availability of space.
- Any equipment that an organization uses has to be housed in appropriate containers
  - Container location must be approved in writing by the D300 Operations Department.
  - Containers must be removed following the end of the season or rental contract, whichever comes first.
- No items shall be attached to School District property or any modifications made to the building structure, equipment or grounds.
- Limited movement of furnishings will be allowed with prior approval. Requests for special setup can be made in the Facility Rental program and must be pre-arranged before use. The Building's time involved in setup will be charged to the Lessee. The Lessee is prohibited from bringing in and using any heavy equipment and/or items in the buildings that may damage floors, walls, or any building systems.
- The District reserves the right to restrict and remove some specific areas of the school and grounds from the rental program.
- Food service is available through the District's food service provider. For pricing and availability please reach out to them directly.
- Use of third parties by lessee such as food trucks need to be vetted by the local municipality and could require a permit. Any costs associated with a third party are at the lessee's expense and liability. Proof of insurance is required and must list, Community Unit School District as the additional insured."
- Parking lots may be rented when available. No parking in restricted areas. All local and state laws will be followed. Long term storage is not permitted in parking lots.
- The lessee cannot sublet rental space.

## **DAMAGES**

The Lessee is responsible and liable for all damages to school district property. All instances of damage must be reported to district personnel as soon as possible.



## **BUILDING EQUIPMENT**

- Certain stage, AV equipment, etc. require special handling. Only Building staff are permitted to operate auditorium AV equipment for rentals. All AV costs including AV technology workers' time will be assessed to the Lessee.
- Equipment innate to an area will be part of the rental agreement with applicable charges. The Lessee must be qualified in the use of the equipment before use. No movement or changes of the equipment may occur without prior approval.
- Special arrangements for the use of equipment may be possible with prior approval.
- The district will not lend or rent equipment for use outside of the school.

## **KITCHEN USAGE (All Groups Must Follow- including Parent Groups)**

- Kitchen facilities can only be used and operated by the District's Food Service Vendor during rental events.
- Requests for kitchen equipment usage or food service staff will be routed to the District team for review with the Food Service Vendor.
- If approved, kitchen rental may be allowed providing the lessee/rental group retains the appropriate food service vendor staff.
- The lessee is responsible for the cost of the hourly rate including benefits of food service vendor staff members present during the event.
- The cost will be provided and must be approved before the event.
- Unauthorized use of kitchen space or equipment, which results in damage to equipment or loss of food product, will be charged to lessee on site at the time of the said loss.

## **SNOW PLOWING & SALTING FEES**

The Lessee will be charged \$250.00 for snow removal and salting fees if their event is the only event scheduled at the facility.

## **OUTSIDE FIELD USAGE**

- Use of athletic and play fields for recreational activities are allowed when there is no conflict with school activities.
- D300 reserves the right to allocate certain athletic fields and facilities for the exclusive use of the schools.
- The contract does not grant the Lessee permission or authority to modify or upgrade the field in any way.
- The contract only grants time for using the playing field. Lessee must vacate the field when their rented time has expired to minimize the possibility of interrupting the field use of another possible Lessee.
- No motorized vehicles are allowed on school athletic fields other than emergency vehicles.
- School grounds close at dusk.
- The Lessee will assume responsibility for cleanup of the area after each use and will properly dispose of all garbage. Clean up/garbage removal: \$100 per event will be charged back to the organization if





the area is not picked up after the event (pictures will be taken and sent along with the invoice).

- Lessee will be provided with a field rental permit and for verification purposes, the permit must be kept readily available while on the field in case a local police officer, or school district employee asks to see it. If the Lessee(s) cannot present the contract/permit, they will be asked to vacate the field. If a league rents a field for multiple dates and times and then divides up the time among several coaches; the league must ensure their individual coaches have a valid contract/permit with the corresponding dates and times rented.
- Proper care must be given to the grounds and district property. Lessee assumes all financial responsibility individually, and on behalf of said organization for any damage caused by participants during the hours the organization is using the property. Any damage or theft must be reported to district personnel as soon as possible.
- Lessees holding field rental events with a term of one or more days and with each day lasting 2 or more hours will be required to provide a rented Portable Toilet and the cost and servicing. The School District will be responsible for determining placement.
- Athletic Permits are available which would reserve the field for the entire season of the sport. Please see section on Outside Athletic Permits.

## **OUTSIDE ATHLETIC PERMITS**

Outside Athletic Permit is the vehicle that allows outside organizations to utilize D300 outdoor athletic fields. While we want to allow outside organizations to use our fields, this fee is used to offset the wear and tear of usage. Additionally, D300 carefully monitors the usage of our facilities to ensure they are maintained to support D300 programs.

- To qualify for an Outside Athletic Permit, the sport team must be comprised of 75% of D300 students. This will be validated by the organization submitting their roster.
- The cost will be \$1,000 for the sport season per school location or the actual cost of the usage whichever is less. No in-kind donations can reduce the \$1,000 fee.
- D300 will reduce the rental fee for an outside athletic permit by \$250 for offering 1 scholarship or \$500 for offering 2 scholarships.
  1. A scholarship is defined as a student athlete not having to pay for registration fees.
  2. Organizations must provide proof of their scholarships by providing the names of the students receiving and the amount of the scholarship.
  3. If the scholarship fee reduction is greater than the rental fee, the total facility rental cost will be \$0.
  4. Scholarships are per organization, not per the number of buildings utilized.
- The Outside Athletic Permit covers the following:
  1. Field rental - one athletic outdoor sports field
  2. Field maintenance (subject to availability)
    - a. Aerating and overseeding the fields
    - b. Fertilizing, grub control, crabgrass control, replacing sod with Kentucky Bluegrass
    - c. Weeding
    - d. Cutting
    - e. Spreading field mix and turf
    - f. Repairing the lips and cutting them back
    - g. Maintaining pathways and asphalt
    - h. Watering



- The Outside Athletic Permit **DOES NOT COVER:**
  - 1. Field striping is not covered.
    - a. The District will charge a flat rate for striping services which includes the paint.
      - Football field
        - a. Layout and stripe 1st time - \$697.00
        - b. Re-striping - \$540.00
      - Lacrosse field
        - a. Layout and stripe 1st time - \$795.00
        - b. Re-striping - \$635.00
      - Soccer field
        - a. Layout and stripe 1st time - \$480.00
        - b. Re-striping - \$367.00
      - For other types of lining please contact the building you are renting from to receive a quote.
  - 2. Porta Potty expenses. Outside events require a porta potty and are at the organization's expense.

## **INSIDE FACILITY USAGE**

Use of indoor facilities for recreational activities are allowed when there is no conflict with school activities.

- D300 reserves the right to allocate certain areas of the building for the exclusive use of the schools.
- The contract does not grant the Lessee permission or authority to modify or upgrade the facility in any way.
- The contract only grants time for using the facility during the approved time in the Facility Request software. Lessee must vacate the facility when their rented time has expired to minimize the possibility of interrupting the facility use of another possible Lessee.
- Lessee will be provided with a facility rental permit and for verification purposes, the permit must be kept readily available while at the facility in case a local police officer, or school district employee asks to see it. If the Lessee(s) cannot present the contract/permit, they will be asked to vacate the facility. If a league rents a facility for multiple dates and times and then divides up the time among several coaches; the league must ensure their individual coaches have a valid contract/permit with the corresponding dates and times rented.
- Proper care must be given to the facilities and district property. Lessee assumes all financial responsibility individually, and on behalf of said organization for any damage caused by participants during the hours the organization is using the facility. Any damage or theft must be reported to district personnel as soon as possible.
- Inside Athletic Permits are available for sports teams.
- Only service animals will be allowed inside the facilities without prior approval from the District office.

## **INSIDE ATHLETIC PERMITS**

Inside Athletic Permit is the vehicle that allows outside organizations to utilize D300 indoor facilities. While we want to allow outside organizations to use our facilities, this fee is used to offset the wear and tear of usage, utilities, and bathroom supplies. Additionally, D300 carefully monitors the usage of our facilities to ensure they are maintained to support D300 programs. To qualify for an Indoor Athletic Permit, the sport team must be comprised of 75% of D300 students. This will be validated by the organization submitting their roster.

- The cost will be 10% of the total rental fee. However, if a custodian is called in to cover the event, the organization must cover the full cost of the custodial services.





1. The total rental includes custodial costs, room rentals, and any equipment rental.
2. No in-kind donations can reduce the fee.
- D300 will reduce the rental fee for an inside athletic permit by \$250 for offering 1 scholarship or \$500 for offering 2 scholarships.
  1. A scholarship is defined as a student athlete not having to pay for registration fees.
  2. Organizations must provide proof of their scholarships by providing the names of the students receiving and the amount of the scholarship.
  3. If the scholarship fee reduction is greater than the rental fee, the total facility rental cost will be \$0.
  4. Scholarships are per organization, not per the number of buildings utilized.
- The Indoor Athletic Permit covers the following:
  1. Facility rental - limited to gym, field house, and wrestling rooms
- The Indoor Athletic Permit **DOES NOT COVER:**
  - a. Tournaments/Events - Tournaments/Events are billed separately.
  - b. Custodial fees if a custodian is brought in specifically for the rental.

## **In-kind Donations/Scholarships in Lieu of Rental Fees**

With the exception of Athletic Permit Fees, the District may accept in-kind donations or scholarships in lieu of rental fees.

- In-Kind Donations
  1. In-Kind donations represent items provided by the renter on behalf of the District.
  2. If a *school* is receiving the in-kind donation, it must first be reviewed by the school and then by the Chief Operating Officer, or designee, before any formal approval.
  3. If the *District* is receiving the in-kind donation, it must first be reviewed by the Chief Operating Officer, or designee, before any formal approval.
  4. If the total in-kind donation does not cover the total rental request, the in-kind donation will be deducted from the total rental request to determine the new billable amount.
  5. If the in-kind donation is in the form of site related work (e.g., altering the fields, adding to the facilities, or constructing buildings), it must be presented in front of the Construction Facility and Operations Board Committee for approval.
- Scholarships
  1. Scholarships represent waiving student enrollment fees for the program being offered.
  2. In order to be eligible, renters must provide the total dollar amount of scholarships being awarded and the number of students eligible to receive the scholarship and provide the process in which the organization uses to award scholarships.
  3. Scholarships must be given to D300 students and will be verified by requiring the organization to provide the list of the names of students receiving the scholarships.

## **PAYMENT**

The Facility Rental Program accepts the following forms of payment: Credit cards (No AMEX), debit cards and checks.



## **CANCELLATIONS**

All cancellations must be in writing and received 5 business days prior to the building being used or charges may apply. If charges apply, a detailed invoice will be submitted to the group utilizing facilities.

## **PRINCIPAL'S ROLE IN BUILDING SUPERVISION**

Principals manage all programs, schedules and staff in their schools. Staff management in support areas is in partnership with supervision from district offices. Custodial schedules are developed by the principal, Director of Facilities, and the custodian. The schedules are based on District standards and specific building needs.

Schedules include time for cleaning, building operations, educational function operations, and maintenance. The Director of Facilities serves as resources to the principal on all facility and grounds operations.

## **WITNESSETH:**

The School District permits use of school facilities to profit and nonprofit, charitable and non-charitable groups and/or organizations.

Therefore, in consideration of mutual agreements and covenants hereinafter contained and for other good and valuable considerations, the receipt and sufficiency whereof being hereby mutually acknowledged, the parties hereto agree as follows:

### **I. Use of Facility:**

A. Description of Property. The School District is the owner of certain real estate, buildings and facilities (the "Property").

B. Use of Facilities. The School District agrees to allow the User to use the Facilities for the dates and times chosen in Brightly. The User's use shall be limited to the areas selected in Brightly.

The User shall have no right to use any portion of the Property or other School District property, except as specified herein or as permitted by the School District. The School District shall at all times be the sole owner of the Property and Facilities and the User shall have no right or interest in the Property or Facilities, except for the right to use the Facilities as provided in this Agreement.

C. Fees. The User shall pay to the School District the fees set forth in Exhibit A, which Exhibit is incorporated into this Agreement by this reference.

D. Health and Safety Issues. In the event of emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of students, employees, or others at the School District, as determined by the School District in its sole discretion, the School District may immediately suspend the User's activities hereunder until such condition has been remedied to the School District's satisfaction. In the event the School District suspends the User's activities pursuant to this Section, the User shall remain responsible for all fees due to the School District.



E. No Drugs or Alcohol. Illegal drugs and alcohol are not permitted on the Property.

F. Compliance with Laws and Policies. The User shall comply with all applicable federal, State, and local laws related to its use of the Facilities and the Property and shall comply with all School District policies and procedures.

G. Maintenance of Property. At the close of each instance of use, the User shall leave Facilities and the Property in substantially the same condition as at the outset of each instance of use, ordinary wear and tear excepted, and shall remove all of the User's personal property. The User shall be responsible for the cost of repair and/or replacement of any damage to the Facilities and Property, including fixtures and furnishings, which occurs as a result of or in connection with the User's or its employees' or agents' use of the Property, normal wear and tear excepted. If the User does not repair damages it caused to the Facilities or Property, the School District may repair the damage at the User's expense. The User shall reimburse the School District for any repair costs the School District incurs within 14 days after the School District send an invoice to the User for such costs.

H. No Improvements. The User shall not modify, alter, or place permanent fixtures or improvements upon the Facilities without the School District's prior written approval.

I. Supervision. The User shall be solely responsible, at its own expense, for providing adequate adult supervision at all times in connection with its use of the Facilities. The User acknowledges and assumes complete responsibility for its employees and agents used to supervise its activities and services.

J. Automated External Defibrillators. The User will provide a trained Automated External Defibrillator (AED) user as defined in 410 ILCS 4/1, et seq., who will be on the leased premises at all times the User is using the Facilities pursuant to this Agreement. The User shall be solely responsible for the failure to provide a trained AED user, or for the conduct, acts or omissions of the trained AED user, and shall defend, indemnify, and hold harmless the School District for same, in accordance with the defense and indemnification provision of this Agreement. The User will provide its own AED at all of their outdoor events.

K. Background Checks. The User shall conduct, at its own cost and expense, criminal background checks in accordance with Section 10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, of all of its employees and agents that will work on the Property. The User shall also conduct a search of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database for each employee or agent of the User that will work on the Property. The User shall not send to the Property, or allow to interact with students, any employee or agent (1) for whom the User has not received the completed results of the criminal background check; (2) whose criminal background check reveals convictions that would prohibit employment by the School District under Sections 10-21.9 and/or 21B-80 of the Illinois School Code; (3) who appears on the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database; or (4) who has a history of other criminal conduct or inappropriate behavior which reasonably calls into question such individual's fitness to work near children.



In accordance with Illinois School Code 5/22-94, the User agrees to prohibit any of its employees and agents from having direct contact with children of students through their work on the Property if the User has not performed a sexual misconduct related employment history review (EHR) of the employee or agent, or if the School District objects to the employee's or agent's assignment based on the employee's or agent's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the User is required to disclose.

## **II. Miscellaneous Provisions.**

A. Indemnification. To the fullest extent permitted by law, and as partial consideration for the User to use the Facilities, the User shall indemnify, hold harmless, and defend the School District, its Board, Board members, employees, agents, and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) that may arise out of or in connection with the User's, its employees', agents', or guests' use of the Facilities or the Property. The covenants of this Section shall survive the expiration or termination of this Agreement.

B. Insurance. During the term of this Agreement, the User, at its sole cost and expense, and for the benefit of the School District, shall carry and maintain insurance as provided in the School District's Program Guide for the Facility Rental Program.

C. Waiver of Claims. Except to the extent prohibited by law and for any claim arising out of, relating to or connected with any breach of this Agreement, the School District shall not be liable, and the User waives all claims against the School District for damages to person or property sustained by the User resulting from its use of the Property, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the Property or common areas, or resulting directly or indirectly from any act or neglect of any person on the Property or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of the School District. All personal property belonging to the User on the Property shall be there at the risk of the User. The School District shall not be liable for any damage thereto or the theft or misappropriation thereof. The User shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases the School District from any damage or claim of damage to the User's property or fixtures.

D. No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to the School District under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

E. Taxes. If, as a result of this Agreement, the School District's Property is threatened with the loss of its tax-exempt status, the School District, in its sole discretion, may immediately terminate this Agreement and the User's activities hereunder without the School District incurring any damages or liability to the User. If any portion of the Property becomes subject to taxation as result of this Agreement or the User's use of the



Property, the User shall be responsible for the payment of any taxes assessed and such taxes shall be payable at the time said taxes are due. The School District shall have the right to challenge, at the User's expense, any loss of tax-exempt status of the Property. In the event that the User fails to pay the taxes when due, the School District may, at its sole option, pay the taxes and the

User shall be liable, in addition to any other remedies available to the School District, to the School District for all costs and expenses, including, but not limited to, reasonable legal fees, incurred by the School District in paying the delinquent taxes. The covenants of this Section shall survive the expiration or termination of this Agreement.

F. No Assignment. The User may not assign any rights or duties under this Agreement without the prior express written consent of the School District.

G. Entire Agreement. This Agreement shall constitute the entire agreement of the Parties hereto with respect to the Facilities, the Property, and activities hereunder and supersedes any and all prior agreements and understandings, whether written or oral, formal or informal. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.

H. Termination. Either party may terminate this Agreement for any reason after providing seven days written notice to the other party of its intention to terminate the Agreement. If the School District terminates the Agreement based on this provision, it shall return the security deposit, except for any portion needed to pay for repairs, and shall return a pro-rata portion of the use fee based on the remaining time period remaining in the Agreement.

I. Notice. All notices required or permitted by this Agreement must be in writing and delivered personally or sent by certified mail, return receipt requested to the respective party's mailing address. Either party may specify a different address to receive notices by providing a written directive given in accordance with this Section.

J. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.



## Exhibit A 2025/2026 Building Rental Fees

| High School                         |                                                                  | Elementary School                          |                      |
|-------------------------------------|------------------------------------------------------------------|--------------------------------------------|----------------------|
| Auditorium                          | \$100 per hour                                                   | Elementary Sports Field                    | \$ 50 per event      |
| HS Lecture Room (Hampshire High)    | \$100 per event                                                  | Elementary Gym                             | \$ 50 per hour       |
| HS Gym                              | \$100 per hour                                                   | Multi-Purpose Room / Cafeteria             | \$ 50 per hour       |
| HS Wrestling                        | \$100 per hour                                                   |                                            |                      |
| HS Locker Room                      | \$100 per hour                                                   |                                            |                      |
| HS Field House                      | \$100 per hour                                                   |                                            |                      |
| Commons Area / Cafeteria            | \$ 50 per hour                                                   |                                            |                      |
| Music Room                          | \$ 25 per hour                                                   |                                            |                      |
|                                     |                                                                  |                                            |                      |
| Middle School                       |                                                                  | All Buildings                              |                      |
| Auditorium (Carpentersville Middle) | \$100 per hour                                                   | Classroom                                  | \$ 25 per hour       |
| MS Competition Gym / Main Gym       | \$ 75 per hour                                                   | Parking lot (only)                         | \$100 per event      |
| MS Auxiliary Gym / Upper Gym        | \$ 50 per hour                                                   | Clean Up/Garbage Removal<br>(Outside Only) | \$100 per occurrence |
| MS Football/Soccer Field            | \$ 50 per event                                                  |                                            |                      |
| MS Baseball/Softball Field          | \$ 50 per event                                                  |                                            |                      |
| Track                               | \$ 75 per event                                                  | "Event" time is a maximum of 4 hours.      |                      |
|                                     |                                                                  |                                            |                      |
| Athletic Permits                    |                                                                  |                                            |                      |
| Outside Athletic Permit             | Please see Facility Rental Program Guide for details and pricing |                                            |                      |
| Inside Athletic Permit              | Please see Facility Rental Program Guide for details and pricing |                                            |                      |



## Exhibit B

Community User Name: \_\_\_\_\_  
School Dude Schedule ID Number: \_\_\_\_\_

### 1. Facility Base Rental Fee:

|            |            |                      |                            |
|------------|------------|----------------------|----------------------------|
| Area _____ | Rate _____ | X hours/events _____ | Fee \$ _____               |
| Area _____ | Rate _____ | X hours/events _____ | Fee \$ _____               |
| Area _____ | Rate _____ | X hours/events _____ | Fee \$ _____               |
| Area _____ | Rate _____ | X hours/events _____ | Fee \$ _____               |
|            |            |                      | <b>Total Base \$ _____</b> |

### 2. Additional Staff Required (Technology, Auditorium Lighting):

Hourly Rate \$ 40.00 X hours used \_\_\_\_\_ Fee \$ \_\_\_\_\_

### 4. Custodial Services - Hourly Rate

|                 |          |                    |                                       |
|-----------------|----------|--------------------|---------------------------------------|
| Monday - Friday | \$ 30.00 | X hours used _____ | Fee \$ _____                          |
| Saturday        | \$ 45.00 | X hours used _____ | Fee \$ _____                          |
| Sunday/Holidays | \$ 60.00 | X hours used _____ | Fee \$ _____                          |
|                 |          |                    | <b>Total Staff/Custodial \$ _____</b> |

### 5. Equipment

(Examples: chairs/tables/lectern/pianos/scoreboard)

|                                 |              |
|---------------------------------|--------------|
| A. _____                        | Fee \$ _____ |
| B. _____                        | Fee \$ _____ |
| C. _____                        | Fee \$ _____ |
| D. _____                        | Fee \$ _____ |
| <b>Total Equipment \$ _____</b> |              |

### 6. Additional Charges (Supervision, field/room preparation fee, clean up/garbage removal, snow removal)

\_\_\_\_\_ Fee \$ \_\_\_\_\_

### 7. Reciprocity/in-kind payment

Describe and provide monetary value of the reciprocity  
being proposed \_\_\_\_\_ Fee \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Rental Fee \$ \_\_\_\_\_**

### 8. Billing and Payment Terms

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*All unpaid rental fees are subject to collections and risk future approval of renting D300 facilities*









# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Christopher Columbaro,  
Director of Fine and Performing Arts

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Music Instrument Rental and Repair Bid

### Background

District 300 seeks services for the rental of musical instruments to District 300 families, as well as necessary repair services for District 300-owned instruments.

Bids were opened on Thursday, March 20th. District 300 strives to work with vendors who have proven their capacity to work with large unit districts housing over 20,000 students. Therefore, requests for proposals were offered by invitation only to four vendors. Three vendors responded, whereas a fourth vendor did not give a response. Responses were evaluated using the scoring matrix provided in the Request for Proposal (RFP) documents. Supporting documentation for this recommendation is available in the Purchasing Department.

For rental services, District 300 hosts instrument recruitment events, where D300 staff and vendors work with families to guide them through the process of enrolling students in beginning band and orchestra. Vendors provide families with optional lease agreements for instrument materials and supplies.

Repair services are sought for District 300-owned instruments to ensure both preventative and corrective maintenance, thereby optimizing investment.

### Recommendation: (Pricing available in the bid tab document)

The administration recommends awarding the following contracts to the following vendors. All contracts are for three years (August 1, 2025 - July 31, 2028) with the possibility of two one-year extensions.

| Rental Services to Families | Vendor            | Location       |
|-----------------------------|-------------------|----------------|
| Band Instruments            | Quinlan & Fabish  | Burr Ridge, IL |
| Orchestral Instruments      | Cassandra Strings | Algonquin, IL  |

| <b>Repair Services of D300 Owned Instruments</b> | <b>Vendor</b>     | <b>Location</b> |
|--------------------------------------------------|-------------------|-----------------|
| Brass and Woodwind Instruments                   | Quinlan & Fabish  | Burr Ridge, IL  |
| Orchestral Instruments                           | Cassandra Strings | Algonquin, IL   |

### **Fiscal Impact**

There is no impact on District 300 for the rental of musical instruments. District 300 parents will be responsible for covering the cost of musical instrument rentals.

The repair services for District 300-owned instruments are paid for from the Fine and Performing Arts budget (Fund 10).

**Thursday, April 10, 2025 at 10:00AM CT**

|                                                                       |  |  |  |  |
|-----------------------------------------------------------------------|--|--|--|--|
| <b>Recommendation:</b>                                                |  |  |  |  |
| Rental services of band instruments: Quinlan and Fabish               |  |  |  |  |
| Rental services of orchestral instruments: Cassandra Strings          |  |  |  |  |
| Repair services of brass and woodwind instruments: Quinlan and Fabish |  |  |  |  |
| Repair services of orchestral instruments: Cassandra Strings          |  |  |  |  |

| Vendor                        |                                 |                     |                       |                                                                     | Cassandra Strings   |                       |             |                 | Music and Arts      |                       |                                                                                                |                                                                          | Q&F                 |                       |                                  |                                                                                                  |
|-------------------------------|---------------------------------|---------------------|-----------------------|---------------------------------------------------------------------|---------------------|-----------------------|-------------|-----------------|---------------------|-----------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------|-----------------------|----------------------------------|--------------------------------------------------------------------------------------------------|
| Specified Manufacturer's Name | Specified Manufacturer's Item # | Product Description | Product Description 2 | Notes                                                               | Manufacturer's Name | Manufacturer's Item # | Lease Price | Vendor Comments | Manufacturer's Name | Manufacturer's Item # | Lease Price                                                                                    | Vendor Comments                                                          | Manufacturer's Name | Manufacturer's Item # | Lease Price                      | Vendor Comments                                                                                  |
| Wind/Orchestra                |                                 |                     |                       |                                                                     |                     |                       |             |                 |                     |                       |                                                                                                |                                                                          |                     |                       |                                  |                                                                                                  |
| Yamaha                        | YCL-255                         | Clarinet            |                       | May be willing to consider other brand of similar or better quality |                     |                       |             |                 | Yamaha              | YCL-255               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Exact to specifications                                                  | Yamaha              | YCL-255               | \$72/4mos<br>\$39/mo thereafter  | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax |
| Yamaha                        | YFL-222                         | Flute               |                       | May be willing to consider other brand of similar or better quality |                     |                       |             |                 | Yamaha              | YFL-222               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Exact to specifications                                                  | Yamaha              | YFL-222               | \$72/4mos<br>\$39/mo thereafter  | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax |
| Yamaha                        | YAS-23                          | Saxophone, Alto     |                       | May be willing to consider other brand of similar or better quality |                     |                       |             |                 | Yamaha              | YAS-23                | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 |                                                                          | Yamaha              | YAS-23                | \$119/4mos<br>\$53/mo thereafter | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax |
| Yamaha                        | YOB-241                         | Oboe                |                       | May be willing to consider other brand of similar or better quality |                     |                       |             |                 | Yamaha              | YOB-241               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 |                                                                          | Yamaha              | YOB-241               | \$119/4mos<br>\$53/mo thereafter | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax |
| Yamaha                        | YTR-2330                        | Trumpet             |                       | May be willing to consider other brand of similar or better quality |                     |                       |             |                 | Yamaha              | YTR-2330              | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 |                                                                          | Yamaha              | YTR-2330              | \$72/4mos<br>\$39/mo thereafter  | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax |
| Yamaha                        | YSL-200AD                       | Trombone            |                       | May be willing to consider other brand of similar or better quality |                     |                       |             |                 | Yamaha              | YSL-354               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | See the attached letter from Yamaha stating quality is same as YSL-200AD | Yamaha              | YSL-200AD             | \$72/4mos<br>\$39/mo thereafter  | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax |
| Percussion                    |                                 |                     |                       |                                                                     |                     |                       |             |                 |                     |                       |                                                                                                |                                                                          |                     |                       |                                  |                                                                                                  |

| Vendor  |            |                |                                    |                                                                                 | Cassandra Strings |       |             |                                              | Music and Arts |                     |                                                                                                |                                                                                                                                                                                                                                                                  | Q&F    |         |                                  |                                                                                                      |
|---------|------------|----------------|------------------------------------|---------------------------------------------------------------------------------|-------------------|-------|-------------|----------------------------------------------|----------------|---------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|----------------------------------|------------------------------------------------------------------------------------------------------|
|         |            | Percussion Kit | Starter Kit for beginning musician |                                                                                 |                   |       |             |                                              | Pearl Mapex    | PL910C<br>MCK1432DP | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Percussion learning kit includes 13" snare drum, Bell set, , stand for snare/bells, drum sticks, mallets and case with retractable handle & wheels                                                                                                               | Musser | LM-XYLO | \$72/4mos<br>\$39/mo thereafter  | All payments apply towards purchase. All rates include maintenance, replacement coverage and tax     |
| Strings |            |                |                                    |                                                                                 |                   |       |             |                                              |                |                     |                                                                                                |                                                                                                                                                                                                                                                                  |        |         |                                  |                                                                                                      |
| Shen    | SV100      | Violin         | Size 1/2                           | May be willing to consider Thuneman or other brand of similar or better quality | Shen              | SV100 | \$ 990.00   | Also recommend JT400. See amortization table | Strobel        | ML-90               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Fully carved spruce top, maple back & sides, maple neck, inlaid purfling, ebony fingerboard, pegs & chinrest, despiaw bridge, wittner tailpiece with fine tuners, carbon fiber bow, wood oblong case with cover, prelude strings. Samples available upon request |        |         | \$69/4mos<br>\$25/mo thereafter  | All payments apply towards 4/4 purchase. All rates include maintenance, replacement coverage and tax |
| Shen    | SA100      | Viola          | Size 1/2                           | May be willing to consider Thuneman or other brand of similar or better quality | Shen              | SA100 | \$ 1,062.00 | Also recommend JT400. See amortization table | Strobel        | MA-90               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Fully carved spruce top, maple back & sides, maple neck, inlaid purfling, ebony fingerboard, pegs & chinrest, despiaw bridge, wittner tailpiece with fine tuners, carbon fiber bow, wood oblong case with cover, prelude strings. Samples available upon request |        |         | \$69/4mos<br>\$25/mo thereafter  | All payments apply towards 4/4 purchase. All rates include maintenance, replacement coverage and tax |
| Shen    | 150        | Cello          | Size 1/4                           | May be willing to consider Thuneman or other brand of similar or better quality | Shen              | 150   | \$ 2,115.00 | Also recommend JT400. See amortization table | Strobel        | MC-90               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Spruce laminate top, maple back & sides, maple neck, inlaid purfling, ebony fingerboard, pegs, despiaw bridge, wittner tailpiece with fine tuners, carbon fiber bow, padded bag. Samples available upon request                                                  |        |         | \$99/4mos<br>\$35/mo thereafter  | All payments apply towards 4/4 purchase. All rates include maintenance, replacement coverage and tax |
| Shen    | 150        | Cello          | Size 1/2                           | May be willing to consider Thuneman or other brand of similar or better quality | Shen              | 150   | \$ 2,115.00 | Also recommend JT400. See amortization table | Strobel        | MC-90               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Spruce laminate top, maple back & sides, maple neck, inlaid purfling, ebony fingerboard, pegs, despiaw bridge, wittner tailpiece with fine tuners, carbon fiber bow, padded bag. Samples available upon request                                                  |        |         | \$99/4mos<br>\$35/mo thereafter  | All payments apply towards 4/4 purchase. All rates include maintenance, replacement coverage and tax |
| Shen    | SB88 - 1/4 | Bass, String   | Size 1/4                           | May be willing to consider Thuneman or other brand of similar or better quality | Shen              | SB88  | \$ 3,681.00 |                                              | Strobel        | MB-90               | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Spruce laminate top, maple back & sides, maple neck, inlaid purfling, ebony fingerboard, pegs, despiaw bridge, wittner tailpiece with fine tuners, carbon fiber bow, padded bag. Samples available upon request                                                  |        |         | \$156/4mos<br>\$59/mo thereafter | All payments apply towards 4/4 purchase. All rates include maintenance, replacement coverage and tax |

| Vendor |            |              |          |                                                                                 | Cassandra Strings |      |             |  | Music and Arts |       |                                                                                                |                                                                                                                                                                                                                  | Q&F |  |                                  |                                                                                                      |
|--------|------------|--------------|----------|---------------------------------------------------------------------------------|-------------------|------|-------------|--|----------------|-------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|----------------------------------|------------------------------------------------------------------------------------------------------|
|        |            |              |          | May be willing to consider Thuneman or other brand of similar or better quality |                   |      |             |  |                |       | 5 Month Trial @ \$49.99 + .01 for LDW<br>Monthly Rate after Trial \$25.00 + opt.<br>LDW \$5.00 | Spruce laminate top, maple back & sides, maple neck, inlaid purfling, ebony fingerboard, pegs, despiiau bridge, wittner tailpiece with fine tuners, carbon fiber bow, padded bag. Samples available upon request |     |  | \$156/4mos<br>\$59/mo thereafter | All payments apply towards 4/4 purchase. All rates include maintenance, replacement coverage and tax |
| Shen   | SB88 - 1/2 | Bass, String | Size 1/2 |                                                                                 | Shen              | SB88 | \$ 3,681.00 |  | Strobel        | MB-90 |                                                                                                |                                                                                                                                                                                                                  |     |  |                                  |                                                                                                      |

| Musical Instrument Rental & Repair for Students and Repair of District Owned Instruments |                   |             |                                                                        |
|------------------------------------------------------------------------------------------|-------------------|-------------|------------------------------------------------------------------------|
| ACTION                                                                                   | DATE              | TIME        | LOCATION                                                               |
| Establish Timeline                                                                       | Tuesday, 3/4/25   |             | Purchasing Office                                                      |
| Scope Review                                                                             | Tuesday, 3/4/25   |             |                                                                        |
| Scope Finalized                                                                          | Thursday, 3/20/25 |             |                                                                        |
| RFP Released                                                                             | Friday, 3/21/25   | 4:00 PM CT  | <a href="mailto:bids.purchasing@d300.org">bids.purchasing@d300.org</a> |
| Pre-RFP Meeting                                                                          | Thursday, 3/27/25 | 10:00 AM CT | Google Meet                                                            |
| Q&A Deadline                                                                             | Thursday, 4/3/25  | Noon CT     | <a href="mailto:bids.purchasing@d300.org">bids.purchasing@d300.org</a> |
| RFP Opening                                                                              | Thursday, 4/10/25 | 10:00 AM CT | <a href="mailto:bids.purchasing@d300.org">bids.purchasing@d300.org</a> |
| Evaluation Period                                                                        | Thursday, 4/10/25 |             | Purchasing Office                                                      |
|                                                                                          | to                |             |                                                                        |
|                                                                                          | Thursday, 4/24/25 |             |                                                                        |
| Info to CFO                                                                              | Thursday, 4/24/25 |             | Jennifer Porter, CFO                                                   |
| Board Operations Committee Meeting                                                       | Monday, 5/5/25    | 4:30 PM CT  | Admin Bldg                                                             |
| BOE Approval                                                                             | Tuesday, 5/13/25  | 6:30 PM CT  | Admin Bldg                                                             |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Diane White,  
Director of Purchasing

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Student Yearbook Contract Extension

### Background

The Board of Education previously approved an extension of the student yearbook contract in March 2023. Board meeting for the contract term of July 1, 2023 – June 30, 2025. Yearbook services work closely with VIP, the student photography company, to ensure that yearbooks are created with quality pictures. Varsity Yearbooks has been a great yearbook partner with VIP during the past three years of their contract. The yearbook has favorable reviews from all levels of schools for yearbook services. Proposed contract pricing is listed below, with no increase for the high school yearbooks and a 7.4% increase for the elementary and middle school yearbooks. All prices will be frozen through June 30, 2027.

Contract term is from July 1, 2025, through June 30, 2027.

| Based on 56 pages & 401 Books                                              |                   |          |           |                     |            |                  |            |
|----------------------------------------------------------------------------|-------------------|----------|-----------|---------------------|------------|------------------|------------|
| Based on 32 pages & 401 Books                                              |                   |          |           |                     |            |                  |            |
|                                                                            | High School Level |          |           | Middle School Level |            | Elementary Level |            |
|                                                                            | 208 pages         | 224Pages | 256 Pages | Soft cover          | Hard Cover | Soft Cover       | Hard Cover |
| Calculated base cost                                                       | \$25.00           | \$28.88  | \$29.96   | \$16.60             | \$24.19    | \$12.27          | \$19.87    |
| Custom Cover                                                               | included          | included | included  | Included            | Included   | Included         | Included   |
| Total                                                                      | \$25.00           | \$28.88  | \$29.96   | \$16.60             | \$24.19    | \$12.27          | \$19.87    |
| If Awarded All Buildings -<br>5% Discounted Price for<br>High School level | \$23.75           | \$27.43  | \$28.46   |                     |            |                  |            |
| Base Yearbook Cost                                                         |                   |          |           |                     |            |                  |            |

### Administrative Recommendation

Administration recommends approving:

Herff-Jones, Indianapolis, IN, for Student Yearbook Services for K-12 yearbooks for the contract term of July 1, 2023, through June 30, 2024.

### Fiscal Impact

Families in District 300 purchase yearbooks.



**Jamie Silver**  
Representing Varsity Yearbook  
2 Saint John Drive  
Hawthorn Woods, IL 60047  
847.561.8525  
JSilver7@mac.com

April 28, 2025

Diane White  
2605 Bunker Hill Drive  
Algonquin, IL 60102

Dear Diane White,

It's been our pleasure working with and supporting all the yearbook publications within D300 for the past several years. We are honored to extend our negotiated pricing previously outlined for the next **2 school years ending in 2026 & 2027... or 3 years if you'd like through the school year ending in 2028.**

**I'm honored to lock in the same pricing for the 3 High Schools again with no increase** as discussed and the pricing in the chart below reflects this, as well as the Middle and Elementary School pricing examples:

| Based on 56 pages & 401 Books                                              |                   |          |           |                     |            |                  |            |
|----------------------------------------------------------------------------|-------------------|----------|-----------|---------------------|------------|------------------|------------|
| Based on 32 pages & 401 Books                                              |                   |          |           |                     |            |                  |            |
|                                                                            | High School Level |          |           | Middle School Level |            | Elementary Level |            |
|                                                                            | 208 pages         | 224Pages | 256 Pages | Soft cover          | Hard Cover | Soft Cover       | Hard Cover |
| Calculated base cost                                                       | \$25.00           | \$28.88  | \$29.96   | \$16.60             | \$24.19    | \$12.27          | \$19.87    |
| Custom Cover                                                               | included          | included | included  | Included            | Included   | Included         | Included   |
| Total                                                                      | \$25.00           | \$28.88  | \$29.96   | \$16.60             | \$24.19    | \$12.27          | \$19.87    |
| If Awarded All Buildings -<br>5% Discounted Price for<br>High School level | \$23.75           | \$27.43  | \$28.46   |                     |            |                  |            |
| Base Yearbook Cost                                                         |                   |          |           |                     |            |                  |            |

I look forward to discussing this with you more. Again thank you for the opportunity to continue our partnership with your schools.

Sincerely yours,  
Jamie Silver



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Kyle Molik,  
Associate Principal of Operations

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Track and Field Storage Shed (DCHS)

### **Background**

Dundee-Crown High School's athletic storage is inadequate because of sports teams and equipment expansion. Some of the largest items Dundee-Crown has are our track equipment, which includes multiple large mats for jumping, hurdles for running, pole vault equipment, and smaller items such as shot puts, amongst other things. In exploring options to address storage concerns, the Dundee-Crown administration has identified a storage shed to alleviate some of our storage issues. Installing a shed behind our current athletic garage in our football stadium will relieve storage congestion and create more equitable storage space for our programs. The new shed will mirror the soccer and baseball sheds that we currently have. This shed will house items for the boys' and girls' track field teams.

### **Administrative Recommendation**

The administration recommends approval of this project.

### **Fiscal Impact**

There will be no fiscal impact on Dundee-Crown High School or District 300, as the Dundee-Crown High School Booster Club will donate the funds for the shed. The total cost of the pre-built shed and installation is \$13,884.38.

**Community Unit School District 300**  
Supplemental Funding Request Form

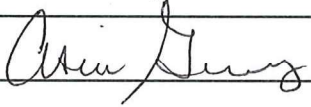
|                                                     |                                  |  |                                                |   |
|-----------------------------------------------------|----------------------------------|--|------------------------------------------------|---|
| This request is for:                                | Capital Equipment                |  | Building/Grounds Modifications or Improvements | X |
| Submitter's Name:                                   | Steve Gertz                      |  |                                                |   |
| Submitter's Phone Number:                           | 224-484-5023                     |  |                                                |   |
| Building-:                                          | Dundee-Crown High School         |  |                                                |   |
| Date Submitted:-                                    | March 26, 2025                   |  |                                                |   |
| Project Title:                                      | Track Shed/Garage                |  |                                                |   |
| Project Start Date:                                 | June 2025                        |  |                                                |   |
| Project End Date:                                   | June 2025                        |  |                                                |   |
| Funding Source:                                     | Dundee-Crown Booster Club        |  |                                                |   |
| Estimated Cost:<br>(including materials and labor): | \$13,884.38                      |  |                                                |   |
| Manufacturer/Vendor Name                            | Marten Portable Buildings        |  |                                                |   |
| Contact Name:                                       | Leland Martens and Jesse Martens |  |                                                |   |
| Contact Phone Number:                               | 618-994-4330                     |  |                                                |   |

**Project Description:** (Attach additional information including drawings, material list, specifications, quotes, etc.)

Add a 14x28 storage building to be located behind (north) the current storage building in the stadium. The location of the doors would be near the long and triple jump and track area. The storage building would be used to house pole vault mat, high jump mat, pole vault poles and rakes. We recently purchased new pole vault and high jump mats and the new standards call for bigger equipment minimizing space in our current storage building. We use the current building for football, track, and is part of our emergency action plans for students and parents for weather related issues. The new structure would match the soccer shed located in the stadium as well as the baseball/softball shed located on the upper campus.

**Administration Use Only**

|                                                                                                                                                                                        | Ye<br>s | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| 1. Does the capital equipment item provide a learning opportunity that other district students are not privy to receiving?                                                             |         |    |
| 2. Does the capital equipment item commit the district to a future financial obligation? Note: The is no commitment by the district to replace the item at the end of its useful life? |         |    |
| 3. Does the capital equipment item require periodic maintenance?                                                                                                                       |         |    |
| 4. Does the capital equipment require support for our computer network?                                                                                                                |         |    |

|                                                                                             |                                                                                    |                                                             |         |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------|---------|
| 5. Does the capital equipment item supplement an item on the district replacement schedule? |                                                                                    |                                                             |         |
| 6. Does the capital equipment item supplement require periodic maintenance?                 |                                                                                    |                                                             |         |
| 7. Is the manufacture/supplier/contract approved?                                           |                                                                                    |                                                             |         |
| 8. Is a municipal permit                                                                    |                                                                                    |                                                             |         |
| 9. Does the computer/network equipment match the District Standard?                         |                                                                                    |                                                             |         |
|                                                                                             |                                                                                    |                                                             |         |
| <b>Cost Estimate of District Funds to Complete Project</b>                                  |                                                                                    |                                                             |         |
| Labor                                                                                       | \$ 0.00                                                                            | For: Pre-Built and Shipped                                  |         |
| Materials                                                                                   | \$ 13,231.38                                                                       | For: Pre-Built Storage Shed                                 |         |
| Initial Project Cost                                                                        | \$ 13,884.38                                                                       | For: Shed, Shipping, Exterior Door Look, and upgraded floor |         |
| Ongoing Maintenance                                                                         | \$ 0.00                                                                            | For:                                                        |         |
| <b>Request Routing</b>                                                                      |                                                                                    |                                                             |         |
|                                                                                             | Signature                                                                          |                                                             | Date    |
| 1. Principal                                                                                |  |                                                             | 4/29/25 |
| 2. Assistant Superintendent                                                                 |                                                                                    |                                                             |         |
| 3. Exec Director of Operations/Technology                                                   |                                                                                    |                                                             |         |
| 4. Chief Operating Officer                                                                  |                                                                                    |                                                             |         |
| Date Approved:                                                                              | Date Denied:                                                                       | Reason:                                                     |         |
| <b>Confirmation of Project Status</b>                                                       |                                                                                    |                                                             |         |
| Final Approval: Notification of Request to Requester Date:                                  |                                                                                    |                                                             |         |

Rsvd 04 05 2019

## Order Details



Building

14x28 Commercial Garage

Total Building Price

\$13,884.38

Hide Details



| Model and Options                                                             | Quantity | Price       | Total       |
|-------------------------------------------------------------------------------|----------|-------------|-------------|
| 14x28 Commercial Garage                                                       | 1        | \$13,231.38 | \$13,231.38 |
| <span>Expired item</span> 14x28x9 Commercial Garage                           | 1        | Included    |             |
| Metal Roof                                                                    | 1        | Included    |             |
| Rustic Red Metal                                                              | 1        | Included    |             |
| 10FT x 8FT Insulated Overhead Panel Door                                      | 1        | Included    |             |
| Metal Exterior for Commercial                                                 | 1        | Included    |             |
| Gallery Blue Metal                                                            | 1        | Included    |             |
| Metal Trim & Wainscot                                                         | 1        | Included    |             |
| Rustic Red Metal                                                              | 1        | Included    |             |
| Exterior Door Option Lock for Overhead Panel Door                             | 1        | \$65.00     | \$65.00     |
| Commercial HD 1.5" Floor & Double Center Skid Upgrade for 14' Wide Commercial | 1        | \$588.00    | \$588.00    |
| Total:                                                                        |          |             | \$13,884.38 |

Order Options

Price

No Order Option Selected

[+ Add Order Options](#)

Order Option Sub-total:

\$0.00

Sales Tax (0%)

\$0.00

Order Total

\$13,884.38



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Kyle Molik,  
Associate Principal of Operations

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Interactive Touch Wall of Fame Project (DCHS)

### **Background**

Currently, Dundee-Crown High School has an Athletic Wall of Fame featuring framed photos of student-athletes who have been named all-conference or all-state during their time at Dundee-Crown High School. This wall of fame dates back to the early 1980s, but ends around 2010. As we update these boards and incorporate the last 15 years of missing information, we have explored more modern ways to display these records and keep them updated regularly. By transitioning to an interactive touchscreen, we believe we will be able to update information more frequently, offer the option to add additional information in the future, enable visitors to find specific information more quickly, and create a cleaner and more aesthetically pleasing appearance for the Dundee-Crown athletic area.

### **Administrative Recommendation**

It is the recommendation of the administration to approve this project.

### **Fiscal Impact**

There will be no fiscal impact on Dundee-Crown High School or District 300, as the Dundee-Crown High School Booster Club will donate the funds for the interactive touch wall board and cover the licensing fees for the software services. The total cost of the touch wall interactive board and installation is \$8,561, with a \$600 annual maintenance fee to keep the software up to date.



**Community Unit School District 300****Supplemental Funding Request Form**

|                                                     |                           |  |                                                |   |
|-----------------------------------------------------|---------------------------|--|------------------------------------------------|---|
| This request is for:                                | Capital Equipment         |  | Building/Grounds Modifications or Improvements | X |
| Submitter's Name:                                   | Steve Gertz               |  |                                                |   |
| Submitter's Phone Number:                           | 224-484-5023              |  |                                                |   |
| Building:-                                          | Dundee-Crown High School  |  |                                                |   |
| Date Submitted:-                                    | March 26, 2025            |  |                                                |   |
| Project Title:                                      | Wall of Fame Touchwall    |  |                                                |   |
| Project Start Date:                                 | June 2025                 |  |                                                |   |
| Project End Date:                                   | June 2025                 |  |                                                |   |
| Funding Source:                                     | Dundee-Crown Booster Club |  |                                                |   |
| Estimated Cost:<br>(including materials and labor): | \$13,711                  |  |                                                |   |
| Manufacturer/Vendor Name                            | TouchPro, LLC             |  |                                                |   |
| Contact Name:                                       | Scott Erickson            |  |                                                |   |
| Contact Phone Number:                               | 847-387-8030              |  |                                                |   |

**Project Description:** (Attach additional information including drawings, material list, specifications, quotes, etc.)

Our current wall of fame has not been updated since 2009 and has outgrown its space. Adding a Touchscreen recognition allows us to easily update, display and enhance our athletes, athletic history and our entire athletic hallway. Students and visitors will experience our history on the touchscreen and on the internet without limitations. We currently have a Hall of Fame Touchpro in our Athletic Fieldhouse Lobby.

**Administration Use Only**

|                                                                                                                                                                                          | Ye<br>s | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| 1. Does the capital equipment item provide a learning opportunity that other district students are not privy to receiving?                                                               |         |    |
| 2. Does the capital equipment item commit the district to a future financial obligation? Note: There is no commitment by the district to replace the item at the end of its useful life? |         |    |
| 3. Does the capital equipment item require periodic maintenance?                                                                                                                         |         |    |
| 4. Does the capital equipment require support for our computer network?                                                                                                                  |         |    |
| 5. Does the capital equipment item supplement an item on the district replacement schedule?                                                                                              |         |    |

|                                                                             |              |         |      |
|-----------------------------------------------------------------------------|--------------|---------|------|
| 6. Does the capital equipment item supplement require periodic maintenance? |              |         |      |
| 7. Is the manufacture/supplier/contract approved?                           |              |         |      |
| 8. Is a municipal permit                                                    |              |         |      |
| 9. Does the computer/network equipment match the District Standard?         |              |         |      |
|                                                                             |              |         |      |
| <b>Cost Estimate of District Funds to Complete Project</b>                  |              |         |      |
| Labor                                                                       | \$           | For:    |      |
| Materials                                                                   | \$           | For:    |      |
| Initial Project Cost                                                        | \$           | For:    |      |
| Ongoing Maintenance                                                         | \$           | For:    |      |
| <b>Request Routing</b>                                                      |              |         |      |
|                                                                             | Signature    |         | Date |
| 1. Principal                                                                |              |         |      |
| 2. Assistant Superintendent                                                 |              |         |      |
| 3. Exec Director of Operations/Technology                                   |              |         |      |
| 4. Chief Operating Officer                                                  |              |         |      |
| Date Approved:                                                              | Date Denied: | Reason: |      |
| <b>Confirmation of Project Status</b>                                       |              |         |      |
| Final Approval: Notification of Request to Requester Date:                  |              |         |      |

*Rsvd 04 05 2019*



TouchPros, LLC  
800 Hart Road Ste 260  
Barrington, IL 60010  
8473878030  
billing@touchpros.com



## Estimate

### ADDRESS

Dundee-Crown High School  
Attn: Steve Gertz  
1500 Kings Road  
Carpentersville, IL 60110

ESTIMATE # 4605

DATE 04/01/2025

EXPIRATION DATE 05/01/2025

| ITEM                         | DESCRIPTION                                                                                                                                                                                                                                                                                            | AMOUNT   |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 55-Inch<br>Touchscreen/CPU   | 55-Inch Touchscreen With CPU (Fully Configured to Run Software and Locked Down in Kiosk Mode, Same Presentation, Standard Wall Mount, Shipping)<br>-4K Resolution<br>-Three-Year Warranty                                                                                                              | 4,761.00 |
| TouchWall Unique<br>Software | TouchWall Unique Software (Priced Per Touchscreen) - Includes Unique Home Screen Package, Unique CMS, Tab Allocation Across Multiple Presentations - Adds Unique Software Without Full Software Cost Or Additional Cloud Hosting After Initial Software/Cloud Hosting Purchase<br>-Includes Three Tabs | 2,950.00 |
| On-Site<br>Installation      | TouchWall On-Site Installation                                                                                                                                                                                                                                                                         | 850.00   |

Terms of estimate acceptance are 50% deposit at project inception, and 50% due net 30 days upon shipment of touchscreen, computer and wall mount.

TOTAL

**\$8,561.00**

Accepted By

Accepted Date

TouchPros, LLC  
800 Hart Road Ste 260  
Barrington, IL 60010  
8473878030  
billing@touchpros.com



## Estimate

### ADDRESS

Dundee-Crown High School  
Attn: Steve Gertz  
1500 Kings Road  
Carpentersville, IL 60110

ESTIMATE # 4606

DATE 04/01/2025

EXPIRATION DATE 05/01/2025

| ITEM                           | DESCRIPTION                                                                                                                                             | AMOUNT   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| TouchWall Enhance Single Frame | TouchWall Enhance Single Frame Enclosure For 43 - 65-Inch Touchscreens (Up To 48" Tall and Up To 70" Wide - Includes On-Site Installation and Shipping) | 4,200.00 |
| TouchWall Enhance Half Wall    | TouchWall Enhance Half Wall Enclosure For 43 - 65-Inch Touchscreens (Up To 89" Tall and Up To 70" Wide Includes On-Site Installation and Shipping)      | 5,300.00 |
| * TouchWall Enhance Full Wall  | TouchWall Enhance Full Wall Enclosure For 43 - 65-Inch Touchscreens (Up To 108" Tall and Up To 70" Wide Includes On-Site Installation and Shipping)     | 6,000.00 |

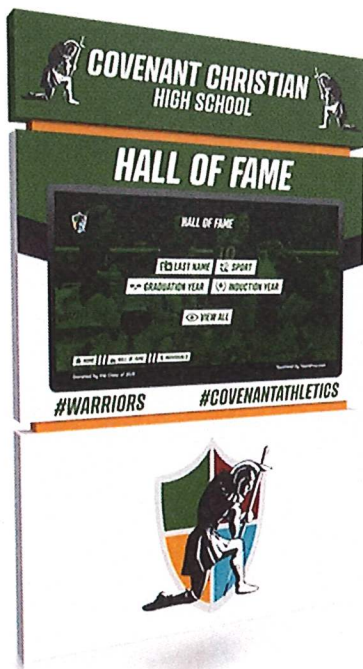
Terms of estimate acceptance are 50% deposit at project inception, and 50% due net 30 days upon shipment of touchscreen, computer and wall mount.

TOTAL

**\$15,500.00**

Accepted By

Accepted Date



## TOUCHWALL ENHANCE

TouchWall Enhance options amplify the physical significance and impact of your TouchWall Interactive Hall of Fame. Enclose your touchscreen in single frame, half wall or full wall options. Wall wrap options are also available with and without enclosures. Add TouchWall Enhance to any project today and give your school the polished look of excellence.

**LEARN MORE**

## TOUCHWALL ENHANCE





## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Deborah Mason  
Director of Transportation and  
Food Service

|                                              |            |
|----------------------------------------------|------------|
| Presented at the following<br>Board Meetings |            |
| Board Operations Committee                   | 05/5/2025  |
| Policy/Legislative                           |            |
| School Utilization                           |            |
| BOE 1 <sup>st</sup> Reading                  | 05/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 05/13/2025 |

**SUBJECT:** Annual review and approval of hazardous routes

### **Background**

Annual review and approval by the Board of Education (BOE) of serious safety hazards, as per Section 29-3 of the Illinois School Code (105 ILCS 5/29-3), requires school districts to conduct an annual review of the conditions and certify to the State Superintendent of Education whether the hazardous conditions remain unchanged. The resolution must remain on file for the state transportation audit.

Following the completion of the most recent traffic study in October 2024, which anticipated an increase in traffic due to the completion of the roadway extension and housing growth along Longmeadow Parkway, it has been concluded that transportation should be provided to students residing south of Longmeadow Parkway. Due to the changing environment on Longmeadow Parkway, it has been determined that we will be unable to continue maintaining the level of safety necessary to meet district and Board of Education standards. This location has been added to the current list of Hazardous Routes.

### **Administrative Recommendation**

The Administration recommends approval of the list of identified serious safety hazards.

### **Fiscal Impact**

Approximately \$15,000 in transportation costs for Fiscal Year 2026.

RESOLUTION OF COMMUNITY UNIT SCHOOL DISTRICT 300  
KANE, MCHENRY, COOK AND DEKALB COUNTIES, ILLINOIS REGARDING  
RETENTION OF APPROVED STATUS FOR HAZARDOUS ROUTES – May, 2024

WHEREAS, under the provision of Chapter 122 of the Illinois Revised Statutes, Paragraph 29-3, the Board of Education of Community Unit School District 300, Kane McHenry, Cook and DeKalb Counties, Illinois, is required to submit an annual certification of hazardous route for previous years; and

WHEREAS, it is deemed advisable and necessary to maintain these hazardous areas:

NOW, THEREFORE, be it and it is hereby resolved by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook and DeKalb Counties, Illinois, hereby determines and declares that the attached list of “Serious Safety Hazard Findings” as identified by their respective Annual Sequential Numbers represent hazardous areas in which the conditions have not changed as to alter the need for continued approval.

ADOPTED:

AYES:

NAYS:

ABSENT:

---

President, Board of Education

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Secretary, Board of Education



**Community Unit School District 300**  
**SERIOUS SAFETY HAZARD FINDINGS ANNUAL SEQUENTIAL NUMBERS**

*Note: School boundaries have changed over the years and some schools have changed location. Hazard would still exist for whatever school is assigned to this geographical location.*

|    |         |           |                                                                                                               |
|----|---------|-----------|---------------------------------------------------------------------------------------------------------------|
| 1  | SH      | 300-80-01 | Route 72 from Rainbow to .2 miles east of Rainbow                                                             |
| 2  | SH      | 300-80-02 | Route 72 from Rainbow to .2 miles west of Rainbow                                                             |
| 4  | DHL     | 300-80-04 | Route 31 from Lisa to .2 miles north of Lisa                                                                  |
| 6  | LITH    | 300-80-06 | Algonquin-Huntley Blacktop from Hilltop to .2 miles west of Hilltop                                           |
| 7  | EV      | 300-80-07 | Route 31 in Algonquin from Arrowhead to Riverview                                                             |
| 8  | AMS     | 300-80-08 | North River Road in Algonquin from Route 62 to Wood Drive                                                     |
| 9  | EV      | 300-80-09 | Route 31 Algonquin Filip to Beach Dr                                                                          |
| 10 | HHS     | 300-80-11 | State Street in Hampshire from Milwaukee R.R. tracks to .5 miles north of R.R. tracks                         |
| 11 | HHS     | 300-80-12 | Route 72 in Hampshire from State Street to .8 miles east of State Street                                      |
| 13 | HHS     | 300-80-13 | Route 72 in Hampshire from State Street to .8 miles west of State Street                                      |
| 14 | LITH    | 300-80-16 | Burr Street from Oak to 1014 Burr                                                                             |
| 15 | AMS     | 300-80-17 | Crossing Route 62 at Harrison in Algonquin                                                                    |
| 17 | DMS     | 300-80-18 | Route 72 from DMS to .6 mileas east                                                                           |
| 18 | DMS     | 300-80-19 | Randall Rd from Route 72 to .4 miles south of Binnie Rd                                                       |
| 19 | DMS     | 300-80-20 | Randall Rd & Route 72 from JoyLane to DMS                                                                     |
| 20 | DMS     | 300-80-21 | Route 72 from DMS1.1 miles west on Route 72                                                                   |
| 22 | KEN     | 300-80-22 | Hanson Rd from Huntington to .2 miles south of Huntington Drive                                               |
| 23 | KEN     | 300-80-24 | West side of Route 31Algonquin from Huntington Dr to Center                                                   |
| 24 | PV      | 300-80-26 | Intersection of Barrington Ave and Route 68                                                                   |
| 25 | LITH    | 300-80-30 | Willow & Council Trail from bridge to Council Trail, Willow and Mohican & bridge 200 feet east of LITH school |
| 27 | KEN     | 300-81-05 | Terrace Drive from Huntington Drive to Lexington Drive                                                        |
| 28 | SH      | 300-81-07 | Winmoor & Willow Ln from Sleepy Hollw to .5 miles from school on Willow                                       |
| 29 | SH      | 300-81-08 | Winmoor & Thoroughbred from Sleepy Hollow School to Sleepy Hollow Road                                        |
| 31 | SH      | 300-81-09 | Winmoor Dr from Sleepy Hollow to .5 miles from school on Winmoor                                              |
| 32 | PE      | 300-82-01 | Skyline from Kings Rd to .2 miles south on Skyline just south of Deerpath                                     |
| 33 | PV      | 300-83-01 | Duncan Ave south of Route 72                                                                                  |
| 34 | CMS     | 300-81-03 | Along Barrington Ave and crossing Route 68                                                                    |
| 36 | HDJ     | 300-85-01 | Along Randall Road north and south of HDJ                                                                     |
| 37 | AMS     | 300-85-02 | Intersection of Route 62 and Countryside Drive (Cinnamon Creek Subdivision)                                   |
| 38 | MDW     | 300-85-04 | West of Route 25---(2016/2017 this is no longer MDW attendance area)                                          |
| 39 | DHL     | 300-85-05 | North of route 72                                                                                             |
| 41 | ST CATH | 300-85-06 | North of route 72 and east of route 31                                                                        |
| 42 | STJOHN  | 300-85-07 | West of route 31                                                                                              |
| 43 | EV      | 300-85-08 | South of Souwanas along Menoma to Pokagon                                                                     |
| 44 | PE      | 300-87-02 | From Oxford .2 miles east on Kings Rd                                                                         |
| 46 | PV      | 300-87-03 | From Lincoln over Fox River bridge in C'Ville                                                                 |
| 47 | LKWD    | 300-88-04 | South on Ravine Ln .2 miles; west on Ravine Rd .2 miles                                                       |
| 48 | SH      | 300-88-05 | From Sleepy Hollow school .5 miles on Glen Oak Rd                                                             |
| 50 | LP      | 300-02-01 | Huntley/Algonquin Rd from Boulder Dr to Harvestgate                                                           |
| 51 | LP      | 300-02-02 | Intersection of Huntley/Algonquin Rd and Talaga/Harvestgate for students south of Huntley/Algonquin Rd        |
| 52 | LP      | 300-02-03 | Intersection of Randall Rd and Acorn for students east of Randall Rd                                          |
| 53 | AL      | 300-02-04 | Intersection of Algonquin Rd and Sandbloom for students north of Algonquin Rd                                 |
| 55 | AL      | 300-02-05 | Intersection of Sandbloom and Compton for students west of Sandbloom                                          |

|    |     |           |                                                                                                                   |
|----|-----|-----------|-------------------------------------------------------------------------------------------------------------------|
| 56 | KEN | 300-02-07 | Intersection of Hanson and Harnish for students west of Hanson                                                    |
| 57 | PE  | 300-03-01 | Intersection of Kings and Amarillo                                                                                |
| 63 | DMS | 300-20-04 | Watermark Terrace Subdivision at Randall Rd and Northwest Pkwy, Elgin                                             |
| 64 | BTE | 300-23-05 | Intersection of Big Timber Rd and Ridgecrest Dr for students residing north of Big Timber Rd                      |
| 65 | WCS | 300-25-05 | Intersection of Longmeadow Pkwy and Sleepy Hollow Rd for students residing south of Longmeadow Pkwy attending WCS |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Jennifer Porter,  
Chief Financial Officer  
Colleen O'Keefe,  
Chief Legal Counsel

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Resolutions for Outside Legal Counsel, Depositories, & Investment Managers

### **Depositories & Investments**

#### **Background**

Per Board Policy 4:30, the Board will review and approve the list of authorized depositories for the school district funds annually.

#### **Recommendation**

The Administration recommends that the Board approve the Resolution to Designate Banks of Depository for School Funds as presented.

### **Outside Legal Services**

#### **Background**

Per Board Policy 2:160 of the Community Unit School District 300 Board of Education Policy states that the Board of Education will annually designate the attorneys and/or Law Firms that will provide outside legal counsel services for the district.

#### **Recommendation**

The Administration recommends that the Board approve the presented Resolution to Designate Outside Legal Counsel.



**COMMUNITY UNIT SCHOOL DISTRICT 300  
RESOLUTION TO DESIGNATE BANK DEPOSITORIES AND INVESTMENT  
MANAGER FOR SCHOOL DISTRICT FUNDS**

WHEREAS, Section 4:30 of the Community Unit School District 300 Board of Education Policy states that the Board of Education will annually designate the banks of depository and investment manager for schools' funds,

NOW, THEREFORE, BE IT HEREBY RESOLVED that during the 2025-2026 fiscal year,

Amalgamated Bank of Chicago  
One West Monroe Street  
Chicago, IL 60603

BMO Bank N.A.  
320 South Canal Street  
Chicago, IL 60606

ISDLAF  
27545 Diehl Road, Suite 100  
Warrenville, IL 60555

PMA Financial Network, Inc  
27545 Diehl Road, Suite 100  
Warrenville, IL 60555

be designated as banks of depository or investment managers for the school district funds.

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ that the foregoing resolution is adopted. Upon this motion being put to a vote, the board members of Community Unit School District 300 voted as follows:

AYES:

NAYS:

ABSENT:

**Board of Education**

Community Unit School District 300, County of Kane, McHenry, Cook, and DeKalb Counties, Illinois

By:

Attested:

President, Board of Education

Board Secretary

**COMMUNITY UNIT SCHOOL DISTRICT 300  
RESOLUTION TO DESIGNATE OUTSIDE LEGAL SERVICES**

WHEREAS, Section 2:160 of the Community Unit School District 300 Board of Education Policy states that the Board of Education will annually designate the attorneys and or law firms that will provide outside legal counsel services for the district,

NOW, THEREFORE, BE IT HEREBY RESOLVED that during the 2025-2026 fiscal year,

Franczek, P.C.  
300 South Wacker Drive, Ste 3400  
Chicago, IL 60606

Klein, Thorpe, and Jenkins Ltd  
250 Parkway Dr., Ste 330  
Lincolnshire IL 60069

Kriha Boucek  
2 Trans Am Plaza Dr, Ste 450  
Oakbrook, IL 60181

Robbins Schwartz  
55 W Monroe St., Ste 800  
Chicago, IL 60603

be designated as outside legal counsel for the district.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the foregoing resolution is adopted. Upon this motion being put to a vote, the board members of Community Unit School District 300 voted as follows:

AYES:

NAYS:

ABSENT:

**Board of Education**

Community Unit School District 300, County of Kane, McHenry, Cook, and DeKalb Counties,  
Illinois

|                               |                 |
|-------------------------------|-----------------|
| By:                           | Attested:       |
| President, Board of Education | Board Secretary |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 13, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Jeffrey Ehardt,  
Director of Finance

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Approval of Off-Cycle Accounts Payables

### **Background**

In months when there is only one board meeting scheduled, we have asked the Board to authorize an additional accounts payable batch process to take advantage of discounts for payment terms and ensure the timely payment of our purchases. Our established procedures include sending the Board a copy of the accounts payable batch document electronically for review and approval before the payment release.

### **Recommendation**

The administration recommends that the Board authorize the continued practice of off-cycle accounts payable batches as outlined above.

**Freedom of Information  
Board Report  
May 13, 2025**

| <b>FOIA#</b> | <b><u>Date of Request</u></b> | <b><u>Requestor</u></b>                                        | <b><u>Subject</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b><u>Date Completed/<br/>STATUS</u></b> | <b><u>Time to complete<br/>in hours</u></b> |
|--------------|-------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------|
| 47-2025      | 4/7/2025                      | David Arvayo<br><b>Painters District Council No. 30</b>        | Requesting a copy of purchase invoices for any recent paint purchases made by the school district to maintain or improve school district buildings or facilities (i.e., painting classrooms, cafeteria, gym, hallways, walls, structural steel, door frames, ceilings, concrete floors, swimming pools, etc.). I do not request information regarding paint purchases made to maintain non-building related property or projects (i.e., painting or maintaining cars, school buses, stripping athletic fields, art class projects, etc.). In addition, I request a list of painting, drywall finishing (taping drywall), or glazing projects (glass window, glass door, or related hardware installation) scheduled to start within the next twelve months. This request is specific to facility improvement, maintenance, or construction projects that include painting, drywall finishing, glazing projects or contracts planned as referenced above: (1) Submitted invoices for qualifying projects or contracts conforming to the criteria of this FOIA request. (2) A list of school district staff, if any, who worked on related projects conforming to the criteria of this FOIA request. (A) Direct employees, (B) Contract employees operating under a custodial agreement, (C) Interns or employees hired through a labor agency, (3) Bid tabulation sheets used to compare qualifying bids conforming to this FOIA request, (4) Approval meeting minutes for qualifying contracts conforming to the criteria of this request. (5) Performance agreement for qualifying contracts conforming to the criteria of this FOIA request. | Completed<br>4/21/2025                   | 5                                           |
| 49-2025      | 4/8/2025                      | Andrea Collier<br><b>Community Member</b>                      | Requesting access to video footage recorded by security cameras at ECU Elementary School on April 8, 2025, from 12:30 PM to 2:00 PM. Specifically, I am requesting footage of the following areas: The front office entrance. The conference room. The front office area (additional clarification). I understand that privacy concerns may require faces to be blurred, but I request that any audio captured during this period be included in the footage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Completed<br>4/23/2025                   | 2                                           |
| 50-2025      | 4/8/2025                      | Andrea Collier<br><b>Community Member</b>                      | Requesting any and all emails Pertaining to Andrea Collier and/or Ellie Andrew, first grade student at Eastview Elementary school. Sent a request to Dr. Meggan Buchanan. Any sent received to the superintendent as well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Completed<br>4/23/2025                   | 5                                           |
| 52-2025      | 4/11/2025                     | Anonymous                                                      | Requesting the following information please: current titles, job descriptions and most recent salaries (including all benefits) of: Kellie Mainolfi, Eberto Mora, and Matthew Langton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Completed<br>4/17/2025                   | 1.5                                         |
| 53-2025      | 4/15/2025                     | Brendan Hasty<br><b>Labor Management Cooperation Committee</b> | Requesting the bid packages of the three lowest bidders for the 'Concrete Work - Various Sites District Wide' project. The bid opening for this project was April 15, 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Completed<br>4/21/2025                   | 1                                           |
| 54-2025      | 4/28/2025                     | Teddy Smyth<br><b>Coquina Labs Inc.</b>                        | Requesting the most recent available purchase orders (or equivalent, over the past 24 months) for the following software licenses, if applicable: (1) Adobe, Asana, Atlassian (Jira), Autodesk, AWS, Azure, Barracuda, Cisco, Cradlepoint, CrowdStrike, Entrust, Fortra Clearswift, Fortinet, Google, Google Cloud (GCP), IBM, Keeper, KnowBe4, Microsoft, NetCloud, Nuance, PowerSchool, Rapid7, Recast, Red Gate, Red Hat, Rubrik, Salesforce, SentinelOne, Smartsheet, Solarwinds, Splunk, Veeam, VMware, WatchGuard, Zoom. The most recent available purchase orders (or equivalent, over the past 24 months) for the following value-added resellers of technology, if applicable: (2) Carahsoft, CDW-G, CherryRoad Technologies, Dell Marketing and/or Dell Technologies, DLT Solutions, Emergent LLC, En Pointe Technologies, ePlus Technology, Four Inc, GovConnection, immixGroup, Insight, Iron Bow Technologies, Mythics, Presidio, Quest Media & Supplies, Red River Technology, SHI International, Softchoice, Strategic Communications, TCC Software Solutions, ThunderCat Technology, World Wide Technology (WWT), Zones LLC. Specifically, we request copies of the POs for these licenses that include period of subscription dates, license numbers or part numbers, quantities, per-unit price paid, and total price paid, if available.                                                                                                                                                                                                                                                                                    | Pending                                  |                                             |
| 55-2025      | 4/29/2025                     | Andrea Collier<br><b>Community Member</b>                      | Requesting the following public records related to an incident that occurred at Eastview Elementary School on April 8, 2025, at approximately 12:30 PM: (1) The name and badge number (if applicable) of the law enforcement officer who was present at Eastview Elementary School at or around 12:30 PM on April 8, 2025. (2) Any and all emails, including attachments, sent or received by Dr. Buchanan, Principal of Eastview Elementary, to or from any other District 300 staff, administrators, or law enforcement personnel pertaining to the above incident or related matters on April 8, 2025. (3) A written statement from Dr. Buchanan detailing the conversation that took place between her, Mr. Jason Andrews, and the attending officer after the other parent (myself, Andrea Collier) left the building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Completed<br>5/5/2025                    | 1.5                                         |
| 56-2025      | 5/1/2025                      | Andrea Collier<br><b>Community Member</b>                      | Requesting the video surveillance footage from the following: Date of footage requested: April 30, 2025 Time frame: From 6:45 p.m. to 7:30 p.m. Areas requested: The exterior of Eastview Elementary School, including the entrance area and parking lot. The interior of the school, including the immediate area visible from the entrance, to verify interactions outside the building. This footage is necessary to show an incident involving a co-parent who was seen getting out of a vehicle, yelling, and threatening. The video footage is critical to documenting the behavior at that time and place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Completed<br>5/7/2025                    | 1.5                                         |
| 57-2025      | 5/2/2025                      | Erika Bartlett<br><b>Community Member</b>                      | Requesting the production of any and all current policies, procedures, or guidelines maintained by Neubert Elementary School or CUSD 300 regarding the storage, preservation and accessibility of curriculum materials. Specifically, I request documentation that outlines: 1. The process by which curriculum materials are stored and archived, whether digitally or physically 2. The duration for which such materials are retained. 3. The individuals or departments responsible for overseeing curriculum storage 4. Access protocols for staff, parents, or stakeholders seeking to review or obtain copies of these materials. 5. Any recent amendments to policies relating to the organization or retention of curricular content. If no such formal policy exists, I would appreciate a written confirmation of that fact.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Pending                                  |                                             |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Jonathan Mickle,  
Director of Facilities

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Scheduled Trane Controls Proposal & Service Agreement

### Background

Community Unit School District 300 is continuing to be proactive in our building automation controls, service, and preventive maintenance of specific larger equipment. This process was designed to closely monitor, prolong, and create higher energy savings out of our existing HVAC equipment through the following agreements:

- **Trane Controls Proposal:**
  - Update the front end of the BAS (Building Automation System) at the 13 sites where Trane has controls, from Tracer SC to Tracer SC+. Tracer SC +'s building management software tool reduces scheduling, reporting, and system application chores to simple "point and click" tasks. The intuitive online tools offer improved efficiencies, comfort, and reduced energy costs when integrated with Trane's Intelligent Services and Maintenance Program, as outlined in the proposal. The cost of this upgrade is **\$87,704.00**
- **Scheduled Service Agreement**
  - Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help us minimize unplanned downtime and avoid unexpected expenses. As an HVAC service provider, Trane offers several advantages, including confidence that our HVAC equipment is being serviced according to OEM best practices. Priority service is available 24 hours a day. Advanced diagnostic technologies allow technicians to analyze system performance comprehensively. The cost for year one of this service agreement is **\$148,200.00**
- **Controls Support Service Agreement**
  - This service provides comprehensive support for software installation, maintenance, scheduled testing, and training. It ensures that our BAS (Building Automation System) software is proactively updated to each new version. We receive ongoing information and training on new features and functionality, enabling us to leverage the system

enhancements fully. As technology advances, the service provides access to enhanced capabilities that maximize operational benefits. Scheduled testing and maintenance activities are conducted to ensure optimal system performance, reliability, and early identification of potential issues. Additionally, the service maintains compatibility with the latest versions of BAS software and operating systems, as well as the most up-to-date web browsers. The cost for Year One of this service agreement is **\$66,598.00**.

**Administrative Recommendation**

The administration is recommending approval of all three service agreements for a total of \$302,502.00

**Fiscal Impact**

The cost of \$302,502.00 for the service agreements will be funded from Fund 20.



**TRANE®**

## CONTROLS SUPPORT SERVICE AGREEMENT

### Trane Office

Trane U.S. Inc.  
7100 South Madison  
WILLOWBROOK, IL 60527

### Trane Representative

**Patrick Heneberry**  
Account Executive  
Cell: (630) 930-2551

### Contact Telephone Number for Service

(630) 734-3200

### Proposal ID

**7899102**  
COOP Quote #: R1-30-10010-25-003  
Contract ID: OMNIA Racine #3341

### Company Name

Community Unit School District 300  
2550 Harnish Drive  
Algonquin, IL 60102 USA

### Contact

Jonathan Mickle—Director of  
Facilities

### Site Addresses:

1. Eastview Elementary
2. Algonquin Lakes Elementary
3. Meadowdale Elementary
4. Lake in the Hills Elementary
5. Liberty Elementary
6. Lincoln Elementary
7. Carpentersville Middle School
8. Golfview Elementary
9. Hampshire Elementary
10. Hampshire Middle School
11. Dundee Middle School
12. Dundee Highlands
13. Dundee Crown High School

April 23, 2025



## EXECUTIVE SUMMARY

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to *your* needs.

Under this service agreement, you will hand off the responsibilities for planning, scheduling and managing routine maintenance to Trane. You will have a team of true professionals keeping your HVAC equipment running efficiently and reliability.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being cared for according to OEM best practices for both frequency and procedures
- Priority service, available 24-hours a day, giving your facility precedence during urgent situations
- Advanced diagnostic technologies, allowing our technicians to analyze system performance more comprehensively, so they can identify and correct a broader set of conditions

**Protect your bottom line.** Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (*FEMP*) O&M Guide 2010

### FOCUSED ON BETTER BUILDINGS

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services

#### ENVIRONMENTAL PRACTICES

Trane procedures for handling refrigerant are compliant with federal and state regulations.

#### CONSISTENT PROCESSES

All Trane technicians follow documented processes ensuring uniform service delivery.

#### SAFETY

Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages.

#### ASSIGNED TEAM

You will have a consistent group of Trane employees dedicated to your account.

## ADDITIONAL SUPPORT

Trane offers a wide range of maintenance and repair services beyond the scope of this service agreement. Ask your Trane representative for details.





## SCOPE OF SERVICES — STANDARD INCLUSIONS

### ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards. And it is tailored to your needs. The following are the standard inclusions of your service agreement:

#### TRANE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

##### Advantages:

- Trust one assigned maintenance team for all HVAC equipment brands
- Receive consistent service outcomes through proprietary Six Sigma maintenance procedures
- Save money compared to ad-hoc service calls

##### Implementation:

- Technician visits are scheduled in advance
- Service is completed during normal business hours
- Basic supplies, such as grease, cleaning solvents and wiping cloths, are included in the annual fee





## REFRIGERANT MANAGEMENT

US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2017. Section 608 of the Clean Air Act prohibits the knowing release of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices by owners and operators of refrigeration and air-conditioning systems, all servicing technicians and others. ***The Clean Air Act requires owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. and for disposal of units between 5 and 50 lbs. of refrigerant. These records must be maintained for 3 years and be directly accessible if audited by the EPA.*** This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.



Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size.

When a customer has ***all*** their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

### Advantages:

- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable documentation to authorities during audits
- Maintain company environmental standards
- Detect potential refrigerant leaks before equipment damage occurs

### Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs



## EQUIPMENT AND SYSTEMS COVERAGE

### Community Unit School District 300

The following will be serviced at all locations:

#### Algonquin Lakes

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP501              | 2   | Trane        | MP501        | N/A           |
| MP503              | 4   | Trane        | MP503        | N/A           |
| MP581              | 2   | Trane        | MP581        | N/A           |
| UCM Controllers    | 25  | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 26  | Trane        | ZN520        | N/A           |
| Total Device Count | 60  |              |              |               |

#### Carpentersville Middle School

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP503              | 10  | Trane        | MP503        | N/A           |
| MP581              | 6   | Trane        | MP581        | N/A           |
| UCM Controllers    | 9   | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 39  | Trane        | ZN520        | N/A           |
| Total Device Count | 65  |              |              |               |

#### Dundee Crown High School

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP503              | 5   | Trane        | MP503        | N/A           |
| MP581              | 2   | Trane        | MP581        | N/A           |
| UCM Controllers    | 9   | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 24  | Trane        | ZN520        | N/A           |
| Total Device Count | 41  |              |              |               |



**Dundee Highlands**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP580              | 1   | Trane        | MP580        | N/A           |
| MP581              | 2   | Trane        | MP581        | N/A           |
| UCM Controllers    | 16  | Trane        | VCWF         | N/A           |
| UC210              | 2   | Trane        | UC210        | N/A           |
| Total Device Count | 22  |              |              |               |

**Dundee Middle School**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| UCM Controllers    | 86  | Trane        | VCWF         | N/A           |
| Total Device Count | 87  |              |              |               |

**Golfview Elementary**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP580              | 2   | Trane        | MP580        | N/A           |
| MP581              | 2   | Trane        | MP581        | N/A           |
| ZN520 Controllers  | 24  | Trane        | ZN520        | N/A           |
| Total Device Count | 29  |              |              |               |

**Eastview Elementary**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP503              | 6   | Trane        | MP503        | N/A           |
| MP581              | 3   | Trane        | MP581        | N/A           |
| UCM Controllers    | 37  | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 15  | Trane        | ZN520        | N/A           |
| Total Device Count | 62  |              |              |               |

**Meadowdale Elementary**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP503              | 2   | Trane        | MP503        | N/A           |
| MP581              | 1   | Trane        | MP581        | N/A           |
| MP580              | 2   | Trane        | MP580        | N/A           |
| UCM Controllers    | 20  | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 13  | Trane        | ZN520        | N/A           |
| Total Device Count | 39  |              |              |               |



**Lake in the Hills Elementary**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP503              | 3   | Trane        | MP503        | N/A           |
| MP581              | 2   | Trane        | MP581        | N/A           |
| ZN520 Controllers  | 21  | Trane        | ZN520        | N/A           |
| Total Device Count | 26  |              |              |               |

**Liberty Elementary**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP503              | 4   | Trane        | MP503        | N/A           |
| MP581              | 3   | Trane        | MP581        | N/A           |
| MP580              | 2   | Trane        | MP580        | N/A           |
| UCM Controllers    | 31  | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 12  | Trane        | ZN520        | N/A           |
| Total Device Count | 51  |              |              |               |

**Hampshire Elementary**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP581              | 1   | Trane        | MP581        | N/A           |
| MP580              | 2   | Trane        | MP580        | N/A           |
| ZN520 Controllers  | 27  | Trane        | ZN520        | N/A           |
| Total Device Count | 31  |              |              |               |

**Lincoln Prairie**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP501              | 2   | Trane        | MP501        | N/A           |
| MP503              | 4   | Trane        | MP503        | N/A           |
| MP581              | 2   | Trane        | MP581        | N/A           |
| UCM Controllers    | 9   | Trane        | VCWF         | N/A           |
| ZN520 Controllers  | 26  | Trane        | ZN520        | N/A           |
| Total Device Count | 44  |              |              |               |

**Hampshire Middle School**

| Equipment          | Qty | Manufacturer | Model Number | Serial Number |
|--------------------|-----|--------------|--------------|---------------|
| Tracer SC          | 1   | Trane        | SC           | N/A           |
| MP501              | 1   | Trane        | MP501        | N/A           |
| MP503              | 6   | Trane        | MP503        | N/A           |
| MP580              | 3   | Trane        | MP580        | N/A           |
| ZN520 Controllers  | 48  | Trane        | ZN520        | N/A           |
| Total Device Count | 59  |              |              |               |



## OVERALL SCOPE OF SERVICES

### SUMMARY OF SERVICES PROVIDED

|                                                             |                 |
|-------------------------------------------------------------|-----------------|
| BAS On-site Inspection(s) (Qty. 12 per year)                | Yes             |
| System Support/Back Up for Tracer SC+                       | Yes             |
| BAS Remote Inspections/Remote Support (As necessary)        | Yes             |
| Tracer Software Maintenance Plans for SC+                   | Yes             |
| Service Packs (As Released)                                 | Yes             |
| Firmware Management/Wireless Mesh Management                | Yes             |
| Connected Mechanical Inspections (1 per School)             | Yes             |
| Trane Alarm Notification with Monthly Report (if requested) | Yes             |
| Trane Energy Advisory Services                              | Upon Request    |
| Local Remote Support/Command Center (7am-4pm M-F)           | Yes             |
| Priority Response <b>630-734-3200</b>                       | Yes             |
| Discounted Repair Labor                                     | Quoted/Billable |
| Discounted Replacement Parts                                | Quoted/Billable |



## BAS SERVICES IN CONTRACT

### UP-FRONT CONVERSATIONS

Up-front Conversations provide prior notification regarding when your Trane technician will be actively working on the system, and the planned scope of the assessment. Proactive communication provides information about when, which aspects, and why the Trane technician is reviewing your system.

#### Advantages:

- Implementation: Know which systems or equipment may be affected in advance
- Alert security and maintenance personnel that a Trane technician will be actively working on site
- Plan ahead to address current questions and concerns; schedule service or coaching at the same time
- Use the opportunity to discuss which improvement opportunities should be prioritized; which can wait



#### Implementation:

- Advance notification of the planned scope of work and any short-term system affects
- Communication of customer requirements, such as site access or security clearance
- Scheduling for "end of day" follow-up conversation
- Inquiry into current concerns for investigation
- Identification of future operator training or coaching requirements





## SOFTWARE UPDATE AND TRAINING

Software Updates and training provides software installation and maintenance, along with information and demonstrations on new features and functionality.

### Advantages:

- Proactively maintain BAS system software to each new version
- Gain new and improved capabilities as technology progresses
- Know how to gain the full advantages of system enhancements
- Keep BAS software compatible with current operating systems and browsers

### Implementation:

- Proactive notification of software releases
- Installation and administration of software and/or firmware upgrades
- Comprehensive system and database backup and archiving
- Operator coaching and/or up-front discussion on new features
- Network security updates/downloads
- Browser updates/downloads
- Compatibility updates

***\*\*Trane shall provide and install software and firmware upgrades for your Tracer SC+ system as required as part of this agreement.***

## SYSTEM ANALYSIS AND REVIEW

System analysis and review identifies and corrects programming errors, failed points, points in alarm and points that have been overridden. Regularly scheduled on-site visits by Trane technicians also provide the opportunity to ask questions or address systems concerns you may have.

### Advantages:

- Improves system efficiency
- Assures compliance to specified conditions
- Reduces the risk of costly and disruptive system problems

### Implementation:

- Regularly scheduled on-site visits by Trane technicians (Trane office detail agreed cadence and review scope)







## SCHEDULE REVIEW

Schedule Review compares system programming to the actual times when the facility is in use, taking into consideration normal business hours, weekends and holidays. Trane technicians review data to determine whether changes in programming or facility use may be beneficial.

### Advantages:

- Gain better alignment between when the facility is occupied and when heating/cooling systems are running
- Reduce energy use during unoccupied times
- Use the insight to optimize how and when a facility is used, and to leverage the advantages of system zoning
  - For example, if the same group is overriding the entire building's heating or cooling system every Saturday morning for a meeting, it may be efficient to move the meetings to a different room in a more limited heating/cooling zone



### Implementation:

- Scheduling reports
- Review and analysis of scheduling deviations and abnormalities
- Use-based recommendations for system optimization and efficiency

## GRAPHICS REVIEW

Graphics Review ensures the building automation system interface is operating properly, and that it continues to serve current user needs.

### Advantages:

- Maximize usability with a flawless interface
- Ensure that graphics maintain full functionality
- Keep graphics aligned to user needs

### Implementation:

- Review for data source/naming alignment
- Check for and fix broken links
- Consultation and recommendations for graphic enhancements or revisions



*Graphics shown are representational only, review does not include upgrade.*



## OVERRIDE REVIEW

Override Review determines which systems are operating in an override setting and which are operating as scheduled. It identifies where settings have been manually altered since the previous review.

### Advantages:

- Understand what is driving overrides before releasing them
- Assess whether repeated override settings should become the new normal
- Uncover the causes of occupant discomfort or excessive energy use

### Implementation:

- Override-report review and cause determination
- Assessment for system problems that are driving repeated overrides (For example, tenants are consistently too hot or too cold in a particular area)
- Recommendations for additional training on system functionality
- Suggestions for improving sequencing or scheduling

## BAS SYSTEM PERFORMANCE AND EVALUATION

BAS System Performance and Evaluation validates that the controls system is operating properly, and that all components are fully functional.

### Advantages:

- Gain reassurance that the BAS system is operating correctly
- See early indicators of developing failures and shutdowns
- Find out faster when a system is in failure mode
  - Determine where a communication failure has occurred, and how to resolve it



### Implementation:

- Check controls memory, processors and resource utilization
- Confirmation that microprocessor components are operating within correct parameters
- Validation of network communication and link stability
- Identification of areas for concern



## CONNECTED MECHANICAL EXECUTIVE SUMMARY(INCLUDED)

### Connected Mechanical Service Agreement

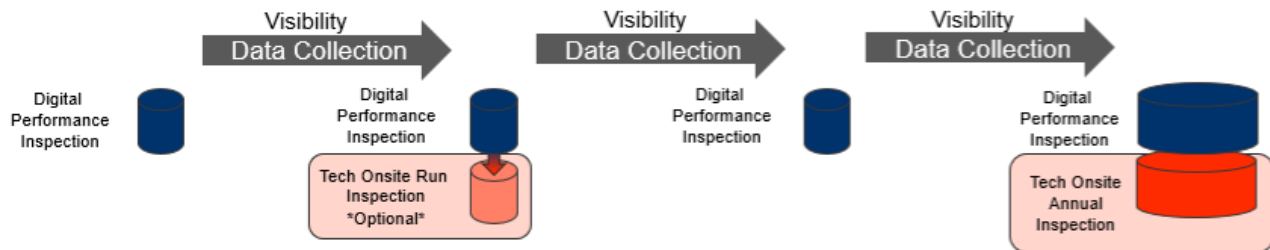
Supplement your standard Trane mechanical service agreement with remote inspections that leverage our digital analytics to uncover service and maintenance needs. We can check in on your site more often.

- Your Trusted Trane Technician is now equipped with even more service tools to help ensure your connected assets' performance
- Digital Analytics are running 24/7/365, collecting data from your connected equipment and better arming your technician with added insights
- Gain priority for unplanned problems and achieve quicker response time using your remote connection
- Less Business Disruption - chiller does not need to be running to perform inspection
- Equipment perform better = use less energy + less carbon emissions

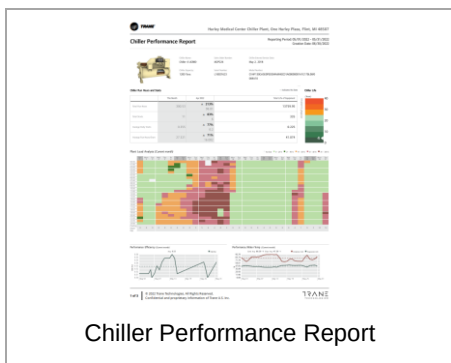


*What can you expect?*

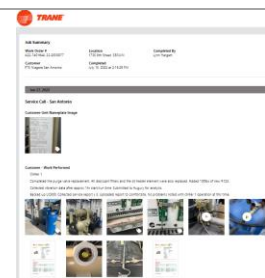
24/7/365 Visibility into chiller operation through continuous data collection to support your on-site and remote digital inspections.



### Key Elements of this service



On-site & Digital Performance Inspections



Equipment Performance Assessment

### Why Trane? We Focus on Better Buildings.

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services



## CONNECTED BUILDING SERVICES WITH TRANE CONNECT™

Trane gives you a way to “see” what’s not physically evident using trend data that’s illustrated via dashboards in Trane Connect™. It’s a deeper level of information that enables you to understand what’s happening at the system level—so technicians can address root causes instead of the symptoms. You’ll get more bang from your service budget.

### Available Trane Connect Applications

Included with your agreement, you’ll receive additional benefits and reporting within the Trane Connect application. Customize your Trane Connect experience based on the needs of your job and goals of your organization.



**Remote Access -** Control and manage your equipment, spaces and buildings while optimizing performance (*Note: included for all Trane Controls customers*)



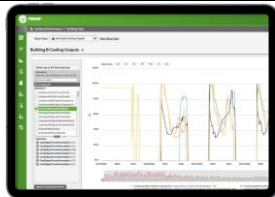
**Reports -** Measure your starting point to best evaluate where you’re seeing gains and how you can improve system performance and energy usage even further.



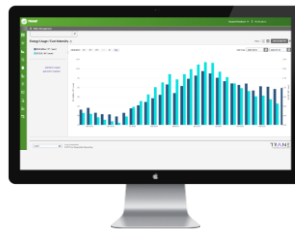
**Service -** Remote and on-site service is enhanced through anytime, anywhere access to critical building information that informs how/when/where service is necessary.



**Dashboards -** Visualize and track the information most important to you, including opportunities for optimization and improvement.



**Building & Energy Applications -** Identify ways to unlock greater efficiency and comfort while maintaining control over spend and optimizing performance. Map energy use by date, time or space usage to reach your sustainability goals faster. (*Note: requires separately connected Live Meter*)



**Utility Management -** Access to your energy use intensity and cost intensity analysis. (*Note: requires utility bill access*)





## ON-SITE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

### Implementation:

- Technician visits are scheduled in advance through one assigned maintenance team for all HVAC equipment brands
- On-site service is completed during normal business hours
- Receive consistent service outcomes through proprietary maintenance procedures



## REMOTE EQUIPMENT INSPECTIONS

Once your site is connected to our Trane Connect Cloud, your OEM Technician will be able to have 24/7/365 visibility into your equipment performance.

### Implementation:

- Adding remote inspections between on-site scheduled technician visits to increase equipment oversight and uptime
- Remote service is completed during normal business hours
- Deliver inspection summary and system maintenance recommendations
- Receive deeper insights through data and analysis from your connected equipment via equipment performance reports



**PRIORITY EMERGENCY RESPONSE**



**Emergency Service - All Requests**  
**(630) 734-3200 (24/7/365)**  
Email: RC-CS@tranetechnologies.com

**Steps:**

- Please call or email our dispatching group at the above listed phone number or email. The dispatching group will forward your request to the appropriate dispatcher/ remote services support staff (7am-5pm M-F). The direct phone number to dispatching is (630) 734-6159 during normal business hours.
- Dispatching will contact service technician(s) and/or remote BAS support staff and begin remote BAS support (as required) and/or dispatch an on-site technician. The dispatcher (resource coordinator) will respond back with dates of on-site availability and provide communication back to the school's personnel who placed the request. Customer to provide authorization to proceed and/or PO for billable work. (During Normal Business Hours)

**When Placing a Call:**

- Please provide the model and serial number of the unit(s) in need of service (typically mechanical equipment). Trane can check/verify applicable warranty
- Please provide an explanation of the problem with your organization's contact person's phone number/email. Also provide level of urgency of repair as required.
- Please detail if the request seems to be related to a recent installation (Equipment /BAS) which maybe still under equipment/project warranty.
- After Hours service requests please call (630) 734-3200, you will receive a prompt for either Equipment or BAS. The afterhours Emergency Serve support staff will contact the appropriate technician who is on-call. The local on-call service technician will be conferenced into the phone call and/or call the customer back to determine the next steps. We recommend a cell phone call back number versus a land line phone number (if available)

**Trane Rental Service (800) 755-5115 (24hour)**

Trane Maintenance Agreement customers will also receive discounts for any of our available rental services/products. Trane has a fleet of support products located in Shorewood IL as well as national support if a need should arise.

- Trane has chillers, cooling towers, pumps, power/generators, package units, as well as portable AC units.
- Trane can assess your current level of preparedness.
- Trane can offer temporary/rental services for planned cooling events.

***\*\*Trane Rental Services is a cost above and beyond the coverage in this contract.***



## PRIORITY EMERGENCY SERVICE

### Priority Emergency Response

Trane Maintenance Agreement customers will receive PRIORITY EMERGENCY RESPONSE on service requests over non-maintenance agreement customers.

- Trane's 24-hour emergency service phone number is **(630) 734-3200**.
- Typical response time is less than two hours.
- Diagnostic and repair time will be billable at the prevailing discounted labor rates.





# PRICING AND ACCEPTANCE

### Effective Date

- *Start Date:* June 1<sup>st</sup>, 2025
- *End Date:* May 31<sup>st</sup>, 2030

This agreement shall remain in effect from year to year thereafter, unless terminated by either party at least 30 days prior to the anniversary date.

### Equipment Serviced

See equipment list page for a list of equipment included in this service agreement.

### Agreement Pricing

Trane Chicago Service will furnish the services, as stipulated in the scope of coverage, for the following amount. Agreement pricing is subject to adjustment at anniversary date.

| <u>Payment Plan</u> | <u>Pricing</u> | <u>Initial &amp; Date</u> |
|---------------------|----------------|---------------------------|
| • Year 1 Price:     | \$66,598.00    | _____                     |
| • Year 2 Price:     | \$69,262.00    | _____                     |
| • Year 3 Price:     | \$72,033.00    | _____                     |
| • Year 4 Price:     | \$74,914.00    | _____                     |
| • Year 5 Price:     | \$77,910.00    | _____                     |

Respectfully Submitted,

Patrick Heneberry

### Customer Acceptance

Name (Please Print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Purchase Order: \_\_\_\_\_

### Approval - Trane Chicago

\_\_\_\_\_  
Josh Griesemer  
District Service Sales Leader  
Trane Chicago Service

*\* This agreement is subject to the attached Terms and Conditions \**





## TERMS AND CONDITIONS

### TERMS AND CONDITIONS - SERVICE

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

**1. Agreement.** These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Trane Digital Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

**2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

**3. Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

**4. Fees and Taxes.** Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

**5. Payment.** Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

**6. Customer Breach.** Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

**7. Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

**8. Customer Obligations.** Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

**9. Exclusions.** Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace



Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

**10. Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

**11. Indemnity.** To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

**12. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINANTS OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING TRANE DIGITAL SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

### **13. CONTAMINANTS LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

**14. Asbestos and Hazardous Materials.** The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to



resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

**15. Insurance.** Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

|                              |                            |
|------------------------------|----------------------------|
| Commercial General Liability | \$2,000,000 per occurrence |
| Automobile Liability         | \$2,000,000 CSL            |
| Workers Compensation         | Statutory Limits           |

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

**16. Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**17. Maintenance Services Other Than Solely Scheduled Service.** If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

**18. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company.

Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

**19. Equal Employment Opportunity/Affirmative Action Clause.** Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**20. U.S. Government Services.** The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations, and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

**21. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (1024)  
Supersedes 1-26.130-7 (0724)





## SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
  - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
  - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
  - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
  - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).



- e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes



affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
  - (i) Data backups; and
  - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024  
Supersedes: November 2023v2



## APPENDIX

### SERVICE BEST PRACTICES

Trane is completely dedicated to making buildings better. The ongoing pursuit of better buildings, using our long-term domain expertise to push new technologies into everyday use, keeps us at the forefront of the industry.

In addition to the services details in the agreement above, we take practical steps every day to ensure our approach is safe and efficient.

#### SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- Smith System Safe Driving Program
- USDOT compliance
- Refrigerant management training



### ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Annually, Trane will send you a report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

Trane adheres to all environmental regulations when removing used oil from refrigeration units. We have a national contract with a qualified supplier to recycle or dispose of used oil appropriately.





## CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems





# SCHEDULED SERVICE AGREEMENT

## Trane Office

Trane U.S. Inc.  
7100 South Madison  
Willowbrook, IL 60527

## Trane Representative

### Patrick Heneberry

Sr. Sales Executive  
E: Patrick.Heneberry@trane.com  
P: (630) 930- 2551

### David Griffith

Account Manager  
E: dgriffith@trane.com  
P: (773) 965-9326

## Proposal ID

7994923  
COOP Quote Number: R1-30-10010-25-002  
Contract ID: OMNIA Racine #3341

## Contact Information for Trane Service

P: (630) 734-3200  
E: RC-CS@tranetechnologies.com

Monday - Friday: 7:00 am - 4:00 pm CDT  
Saturday & Sunday: Closed  
*Emergency service available after hours and on weekends.*

## Company Name

Community Unit School District 300  
2550 Harnish Drive  
Algonquin, IL 60102 USA

## Contact

Jonathan Mickle—Director of Facilities

## Site Address

### Elementary school



Algonquin Lakes Elementary



Big Timber Elementary



deLacey Family Education Center



Dundee Highlands Elementary



Eastview Elementary



Gilberts Elementary



Lake in the Hills Elementary



Liberty Elementary



Lincoln Prairie Elementary



Meadowdale Elementary



Neubert Elementary



Wright Elementary

### Middle school



Algonquin Middle School



Hampshire Middle School

### High School



Dundee-Crown High School



Hampshire High School



Jacobs High School

April 23, 2025



## EXECUTIVE SUMMARY

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to *your* needs.

Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help you minimize unplanned downtime and avoid unexpected expenses.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being serviced according to OEM best practices.
- Priority service available 24-hours a day
- Advanced diagnostic technologies allow our technicians to analyze system performance comprehensively

**Protect your bottom line.** Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (*FEMP O&M Guide 2010*)

### ADDITIONAL SUPPORT

| Environmental Practices                                                                     | Consistent Processes                                                                 | Safety                                                                                 | Assigned Team                                                                  |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Trane procedures for handling refrigerant are compliant with federal and state regulations. | All Trane technicians follow documented processes ensuring uniform service delivery. | Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages. | You will have a consistent group of Trane employees dedicated to your account. |



### WHY TRANE? WE FOCUS ON BETTER BUILDINGS.

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services

## SCOPE OF SERVICES — STANDARD INCLUSIONS

### ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards, and that the system is tailored to your needs. The following are the standard inclusions of your service agreement:

#### ON-SITE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

**Implementation:**

- Technician visits are scheduled in advance through one assigned maintenance team for all HVAC equipment brands
- On-site service is completed during normal business hours
- Receive consistent service outcomes through proprietary maintenance procedures



#### TRANE LABORATORY ANALYSIS

Trane Laboratory Analysis tests system fluids for contaminants and other physical characteristics and trends. Conditions indicating sub-optimal HVAC system performance are identified before issues become critical.

**Implementation:**

- Samples collected by Trane technicians during maintenance as stated in this agreement
- Laboratory analysis of oil, absorption solutions and refrigerants
- Identify long-term equipment performance trends and avoid equipment failures

## REFRIGERANT MANAGEMENT

The US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2020 in addition to mandated leak inspections on certain appliances that exceed the leak rate threshold. Section 608 of the Clean Air Act prohibits the knowing release/venting of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices and documentation by owners and operators of refrigeration and air-conditioning systems, all servicing technicians, and others. ***The Clean Air Act requires owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. With recent definition changes from the EPA, each independent circuit is considered a separate appliance. These records must be maintained for 3 years and be directly accessible if audited by the EPA. This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.***



All Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size (supports accurate fugitive emissions reporting where applicable).

When a customer has all their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

### Advantages:

- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable and comprehensive documentation to authorities during audits
- Maintain company environmental standards and provides data for managing any reporting needs
- Detect potential refrigerant leaks before equipment damage occurs
- Technicians are trained to report all refrigerant handling which can aid in fugitive emissions reporting, not just for 50 lbs.+ appliances

### Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs

### Tiered Service Offerings to better support your needs:

1. Trane's Standard EP Compliant S/A
  - a. Trane Technicians will provide applicable EPA documentation when required by the service activity performed
2. Trane's EPA Compliant Reporting S/A
  - a. In addition to the Standard Offering, the local Trane office will run quarterly reports that will be extended to the customer to help inform them of EPA mandated leak inspections that may be required on their equipment and the corresponding anniversary date(s) that those inspection(s) need to be completed.
3. Trane's Premium EPA Compliance S/A
  - a. In addition to the Standard and Reporting Offerings, labor to perform those leak inspections is also included.
  - b. Customer will have access to form letters and information assistance for reporting situations encountered during coverage.

## SCOPE OF SERVICES — STANDARD INCLUSIONS

### EQUIPMENT

The following "Covered Equipment" will be serviced at Algonquin Lakes Elementary:

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 40 Ton IntelliPak | 1   | Trane        | SAHFC40...   | C01M67012     |

The following "Covered Equipment" will be serviced at Big Timber Elementary:

| Equipment   | Qty | Manufacturer | Model Number                                                                                                 | Serial Number                                                                                                |
|-------------|-----|--------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 90 Ton CGAM | 2   | Trane        | CGAM090...<br>CGAM090...                                                                                     | U21J02971<br>U21J02972                                                                                       |
| Horizon     | 7   | Trane/ KCC   | OABD060A4...<br>OADG015C3...<br>OADG015C3...<br>OADG017C3...<br>OAGD120A4...<br>OAKD360A4...<br>OAND420A4... | OA319808-7-1<br>OA319808-6-1<br>OA319808-4-1<br>OA324915-1-1<br>OA319808-1-1<br>OA319808-2-1<br>OA319808-3-1 |

The following "Covered Equipment" will be serviced at deLacey Family Education Center:

| Equipment         | Qty | Manufacturer | Model Number             | Serial Number          |
|-------------------|-----|--------------|--------------------------|------------------------|
| 75 Ton IntelliPak | 2   | Trane        | SXHFC75...<br>SXHFC75... | C05E04582<br>C05E04583 |

The following "Covered Equipment" will be serviced at Dundee Highlands Elementary:

| Equipment                 | Qty | Manufacturer | Model Number | Serial Number |
|---------------------------|-----|--------------|--------------|---------------|
| 50 Ton AC Condensing Unit | 1   | Trane        | RAUCC50...   | C02G05945     |

The following "Covered Equipment" will be serviced at Eastview Elementary:

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 50 Ton IntelliPak | 1   | Trane        | SXHFC50...   | C01J62537     |

The following "Covered Equipment" will be serviced at Gilberts Elementary:

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 75 Ton IntelliPak | 1   | Trane        | SXHFC75...   | C06H08851     |
| 90 Ton IntelliPak | 1   | Trane        | SXHFC90...   | C06H08850     |
| Horizon           | 1   | Trane/KCC    | OAKD300A4    | 260171-1-1    |

The following "Covered Equipment" will be serviced at Lake in the Hills Elementary:

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 50 Ton IntelliPak | 1   | Trane        | SAHLF50...   | C14E02500     |
| 15 Ton Voyager 2  | 1   | Trane        | THD180...    | 141910655D    |

The following "Covered Equipment" will be serviced at Liberty Elementary:

| Equipment      | Qty | Manufacturer | Model Number | Serial Number |
|----------------|-----|--------------|--------------|---------------|
| Ton IntelliPak | 1   | Trane        |              |               |

The following "Covered Equipment" will be serviced at Lincoln Prairie Elementary:

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 40 Ton IntelliPak | 1   | Trane        | SAHFC40...   | C01M67011     |

**The following "Covered Equipment" will be serviced at Meadowdale Elementary:**

| Equipment                 | Qty | Manufacturer | Model Number | Serial Number |
|---------------------------|-----|--------------|--------------|---------------|
| 30 Ton AC Condensing Unit | 1   | Trane        | RAUCC30...   | C02G06272     |

**The following "Covered Equipment" will be serviced at Neubert Elementary:**

| Equipment         | Qty | Manufacturer | Model Number | Serial Number          |
|-------------------|-----|--------------|--------------|------------------------|
| 30 Ton IntelliPak | 2   | Trane        | SAHLF30...   | C14E02499<br>C14E02498 |

**The following "Covered Equipment" will be serviced at Wright Elementary:**

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 75 Ton IntelliPak | 1   | Trane        | SXHFC75...   | C06H08852     |
| 90 Ton IntelliPak | 1   | Trane        | SXHFC90...   | C06H08853     |
| Horizon           | 1   | Trane/KCC    | OAKD300A4    | 260186-1-1    |
| 50 Ton Voyager 3  | 1   | Trane        | TCD600       | C06H08831     |

**The following "Covered Equipment" will be serviced at Algonquin Middle School:**

| Equipment         | Qty | Manufacturer | Model Number | Serial Number |
|-------------------|-----|--------------|--------------|---------------|
| 20 Ton IntelliPak | 1   | Trane        | SFHFC20...   | C03E03651     |

**The following "Covered Equipment" will be serviced at Hampshire Middle School:**

| Equipment                 | Qty | Manufacturer | Model Number | Serial Number |
|---------------------------|-----|--------------|--------------|---------------|
| 25 Ton AC Condensing Unit | 1   | Trane        | RAUCC25...   | C02G06228     |
| 30 Ton AC Condensing Unit | 1   | Trane        | RAUCC30...   | C02G06227     |

**The following "Covered Equipment" will be serviced at Dundee-Crown High School:**

| Equipment                 | Qty | Manufacturer | Model Number | Serial Number                                    |
|---------------------------|-----|--------------|--------------|--------------------------------------------------|
| 30 Ton IntelliPak         | 2   | Trane        | SFHFC30...   | C06H08849<br>C07F06432                           |
| 30 Ton AC Condensing Unit | 5   | Trane        | RAUCC30...   | C02E04437                                        |
| 40 Ton AC Condensing Unit | 1   | Trane        | RAUCC40...   | C02E04440                                        |
| 80 Ton AC Condensing Unit | 5   | Trane        | RAUCC80...   | C02E04438<br>C02E04439<br>C02E04441<br>C02E04442 |

**The following "Covered Equipment" will be serviced at Jacobs High School:**

| Equipment                 | Qty | Manufacturer | Model Number | Serial Number                       |
|---------------------------|-----|--------------|--------------|-------------------------------------|
| 40 Ton IntelliPak         | 1   | Trane        | SXHFC40...   | C02D02863                           |
| 90 Ton IntelliPak         | 3   | Trane        | SFHGC90...   | C06H08856<br>C06H08855<br>C06H08854 |
| 60 Ton AC Condensing Unit | 1   | Trane        | RAUCC60      | C06H08828                           |

## **REMOTE & ON-SITE SCHEDULED MAINTENANCE**

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on "Covered Equipment."

## **DEDICATED TEAM**

Trane will work to create a consistent technician team to work on your site so that maintenance visits are easy, effective, and efficient. Lead technicians will be privy to the "ins and outs" of your account, giving you the confidence that your unique building is understood. Technician visits are scheduled in advance by the Trane dispatch group and quarterbacked by your Account Manager.

## **Priority Response**

In the case of work outside the scope of this preventative maintenance agreement, your account will have priority over other non-agreement customers. Having a plan to minimize unplanned downtime is crucial for operations teams and having a fast-pass to the front of the line will help you do just that.

## **Digital Performance Assessments**

Trane will utilize your existing Trane controls to provide a comprehensive assessment on how your equipment has performed over time. A Trane technician will review the data and provide the customer with a formal report for each inspection providing a health assessment of HVAC equipment covered under this agreement.

## **24/7/365 Visibility**

Once your site is connected to our Trane Connect Cloud, your OEM Technician will be able to have full visibility into your equipment performance. This deep insights into equipment trends will be an invaluable asset into those responsible for managing the operations of your building.

## **OPERATOR COACHING**

During regularly scheduled visits, Trane technicians will work with on-site operators to develop their skills and proficiencies to help ensure they fully understand how to use the system effectively.

| SCOPE OF MAINTENANCE AGREEMENT SERVICES                                       | INCLUDED        |
|-------------------------------------------------------------------------------|-----------------|
| IntelliPak Comprehensive Cooling Inspection (Qty. 1 per year)                 | Yes             |
| IntelliPak Comprehensive Heating Inspection (Qty. 1 per year)*                | Yes             |
| IntelliPak Operating Inspection (Qty. 3 per year)                             | Yes             |
| IntelliPak Condenser Coil Cleaning                                            | No              |
| CGAM Comprehensive Annual Maintenance (Qty. 1 per year)                       | Yes             |
| CGAM Operating Inspections (Qty. 3 per year)                                  | Yes             |
| CGAM Oil Analysis (Qty. 1)                                                    | Yes             |
| CGAM Condenser Coil Cleaning                                                  | No              |
| RTAC Comprehensive Annual Maintenance (Qty. 1 per year)                       | Yes             |
| RTAC Operating Inspections (Qty. 3 per year)                                  | Yes             |
| RTAC Oil Analysis                                                             | Yes             |
| RTAC Condenser Cleaning                                                       | No              |
| Horizon Comprehensive Cooling Inspection (Qty. 2 per year)                    | Yes             |
| AC Condensing Unit Operating Inspection (Qty. 2 per year)                     | Yes             |
| Replace Filters and Belts (provided by owner) on "Covered Equipment" Annually | Yes             |
| Priority Response 630-734-3200                                                | Yes             |
| Discounted Repair Labor                                                       | Quoted/Billable |
| Discounted Replacement Parts                                                  | Quoted/Billable |
| Reports                                                                       | Yes             |

\*Denotes sites that have IntelliPaks with heating capability: Algonquin Middle School, . These sites would have two (2) operating inspections and the third would be replaced with an IntelliPak Comprehensive Heating Inspection.



## Scope of Services—Intellipaks

### Comprehensive Cooling Inspection (Qty. 1 per Unit)

#### General Assembly

- ☒ Inspect for leaks and report leak check results.
- ☒ Check the sheaves and pulleys for wear and alignment.
- ☒ Check the belts for tension, wear, cracks, and/or glazing.
- ☒ Verify clean condenser and evaporator
- ☒ Verify clean evaporator fan.
- ☒ Verify clean air filters.
- ☒ Replace filters with owner provided filters if necessary.
- ☒ Verify proper damper operation.
- ☒ Check mechanical linkages for wear, tightness, and clearances.
- ☒ Check the operation and setup of the RTM module.
- ☒ Check diagnostic log in RTM module.
- ☒ Check the VFD operation.
- ☒ Check VFD diagnostic log.
- ☒ Verify the starter operation.
- ☒ Verify smooth operation of the compressors and fans.
- ☒ Check and record pressures and temperatures of all compressors.
- ☒ Check and record operating temperatures of all compressors
- ☒ Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

#### Controls and Safeties

- ☒ Verify the operation of the discharge air temperature control device.
- ☒ Verify the operation of the outside air temperature control device.
- ☒ Verify the operation of the static pressure control.
- ☒ Verify IPC link integrity

#### Lubrication

- ☒ Lubricate motor bearing, if applicable.
- ☒ Lubricate fan bearings.
- ☒ Check oil level in the compressor(s).
- ☒ Verify the operation of the compressor oil heater(s).

#### Motor and Starters

- ☒ Clean the starter and cabinet.
- ☒ Inspect wiring and connections for tightness and signs of overheating and discoloration.
- ☒ Check the contactors for free and smooth operation.
- ☒ Meg the compressor motor(s) and record readings.
- ☒ Verify the tightness of the compressor motor terminal connections.

### **IntelliPak Operating Inspection (Qty. 2 per Unit)**

#### **General Assembly**

- ☒ Check the belts for tension, wear, cracks, and/or glazing.
- ☒ Verify clean condenser and evaporator
- ☒ Verify clean evaporator fan.
- ☒ Verify clean air filters.
- ☒ Replace filters with owner provided filters if necessary.
- ☒ Verify proper damper operation.
- ☒ Check the operation and setup of the RTM module.
- ☒ Check diagnostic log in RTM module.
- ☒ Check the VFD operation
- ☒ Check VFD diagnostic log.
- ☒ Verify the starter operation.
- ☒ Verify smooth operation of the compressors and fans.

#### **Controls and Safeties**

- ☒ Verify the operation of the discharge air temperature control device.
- ☒ Verify the operation of the outside air temperature control device.
- ☒ Verify the operation of the mixed air temperature control device.
- ☒ Verify the operation of the static pressure control.

### **Comprehensive Heating Inspection (Qty. 1 per Unit)**

- ☒ Check the belts for tension, wear, cracks, and/or glazing.
- ☒ Verify clean condenser and evaporator
- ☒ Verify clean evaporator fan.
- ☒ Verify clean air filters.
- ☒ Replace filters with owner provided filters if necessary.
- ☒ Verify proper damper operation.
- ☒ Check the operation and setup of the RTM module.
- ☒ Check diagnostic log in RTM module.
- ☒ Check the VFD operation
- ☒ Check VFD diagnostic log
- ☒ Verify the starter operation.
- ☒ Verify smooth operation of the compressors and fans.
- ☒ Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

#### **Controls and Safeties**

- ☒ Verify the operation of the discharge air temperature control device.
- ☒ Verify the operation of the outside air temperature control device.
- ☒ Verify the operation of the static pressure control.
- ☒ Verify IPC link integrity.

#### **Lubrication**

- ☒ Check oil level in the compressor(s).
- ☒ Verify the operation of the compressor oil heater(s).

### **Modulating Gas Heat**

- ☒ Visually inspect the heat exchanger.
- ☒ Inspect the combustion air blower fan, and clean, if required.
- ☒ Lubricate the combustion air blower fan motor, if applicable.
- ☒ Verify the operation of the combustion air flow-proving device.
- ☒ Verify the operation of the flame detection device.
- ☒ Test the operation of the high temperature limit switch.
- ☒ Verify the integrity of the flue system.
- ☒ Verify the operation of the operating controls.
- ☒ Verify the burner sequence of operation.
- ☒ Verify proper gas pressure to the unit and/or at the manifold, if applicable.
- ☒ Perform combustion test as necessary. Make adjustments as needed.

### **Intellipak Condenser Coil Cleaning (Qty. 1 per Unit)**

#### **Condenser Coil Cleaning**

- ☒ Air cooled *condenser coil cleaning* will be provided once per year and will be performed in conjunction with the cooling inspection.
- ☒ Condenser coils will be cleaned by washing coils with a pressure washer.
- ☒ Water and electrical source must be within 50 feet of a unit.

## **SCOPE OF SERVICES—CGAM**

### **CGAM Comprehensive Annual Maintenance (Qty.1 per Unit)**

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

#### **General Assembly**

- Inspect for leaks and report results.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Visually inspect condenser coils for cleanliness.

#### **Controls and Safeties**

- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify the working condition of all indicator/alarm lights, if applicable.
- Test the operation of the low water temperature safety device. Calibrate and record setting.
- Test the operation of the low evaporator pressure safety device(s). Calibrate and record setting.

#### **Lubrication System**

- Check oil level in the compressor(s).
- Verify the operation of the oil heater. Measure amps and compare reading with the watt rating of the heater, if applicable.

### **Operating Inspections (Qty. 3 per Unit)**

- Report in with the Customer Representative.
- Check the general condition of the unit.
- Check the diagnostic history in unit control panel (UC800).
- Verify the starter operation.
- Verify smooth operation of the compressors and fans.
- Verify the operation of all timing devices.
- Check the setpoint and sensitivity of the chilled water temperature control device.
- Verify the settings on the CH530, if applicable.
- Check the superheat and subcooling of the refrigerant circuit(s).
- Verify full refrigerant circuit(s). Check sight glasses, if applicable.
- Test the operation of the high condenser pressure safety device. Calibrate and record setting, if applicable.
- Log the operating conditions after the system has stabilized.
- Record the accumulated run hours of the compressor(s), if applicable.
- Review operating procedures with operating personnel.

### **Oil Analysis (Qty. 1 per Unit)**

- Perform a spectrographical analysis of an oil sample from the GGAM once annually.
- Provide customer with a complete report showing wear metals, moisture and acids.
- The OIL ANALYSIS report will make necessary recommendations (if required).

## SCOPE OF SERVICES—HORIZON

### ***Horizon Unit Comprehensive Cooling Inspection (Qty. 2 per Unit)***

- ☒ Report in with the Customer Representative.
- ☒ Record and report abnormal conditions, measurements taken, etc.
- ☒ Review customer logs with customer for operational problems and trends.
- ☒ Log unit per the Trane running log specification.
- ☒ Check the unit's drain pans and condensate piping to ensure that there are no blockages
- ☒ Inspect the evaporator and condenser coils for dirt, bent fins, etc...If the coils appear dirty, clean them according to the manufacturer recommendations.
- ☒ Manually rotate the condenser fans to ensure free movement and check motor bearings for wear. Verify that all of the fan mounting hardware is tight.
- ☒ Inspect the F/A-R/A damper hinges and pins to ensure that all moving parts are securely mounted. Keep the blades clean as necessary.
- ☒ Verify that all damper linkages move freely; lubricate with white grease, if necessary.
- ☒ Check supply fan motor bearings; repair or replace the motor as necessary
- ☒ Check the fan shaft bearings for wear. Replace the motor as necessary.
- ☒ Verify that all wire terminal connections are tight.
- ☒ Remove any corrosion present on the exterior surfaces of the unit and repaint these areas.
- ☒ Generally inspect the unit for unusual conditions (e.g. loose access panels, leaking piping connections, etc.)
- ☒ Make sure that all retaining screws are reinstalled in the unit access panels once these checks are complete.
- ☒ With the unit running, check and record the: ambient temperature; compressor suction and discharge pressures (each circuit); superheat (each circuit); Record this data on an "Operator's maintenance log" If the operating pressures indicate a refrigerant shortage, measure the system superheat.

## SCOPE OF SERVICES—AC CONDENSING UNIT

### **AC Condensing Unit Operating Inspection (Qty. 2 per year)**

#### **General Assembly**

- ☒ Check the belts for tension, wear, cracks, and/or glazing.
- ☒ Verify clean condenser and evaporator
- ☒ Verify clean evaporator fan.
- ☒ Verify clean air filters.
- ☒ Replace filters with owner provided filters if necessary.
- ☒ Verify proper damper operation.
- ☒ Check the operation and setup of the RTM module.
- ☒ Check diagnostic log in RTM module.
- ☒ Check the VFD operation
- ☒ Check VFD diagnostic log.
- ☒ Verify the starter operation.
- ☒ Verify smooth operation of the compressors and fans.

#### **Controls and Safeties**

- ☒ Verify the operation of the discharge air temperature control device.
- ☒ Verify the operation of the outside air temperature control device.
- ☒ Verify the operation of the mixed air temperature control device.
- ☒ Verify the operation of the static pressure control.

**PRIORITY EMERGENCY RESPONSE**



## Emergency Service - All Requests

**(630) 734-3200 (24/7/365)**

Email: RC-CS@tranetechnologies.com

### **Steps:**

- Please call or email our dispatching group at the above listed phone number or email. The dispatching group will forward your request to the appropriate dispatcher/ remote services support staff (7am-5pm M-F). The direct phone number to dispatching is (630) 734-6159 during normal business hours.
- Dispatching will contact service technician(s) and/or remote BAS support staff and begin remote BAS support (as required) and/or dispatch an on-site technician. The dispatcher (resource coordinator) will respond back with dates of on-site availability and provide communication back to the school's personnel who placed the request. Customer to provide authorization to proceed and/or PO for billable work. (During Normal Business Hours)

### **When Placing a Call:**

- Please provide the model and serial number of the unit(s) in need of service (typically mechanical equipment). Trane can check/verify applicable warranty
- Please provide an explanation of the problem with your organization's contact person's phone number/email. Also provide level of urgency of repair as required.
- Please detail if the request seems to be related to a recent installation (Equipment /BAS) which maybe still under equipment/project warranty.
- After Hours service requests please call (630) 734-3200, you will receive a prompt for either Equipment or BAS. The afterhours Emergency Serve support staff will contact the appropriate technician who is on-call. The local on-call service technician will be conferenced into the phone call and/or call the customer back to determine the next steps. We recommend a cell phone call back number versus a land line phone number (if available)

## **Trane Rental Service (800) 755-5115 (24hour)**

Trane Maintenance Agreement customers will also receive discounts for any of our available rental services/products. Trane has a fleet of support products located in Shorewood IL as well as national support if a need should arise.

- Trane has chillers, cooling towers, pumps, power/generators, package units, as well as portable AC units.
- Trane can assess your current level of preparedness.
- Trane can offer temporary/rental services for planned cooling events.

***\*\*Trane Rental Services is a cost above and beyond the coverage in this contract.***

## PRIORITY EMERGENCY SERVICE

### Priority Emergency Response

Trane Maintenance Agreement customers will receive PRIORITY EMERGENCY RESPONSE on service requests over non-maintenance agreement customers.

- Trane's 24-hour emergency service phone number is **(630) 734-3200**.
- Typical response time is less than two hours.
- Diagnostic and repair time will be billable at the prevailing discounted labor rates.



# PRICING AND ACCEPTANCE

**Effective Date**

- *Start Date:* June 1<sup>st</sup>, 2025
- *End Date:* May 31<sup>st</sup>, 2030

This agreement shall remain in effect from year to year thereafter, unless terminated by either party at least 30 days prior to the anniversary date.

**Equipment Serviced**

See equipment list page for a list of equipment included in this service agreement.

**Agreement Pricing**

Trane Chicago Service will furnish the services, as stipulated in the scope of coverage, for the following amount. Agreement pricing is subject to adjustment at anniversary date.

| <u>Payment Plan</u> | <u>Pricing</u> | <u>Initial &amp; Date</u> |
|---------------------|----------------|---------------------------|
| • Year 1 Price:     | \$148,200.00   | _____                     |
| • Year 2 Price:     | \$155,610.00   | _____                     |
| • Year 3 Price:     | \$163,391.00   | _____                     |
| • Year 4 Price:     | \$171,560.00   | _____                     |
| • Year 5 Price:     | \$180,138.00   | _____                     |

Respectfully Submitted,



Patrick Heneberry

**Customer Acceptance**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Purchase Order: \_\_\_\_\_

**Approval - Trane Chicago**

\_\_\_\_\_

Josh Griesemer

District Service Sales Leader

Trane Chicago Service

*\* This agreement is subject to the attached Terms and Conditions \**



# TERMS AND CONDITIONS

## TERMS AND CONDITIONS - SERVICE

“Company” shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

**1. Agreement.** These terms and conditions (“Terms”) are an integral part of Company’s offer and form the basis of any agreement (the “Agreement”) resulting from Company’s proposal (the “Proposal”) for the following commercial services as stated in the Proposal (collectively, the “Services”): inspection, maintenance and repair (the “Maintenance Services”) on equipment (the “Covered Equipment”), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as “Trane Digital Services”). **COMPANY’S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

**2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

**3. Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer’s order is expressly conditioned upon Company’s acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company’s Terms and Conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company’s counteroffer will be deemed accepted. Customer’s acceptance of performance by Company will in any event constitute an acceptance by Customer of Company’s Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Services provided by Company to the date of cancellation.

**4. Fees and Taxes.** Fees for the Services (the “Service Fees”) are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company’s normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

**5. Payment.** Payment is due upon receipt of Company’s invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

**6. Customer Breach.** Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer’s bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

**7. Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer’s expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer’s telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer’s communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

**8. Customer Obligations.** Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

**9. Exclusions.** Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer’s existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer’s failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and

internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

**10. Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

**11. Indemnity.** To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

**12. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING TRANE DIGITAL SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

**13. CONTAMINANTS LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

**14. Asbestos and Hazardous Materials.** The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

**15. Insurance.** Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

|                              |                            |
|------------------------------|----------------------------|
| Commercial General Liability | \$2,000,000 per occurrence |
| Automobile Liability         | \$2,000,000 CSL            |
| Workers Compensation         | Statutory Limits           |

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

**16. Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**17. Maintenance Services Other Than Solely Scheduled Service.** If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

**18. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

**19. Equal Employment Opportunity/Affirmative Action Clause.** Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**20. U.S. Government Services.** The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations, and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

**21. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (1024)  
Supersedes 1-26.130-7 (0724)

## **SECURITY ADDENDUM**

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"**Customer Data**" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"**Equipment**" shall have the meaning set forth in the Agreement.

"**HVAC Machine Data**" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"**Security Incident**" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"**Services**" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
  - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
  - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
  - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
  - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
  - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
  - (i) Data backups; and
  - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024  
Supersedes: November 2023v2





# Trane Controls Proposal



## Controls Proposal For:

Jonathan Mickle  
Director of Facilities  
Community Unit School District 300  
2550 Harnish Drive  
Algonquin, IL 60102 USA

1. Eastview Elementary
2. Algonquin Lakes Elementary
3. Meadowdale Elementary
4. Lake in the Hills Elementary
5. Liberty Elementary
6. Lincoln Elementary
7. Carpentersville Middle School
8. Golfview Elementary
9. Hampshire Elementary
10. Hampshire Middle School
11. Dundee Middle School
12. Dundee Highlands
13. Dundee Crown High School

## Local Trane Office:

Trane U.S. Inc.  
7100 South Madison  
Willowbrook, IL 60527-5505

## Local Trane Representative:

Patrick Heneberry  
Account Executive  
Cell: (630) 930-2551  
Office: (630) 734-6149

**Proposal ID:** 8052796

**COOP Quote #:** R1-30-10010-25-001

**COOP Contract #:** OMNIA Racine #3341

**Date:** April 23, 2025



**DISTRICT 300**



## TRANE CONTROLS PROPOSAL

# Executive Summary

Trane is pleased to present a solution to help **District 300** reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from **District 300** to assist in the system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing controls to achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable building management systems and control products that improve system performance.

Some key features and benefits **District 300** should expect from this project are highlighted below.

- Tracer SC+ provides a web-based front end for your facility that can be accessed with most PC's, Tablets and Smart Phones. Tracer SC + eliminates the need for a dedicated computer and monitor so you can manage system performance whenever and wherever it is convenient.
- Tracer SC +'s building management software tool reduces scheduling, reporting and system application chores to simple "point and click" tasks. The intuitive online tools provide improved efficiencies, comfort and reduction in energy costs when incorporated with Trane's Intelligent Services and Maintenance Program included in this proposal.
- BACnet IP, ms/tp, Wireless BACnet and LonTalk capability for future expansion and replacement
- Energy saving opportunities with improved access to the building HVAC schedule
- Energy saving opportunities with Area Control and Unoccupied set point control
- Energy saving opportunities by utilizing Optimal Start/Stop scheduling
- Replacement of legacy/obsolete control system with a new Tracer SC+ web-based BACnet control system.

Trane appreciates the opportunity to earn your business. This investment will provide **District 300** with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with **District 300** for all of your control products and service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

**WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.**

Patrick Heneberry  
Account Executive, Trane U.S. Inc.





**Prepared For:**  
Jonathan Mickle—Director of Facilities

**Date:**  
April 23, 2025

**Job Name:**  
Community Unit School District 300 Tracer SC+ Upgrade

**Proposal Number:**  
8052796

**Delivery Terms:**  
Freight Allowed and Prepaid – F.O.B Factory

**Payment Terms:**  
Net 30

**Proposal Expiration Date:**  
30 Days

## Scope of Work For Tracer SC+ Upgrade:

### Controls systems and equipment

- ☑ Replace the existing obsolete Tracer SC controllers (Qty. 13) with new Tracer SC+ controllers
  - Trane will Supply all necessary device licensing
  - Trane will program/reconfigure the controllers to utilize the proper control sequences
  - Trane will set up trend logs
  - Trane will update the As-Built drawings
- ☑ Provide and set-up Standard Tracer SC Graphics. 3D floor plan drawings showing VAV locations, UV locations, Radiant Ceiling Panel locations, Fan Coil Unit locations, space temperature sensor readings and approximate equipment locations.
  - *Electric AutoCAD or PDF floor plans must be provided to Trane for drawing recreation. Mechanical HVAC drawings must be available for Trane Technician to map space temperature points and HVAC equipment locations. Please provide upon acceptance.*
- ☑ **Free** Trane Tracer SC+ Operator Training Class at Chicago Willowbrook Location (to be scheduled)
- ☑ **Free** On-Site End User Training.
- ☑ Set-up and configuration for remote diagnostics and analytics with Alarm Notification. With owner provided access.
- ☑ All work to be performed during normal business hours (7:00am to 4:00pm, M-F, non-holidays)
- ☑ All equipment has a 1 year parts and labor warranty from completion (not to exceed 18 months from shipment) unless otherwise noted
- ☑ **District 300** will have access to Trane Chicago's Command Center/Energy Center for Remote BAS Support



### Controls systems services included

- Project Management
- Engineered Control Submittals and As-Built Drawings
- Control Panel(s) and Low Voltage Wiring installation
- Control System Programming & Graphics
- Control System Commissioning
- Owner Control System Operational Training
- All work will be completed by Trane Chicago. Trane will handle any necessary subcontractor coordination.
- Trane can coordinate and complete all jobs while the building in use. Trane will jointly plan these projects with the Fremont SD79 facilities staff once work starts so that the educational environment is not disrupted.

### Owner Furnished Items

- Network Drops and IP addresses
- If owner elects not to use the Trane provided server then please provide a virtual server with MS Server 2012 and a copy of SQL.
- All PCs that will interface system require one of the following web browsers
  - Google Chrome
  - Fire Fox
  - IE 10 or greater.

### Controls systems services not included

- Demolition/removal or replacement of existing devices/sensors quoted as "assumed" to be in working condition
- Any temporary controls
- Repair or replacement of any equipment being controlled

### Proposal Notes/ Clarifications

- ***Due to the age and condition of the end devices around the building Trane is not responsible for any failure of these components. If failures occur, they will be quoted in addition to this proposal.***
    - ***Trane can still communicate with these devices and they can be replaced wirelessly as they fail.***
    - ***Depending on the location of a device/sensor and future goals of the site wireless communication can be provided but a Wireless Coordinator may be necessary depending on the location.***
  - All work to be performed during normal business hours (8am to 5pm, M-F, non-holidays)
  - Proposal does not include "Premium Time" or Price Contingency therefore
  - Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval
  - Controls for any systems not listed above are excluded
  - Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors
  - Pricing includes above mentioned items only. Customer will be alerted to any additional work/components necessary beyond above scope for approval prior to correcting.
  - Documented Point to Point and/or LEED Commissioning Assistance
  - Premium Time Labor
  - Any network connectivity issues for the site.
  - Repair or replacement of any additional equipment being controlled that is found to be defective
  - Air and/ or Water Testing and Balancing.
  - PC Workstation(s), Laptop(s)
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors



# Pricing and Acceptance

Community Unit School District 300  
2550 Harnish Drive  
Algonquin, IL 60102 USA

- 1. Eastview Elementary
- 2. Algonquin Lakes Elementary
- 3. Meadowdale Elementary
- 4. Lake in the Hills Elementary
- 5. Liberty Elementary
- 6. Lincoln Elementary
- 7. Carpentersville Middle School
- 8. Golfview Elementary
- 9. Hampshire Elementary
- 10. Hampshire Middle School
- 11. Dundee Middle School
- 12. Dundee Highlands
- 13. Dundee Crown High School

**Price**

Project Price.....\$87,704.00

Respectfully submitted,

**Patrick Heneberry**  
Account Executive  
Upper Midwest/Trane Chicago  
Trane Commercial HVAC North America

7100 S. Madison Street  
Willowbrook, IL 60527

Tel: 630-734-6149  
Fax: 630-323-7480  
Cell: 630-930-2551

Trane Technologies  
E-mail: [patrick.heneberry@trane.com](mailto:patrick.heneberry@trane.com)  
[www.tranetechnologies.com](http://www.tranetechnologies.com)





**ACCEPTANCE**

This proposal is subject to Customer’s acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

|                                                                  |                                                                                 |
|------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Submitted By: Patrick Heneberry                                  | Cell: (630) 930-2551<br>Office: (630) 734-6149<br>Proposal Date: April 23, 2025 |
| <b>CUSTOMER ACCEPTANCE</b><br>Community Unit School District 300 | <b>TRANE ACCEPTANCE</b><br>Trane U.S. Inc.                                      |
| Authorized Representative                                        | Authorized Representative                                                       |
| Printed Name                                                     | Printed Name                                                                    |
| Title                                                            | Title                                                                           |
| Purchase Order                                                   | Signature Date                                                                  |
| Acceptance Date:                                                 | License Number:                                                                 |



## TERMS AND CONDITIONS – QUOTED SERVICE

“Company” shall mean Trane U.S. Inc..

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Company's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Company will be responsible for the cost of transporting a part requiring service.

**1. Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

**2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

**3. Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counteroffer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

**4. Cancellation by Customer Prior to Services; Refund.** If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

**5. Cancellation by Company.** This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

**6. Services Fees and Taxes.** Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

**7. Payment.** Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

**8. Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead)

**9. Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Company for services, repairs, and/or replacements performed by Company at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Company performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

**10. Customer Obligations.** Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

**11. Exclusions.** Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and
- (e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

**12. Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the “Limited Warranty”). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company



within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN.**

**THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND. EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO**

**13. Indemnity.** To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

**14. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), INCLUDING CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

#### **15. CONTAMINANTS LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGED TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANT LIABILITIES.**

**16. Asbestos and Hazardous Materials.** The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

**17. Insurance.** Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

|                              |                            |
|------------------------------|----------------------------|
| Commercial General Liability | \$2,000,000 per occurrence |
| Automobile Liability         | \$2,000,000 CSL            |
| Workers Compensation         | Statutory Limits           |

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

**18. Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public





enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**19. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

**20. Equal Employment Opportunity/Affirmative Action Clause.** Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**21. U.S. Government Contracts.**

**The following provision applies only to direct sales by Company to the US Government.** The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

**22. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1024)  
Supersedes 1-10.48 (0821)



## SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
  - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
  - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
  - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.





- d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
  - e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
  4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "Laws").
  5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
  6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
  7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
  8. Information Security Contact. Trane's information security contact is Local Sales Office.
  9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
  10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
  11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.



12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
  - (i) Data backups; and
  - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024  
Supersedes: November 2023v2



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Diane White,  
Director of Purchasing

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Copy Paper Bid Extension

### **Background**

Administration is recommending the first contract extension for the Contract Pricing for Copy Paper to be awarded to Murnane Paper Company. Vendor Performance has been exceptional. The extension will run from June 1, 2025, through August 31, 2025. Pricing will remain unchanged at the original rates.

The original bid documents for the district-wide copy paper (virgin and recycled) contract, including pricing for just-in-time delivery, were released on Thursday, January 9, 2025. The bid requested delivered unit pricing for three months with the possibility of three three-month contract extensions. Bids were due on Wednesday, January 29, 2025, at 11:00 a.m. The solicitation for bids was made via BidNet. Sixteen vendors downloaded bid information. Three vendors provided bids. The initial contract term was from March 1, 2025, through May 31, 2025.

### **Administrative Recommendation**

Murnane Paper Company – Elmhurst, IL: for multipurpose paper for a three-month contract. The total estimated contract award amount is \$43,096.40.

### **Fiscal Impact**

The total estimated award amount is \$43,096.40. Building/Department budgets fund Copy Paper.

COMMUNITY UNIT SCHOOL DISTRICT 300  
COPIER PAPER DISTRICT WIDE - BID  
Wednesday, January 29, 2025 11:00AM - Virtual

| COMPANY                                                   | GRAND TOTAL* |            |        |                     |                     |                |             |     |                                                  | Comments |
|-----------------------------------------------------------|--------------|------------|--------|---------------------|---------------------|----------------|-------------|-----|--------------------------------------------------|----------|
|                                                           |              | References | Sample | Bid Response Form A | Bid Response Form B | Certifications | Vendor App. | W-9 |                                                  |          |
| Agni Enterprises, LLC (dba) Head to Heels Safety Supplies | \$121,076.49 | X          | N      | X                   | X                   | X              | N           | X   | Disqualified due to required sample not provided |          |
| Cascade School Supplies                                   |              |            |        |                     |                     |                |             |     |                                                  |          |
| Checkomatic Inc.                                          |              |            |        |                     |                     |                |             |     |                                                  |          |
| Contract Paper Group                                      |              |            |        |                     |                     |                |             |     |                                                  |          |
| Enterprise Pals, Inc.                                     |              |            |        |                     |                     |                |             |     |                                                  |          |
| GOVERNMENT OFFICE FURNITURE                               |              |            |        |                     |                     |                |             |     |                                                  |          |
| Kelly Spicers Inc.                                        |              |            |        |                     |                     |                |             |     |                                                  |          |
| Lakeshore Learning Materials, LLC                         |              |            |        |                     |                     |                |             |     |                                                  |          |
| Liberty Paper                                             |              |            |        |                     |                     |                |             |     |                                                  |          |
| Millcraft Paper                                           |              |            |        |                     |                     |                |             |     |                                                  |          |
| Murnane Paper Company                                     | \$38,205.40  | X          | X      | X                   | X                   | X              | X           | X   | Sample Provided                                  |          |
| Quill LLC                                                 |              |            |        |                     |                     |                |             |     |                                                  |          |
| School Specialty LLC                                      |              |            |        |                     |                     |                |             |     |                                                  |          |
| School Wholesale Supplies LLC                             |              |            |        |                     |                     |                |             |     |                                                  |          |
| VERITIV OPERATING COMPANY                                 | \$41,141.90  | X          | N      | X                   | X                   | X              | X           | X   | Disqualified due to required sample not provided |          |
| lindenmeyr munroe                                         |              |            |        |                     |                     |                |             |     |                                                  |          |

Administration Recommends  
Murnane Paper Company, Elmhurst, IL - for multipurpose paper for a 3 month contract with the possibility of three three-month extensions. Award Total - \$38,205.40

| D300 Item Number | D300 Item Description           | D300 Item Description                                                                     | D300 UOM | Estimated Annual Purchase Qty | Estimated Quarterly Purchase Qty | Veritiv                                       |             | Murnane Paper Company                         |             | Head to Heels                                 |              |
|------------------|---------------------------------|-------------------------------------------------------------------------------------------|----------|-------------------------------|----------------------------------|-----------------------------------------------|-------------|-----------------------------------------------|-------------|-----------------------------------------------|--------------|
|                  |                                 |                                                                                           |          |                               |                                  | Vendor Unit Price - 3 Months 3/1/25 - 5/31/25 | Total Cost  | Vendor Unit Price - 3 Months 3/1/25 - 5/31/25 | Total Cost  | Vendor Unit Price - 3 Months 3/1/25 - 5/31/25 | Total Cost   |
| 15-0020          | PAPER, XEROGRAPHIC BLUE         | PAPER, XEROGRAPHIC BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE          | CASE     | 15                            | 4                                | 54.5                                          | \$218.00    | \$49.00                                       | \$196.00    | 124.67                                        | \$498.68     |
| 15-0025          | PAPER, XEROGRAPHIC, CANARY      | PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE       | CASE     | 13                            | 4                                | 54.5                                          | \$218.00    | \$49.00                                       | \$196.00    | 123.97                                        | \$495.88     |
| 15-0030          | PAPER XEROGRAPHIC, GOLDENROD    | PAPER XEROGRAPHIC, GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE     | CASE     | 7                             | 2                                | 54.5                                          | \$109.00    | \$49.00                                       | \$98.00     | 126.11                                        | \$252.22     |
| 15-0035          | PAPER XEROGRAPHIC, GREEN        | PAPER XEROGRAPHIC, GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE         | CASE     | 9                             | 2                                | 54.5                                          | \$109.00    | \$49.00                                       | \$98.00     | 124.72                                        | \$249.44     |
| 15-0040          | PAPER, XEROGRAPHIC, PINK        | PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE         | CASE     | 15                            | 4                                | 54.5                                          | \$218.00    | \$49.00                                       | \$196.00    | 103.09                                        | \$412.36     |
| 15-0045          | PAPER, XEROGRAPHIC, WHITE       | PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE        | CASE     | 35                            | 9                                | 36.45                                         | \$328.05    | \$33.20                                       | \$298.80    | 105.31                                        | \$947.79     |
| 15-0046          | PAPER, XERO, WHITE RYCL-30% PCW | PAPER, XERO, WHITE RYCL-30% PCW20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE  | CASE     | 5                             | 1                                | 64.35                                         | \$64.35     | \$37.20                                       | \$37.20     | 120.6                                         | \$120.60     |
| 15-0050          | PAPER, XEROGRAPHIC BLUE         | PAPER, XEROGRAPHIC BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE           | CASE     | 5                             | 1                                | 82                                            | \$82.00     | \$69.00                                       | \$69.00     | 205.92                                        | \$205.92     |
| 15-0055          | PAPER, XEROGRAPHIC, CANARY      | PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE        | CASE     | 5                             | 1                                | 82                                            | \$82.00     | \$69.00                                       | \$69.00     | 285.41                                        | \$285.41     |
| 15-0060          | PAPER, XEROGRAPHIC GOLDENROD    | PAPER, XEROGRAPHIC GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE      | CASE     | 5                             | 1                                |                                               | \$0.00      | \$69.00                                       | \$69.00     | 343.46                                        | \$343.46     |
| 15-0065          | PAPER, XEROGRAPHIC GREEN        | PAPER, XEROGRAPHIC GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE          | CASE     | 5                             | 1                                | 82                                            | \$82.00     | \$69.00                                       | \$69.00     | 205.92                                        | \$205.92     |
| 15-0070          | PAPER, XEROGRAPHIC, PINK        | PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE          | CASE     | 5                             | 1                                | 82                                            | \$82.00     | \$69.00                                       | \$69.00     | 198.98                                        | \$198.98     |
| 15-0075          | PAPER, XEROGRAPHIC, WHITE       | PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE         | CASE     | 5                             | 1                                | 60                                            | \$60.00     | \$53.00                                       | \$53.00     | 144.47                                        | \$144.47     |
| 15-0080          | PAPER, XEROGRAPHIC, CANARY      | PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE           | CASE     | 5                             | 1                                | 64.5                                          | \$64.50     | \$59.00                                       | \$59.00     | 223.33                                        | \$223.33     |
| 15-0085          | PAPER, XEROGRAPHIC, BLUE        | PAPER, XEROGRAPHIC, BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE             | CASE     | 5                             | 1                                | 64.5                                          | \$64.50     | \$59.00                                       | \$59.00     | 157.64                                        | \$157.64     |
| 15-0090          | PAPER, XEROGRAPHIC, GOLDENROD   | PAPER, XEROGRAPHIC, GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE        | CASE     | 5                             | 1                                | 64.5                                          | \$64.50     | \$59.00                                       | \$59.00     | 241.79                                        | \$241.79     |
| 15-0095          | PAPER, XEROGRAPHIC GREEN        | PAPER, XEROGRAPHIC GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE             | CASE     | 5                             | 1                                | 64.5                                          | \$64.50     | \$59.00                                       | \$59.00     | 223.33                                        | \$223.33     |
| 15-0100          | PAPER, XEROGRAPHIC, PINK        | PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE             | CASE     | 5                             | 1                                | 64.5                                          | \$64.50     | \$59.00                                       | \$59.00     | 223.33                                        | \$223.33     |
| 15-0105          | PAPER, XEROGRAPHIC, WHITE       | PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE            | CASE     | 5                             | 1                                | 47                                            | \$47.00     | \$41.40                                       | \$41.40     | 119.05                                        | \$119.05     |
| 15-0110          | PAPER, XEROGRAPHIC, FIREBALL    | PAPER, XEROGRAPHIC, FIREBALL20 LB. 8 1/2 X 14,10 RM/CASEFUSCHIA 8 1/2X11 24 LB 10 RM/C    | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 197.75                                        | \$197.75     |
| 15-0115          | PAPER, XEROGRAPHIC, COSMIC      | PAPER, XEROGRAPHIC, COSMIC20 LB. 8 1/2 X 14,10 RM/CASEORANGE 8 1/2X11 24 LB 10 RM/CS      | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 199.84                                        | \$199.84     |
| 15-0120          | PAPER, XEROGRAPHIC, LUMINOUS    | PAPER, XEROGRAPHIC, LUMINOUS20 LB. 8 1/2 X 14,10 RM/CASELIME 8 1/2X11 24 LB 10 RM/CS      | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 369.97                                        | \$369.97     |
| 15-0125          | PAPER, XEROGRAPHIC, TERRESTRIAL | PAPER, XEROGRAPHIC, TERRESTRIAL 20 LB. 8 1/2 X 14,10 RM/CASETEAL 8 1/2X11 24 LB 10 RM/CS  | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 197.75                                        | \$197.75     |
| 15-0130          | PAPER, XEROGRAPHIC, PLANETARY   | PAPER, XEROGRAPHIC, PLANETARY20 LB. 8 1/2 X 14,10 RM/CASEPURPLE 8 1/2X11 24 LB 10 RM/CS   | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 211.62                                        | \$211.62     |
| 15-0132          | PAPER, XEROGRAPHIC, SOLAR       | PAPER, XEROGRAPHIC, SOLAR20 LB. 8 1/2 X 14,10 RM/CASEYELLOW 8 1/2X11 24 LB 10 RM/CS       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 203.12                                        | \$203.12     |
| 15-0133          | PAPER, XEROGRAPHIC, LUNAR       | PAPER, XEROGRAPHIC, LUNAR 20 LB. 8 1/2 X 14,10 RM/CASEBLUE 8 1/2 X 11, 24 LB. 10 RM/CS    | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 197.75                                        | \$197.75     |
| 15-0134          | PAPER, XEROGRAPHIC, GAMMA       | PAPER, XEROGRAPHIC, GAMMA 20 LB. 8 1/2 X 14,10 RM/CASEGRN 8 1/2 X11, 24 LB 10 RM/CS       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 199.19                                        | \$199.19     |
| 15-0135          | PAPER, XEROGRAPHIC, GALAXY      | PAPER, XEROGRAPHIC, GALAXY20 LB. 8 1/2 X 14,10 RM/CASEGOLD 8 1/2X11, 24 LB 10 RM/CS       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 197.75                                        | \$197.75     |
| 15-0136          | PAPER, XEROGRAPHIC, PULSAR      | PAPER, XEROGRAPHIC, PULSAR20 LB. 8 1/2 X 14,10 RM/CASEPINK 8 1/2X11 24 LB 10 RM/CS        | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$108.40                                      | \$108.40    | 197.75                                        | \$197.75     |
| 15-0137          | PAPER, XEROGRAPHIC,WHITE 3-HOL  | PAPER, XEROGRAPHIC,WHITE 3-HOL20 LB. 8 1/2 X 14,10 RM/CASEPUNCH 8 1/2X11 20 LB 10 RM/CS   | CASE     | 40                            | 10                               | 47                                            | \$470.00    | \$42.30                                       | \$423.00    | 121.04                                        | \$1,210.40   |
| 15-0138          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEFUSCHIA 8 1/2X11 20 LB 10 RM/C       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 186.73                                        | \$186.73     |
| 15-0139          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEORANGE 8 1/2X11 20 LB 10 RM/CS       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 235.05                                        | \$235.05     |
| 15-0145          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASELIME 8 1/2X11 20 LB 10 RM/CS         | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 186.73                                        | \$186.73     |
| 15-0150          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASETEAL 8 1/2X11 20 LB 10 RM/CS         | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 197.75                                        | \$197.75     |
| 15-0155          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEPURPLE 8 1/2X11 20 LB 10 RM/CS       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 235.05                                        | \$235.05     |
| 15-0160          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEYELLOW 8 1/2X11 20 LB 10 RM/CS       | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 235.05                                        | \$235.05     |
| 15-0165          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEBLUE 8 1/2 X 11, 20 LB. 10 RM/CS     | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 234.35                                        | \$234.35     |
| 15-0170          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEGRN 8 1/2 X11, 20 LB 10 RM/CS        | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 235.05                                        | \$235.05     |
| 15-0175          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEGOLD 8 1/2X11, 20 LB 10 RM/CS        | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 127.61                                        | \$127.61     |
| 15-0180          | PAPER, XEROGRAPHIC, BRITE       | PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEPINK 8 1/2X11 20 LB 10 RM/CS         | CASE     | 5                             | 1                                | 61                                            | \$61.00     | \$93.20                                       | \$93.20     | 235.05                                        | \$235.05     |
| 15-0185          | PAPER, XEROGRAPHIC, WHITE       | PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 40 CS/PALET       | PALL     | 101                           | 25                               | 1400                                          | \$35,000.00 | \$1,296.00                                    | \$32,400.00 | 4213.14                                       | \$105,328.50 |
| 15-0190          | PAPER, XERO, WHITE RYCL-30% PCW | PAPER, XERO, WHITE RYCL-30% PCW20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 40 CS/PALET | PALL     | 5                             | 1                                | 2430                                          | \$2,430.00  | \$1,512.00                                    | \$1,512.00  | 4707.08                                       | \$4,707.08   |
| GRAND TOTALS     |                                 |                                                                                           |          |                               |                                  |                                               | \$41,141.90 | \$38,205.40                                   |             | \$121,076.49                                  |              |

|                                                  |                                         |             |                 |
|--------------------------------------------------|-----------------------------------------|-------------|-----------------|
| <b>Bid - Contract Pricing for<br/>Copy Paper</b> |                                         |             |                 |
|                                                  |                                         |             |                 |
| <b>Timeline - 1/8/25</b>                         |                                         |             |                 |
| <b>ACTION</b>                                    | <b>DATE</b>                             | <b>TIME</b> | <b>LOCATION</b> |
| Timeline Established                             | Wednesday, 1/8/25                       |             | Purchasing      |
| Specifications Released                          | Thursday, 1/9/25                        | 4:00 PM CT  | BidNet          |
| Legal Ad                                         | Friday, 1/10/25                         |             | Daily Herald    |
| Pre-Bid Meeting                                  | Wednesday, 1/15/25                      | 11:00 AM CT | Google Meet     |
| Q&A Deadline                                     | Wednesday, 1/22/25                      | 12 Noon CT  | BidNet          |
| Bid Opening                                      | Wednesday, 1/29/25                      | 11:00 AM CT | Google Meet     |
| Evaluation Period                                | Wednesday, 1/29/25 - Friday,<br>1/31/25 |             | Purchasing      |
| Info to CFO                                      | Friday, 1/31/25                         |             | Jennifer Porter |
| Board Operations Committee Meeting               | Tuesday, 2/11/25                        | 4:00 PM CT  | Administration  |
| BOE Approval                                     | Tuesday, 2/18/25                        | 6:30 PM CT  | Administration  |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Jonathan Mickle,  
Director of Facilities

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Concrete Work District-Wide

### **Background**

Maintaining and repairing our concrete surfaces is essential to our annual maintenance program.

Restoring and maintaining concrete walkways, curbs, and stairs allows us to provide safe and non-slip. Hazardous facilities for students, staff, and visitors.

The bid for concrete work was published on BidNet on March 26, 2025. The public bid opening was hosted on April 15, 2025. Eleven companies submitted bids for this project. The lowest responsive, responsible bidder with the industry standard of Portland cement, with a rating of 4500 PSI is Dale, Inc.

### **Administrative Recommendation**

Dale Inc., Chicago, IL – award the district-wide bid for concrete replacement for the contracted amount of \$156,979.00.

### **Fiscal Impact**

Funding for this contract will be provided by the Operations and Maintenance Fund budget (20).

**COMMUNITY UNIT SCHOOL DISTRICT 300  
CONCRETE WORK - VARIOUS SITES  
TUESDAY, APRIL 15, 2025 AT 11:00 A.M. CT**

| Trade Contractor                    | Bid Bond | Labor Rate Sheet | References | Certificates | Vendor Application | W-9 | Unit Prices | Subcontractor/Supplier List | Addendum 1 | Comments                             | Base Bid Total |
|-------------------------------------|----------|------------------|------------|--------------|--------------------|-----|-------------|-----------------------------|------------|--------------------------------------|----------------|
| BP Construction and Remodelers Inc. | X        | X                | X          | X            | X                  | X   | X           | X                           | X          |                                      | \$ 412,410.00  |
| Copenhaver                          | X        | X                | X          | X            | N                  | N   | X           | X                           | X          |                                      | \$ 217,800.00  |
| Dale Inc.                           | X        | X                | X          | X            | X                  | X   | X           | X                           | X          |                                      | \$ 156,979.00  |
| D'Land Construction LLC             | X        | X                | X          | X            | N                  | N   | X           | N                           | N          |                                      | \$ 301,513.00  |
| JDK                                 | X        | X                | X          | X            | X                  | X   | X           | X                           | X          |                                      | \$ 256,352.00  |
| Landmark                            | X        | X                | X          | X            | N                  | X   | X           | X                           | X          |                                      | \$ 334,731.45  |
| Pelagio and Sons Inc                | X        | X                | X          | X            | N                  | X   | X           | X                           | X          |                                      | \$ 244,221.00  |
| Strada                              | X        | X                | X          | X            | N                  | N   | X           | X                           | X          |                                      | \$ 208,109.50  |
| Taza Supplies                       | X        | N                | X          | X            | N                  | X   | X           | X                           | X          |                                      | \$ 552,280.00  |
| TCD Concrete Works                  | X        | X                | X          | X            | X                  | X   | X           | X                           | X          | Disqualified due to reference issues | \$ 128,590.00  |
| Total Pro Construction              | X        | N                | X          | X            | X                  | X   | X           | X                           | X          |                                      | \$ 287,950.00  |

**Administration Recommendation:**

Dale Inc, Inc., Chicago, IL – award the district-wide bid for concrete replacement for the contracted amount of \$156,979.00.



**Community Unit School District 300**  
**Concrete Work - Various Sites**

| Location                   | Contractor Name |               |               |               |               |               |                  |               |               |               |               |
|----------------------------|-----------------|---------------|---------------|---------------|---------------|---------------|------------------|---------------|---------------|---------------|---------------|
|                            | BP Construction | Copenhaver    | Dale          | D'Land        | JDK           | Landmark      | Pelagio and Sons | Strada        | Taza Supplies | TCD Concrete  | Total Pro     |
| Dundee Highlands           | \$ 26,150.00    | \$ 8,000.00   | \$ 5,300.00   | \$ 18,160.00  | \$ 15,794.00  | \$ 14,917.50  | \$ 8,300.00      | \$ 8,755.00   | \$ 23,000.00  | \$ 5,310.00   | \$ 11,800.00  |
| CMS                        | \$ 24,778.00    | \$ 7,500.00   | \$ 5,292.00   | \$ 19,270.00  | \$ 17,001.00  | \$ 15,949.50  | \$ 9,900.00      | \$ 8,540.00   | \$ 22,950.00  | \$ 5,850.00   | \$ 11,780.00  |
| deLacey Family Education   | \$ 32,700.00    | \$ 16,000.00  | \$ 11,148.00  | \$ 21,760.00  | \$ 26,945.00  | \$ 25,735.50  | \$ 21,000.00     | \$ 19,140.00  | \$ 46,820.00  | \$ 11,550.00  | \$ 26,400.00  |
| AMS                        | \$ 8,640.00     | \$ 5,000.00   | \$ 3,610.00   | \$ 12,340.00  | \$ 6,300.00   | \$ 6,561.00   | \$ 5,500.00      | \$ 4,115.00   | \$ 13,000.00  | \$ 3,240.00   | \$ 5,570.00   |
| Eastview                   | \$ 21,800.00    | \$ 9,800.00   | \$ 7,780.00   | \$ 21,400.00  | \$ 10,900.00  | \$ 16,912.00  | \$ 11,000.00     | \$ 8,900.00   | \$ 31,140.00  | \$ 6,300.00   | \$ 12,000.00  |
| Westfield Community School | \$ 38,620.00    | \$ 19,000.00  | \$ 13,700.00  | \$ 33,600.00  | \$ 25,112.00  | \$ 25,550.00  | \$ 25,000.00     | \$ 20,900.00  | \$ 49,450.00  | \$ 11,480.00  | \$ 29,200.00  |
| HMS                        | \$ 36,000.00    | \$ 53,000.00  | \$ 29,969.00  | \$ 48,190.00  | \$ 33,300.00  | \$ 83,500.00  | \$ 42,521.00     | \$ 14,250.00  | \$ 64,200.00  | \$ 5,250.00   | \$ 14,000.00  |
| JHS                        | \$ 150,500.00   | \$ 63,500.00  | \$ 50,800.00  | \$ 78,475.00  | \$ 77,700.00  | \$ 98,107.50  | \$ 78,000.00     | \$ 78,820.00  | \$ 211,200.00 | \$ 50,800.00  | \$ 120,000.00 |
| DCHS                       | \$ 63,222.00    | \$ 26,000.00  | \$ 19,380.00  | \$ 38,318.00  | \$ 33,300.00  | \$ 37,498.45  | \$ 33,000.00     | \$ 34,689.50  | \$ 80,520.00  | \$ 18,810.00  | \$ 47,200.00  |
| Allowance                  | \$ 10,000.00    | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00     | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  |
| BASE BID TOTAL             | \$ 412,410.00   | \$ 217,800.00 | \$ 156,979.00 | \$ 301,513.00 | \$ 256,352.00 | \$ 334,731.45 | \$ 244,221.00    | \$ 208,109.50 | \$ 552,280.00 | \$ 128,590.00 | \$ 287,950.00 |
| Unit Prices per Cubic Yard |                 |               |               |               |               |               |                  |               |               |               |               |
| UP-C2 Concrete 4500        | \$ 350.00       | \$ 700.00     | No Change     | \$ 500.00     | \$ 190.00     | \$ 185.00     | \$ 780.00        | \$ 195.00     | \$ 339.00     | \$ 185.00     | \$ 225.00     |
| UP-C3 Shield               | \$ 300.00       | \$ 20.00      | \$ 20.00      | \$ 125.00     | \$ 10.00      | \$ 11.00      | \$ 45.00         | \$ 10.00      | \$ 19.50      | \$ 15.00      | \$ 210.00     |
| UP-C4 Environmental Charge | \$ 1,200.00     | \$ 10.00      | \$ 3.75       | \$ 50.00      | \$ 3.00       | \$ 3.00       | \$ 18.00         | \$ 10.00      | \$ 10.00      | \$ 3.25       | \$ 15.00      |

| <b>ACTION</b>            | <b>DAY</b>         | <b>DATE</b>           | <b>TIME</b> | <b>LOCATION</b>        |
|--------------------------|--------------------|-----------------------|-------------|------------------------|
| Project to Purchasing    | Tuesday            | 3/18/2025             |             | Purchasing Office      |
| Timeline Established     | Thursday           | 3/20/2025             |             | Purchasing Office      |
| Specifications Review    | Wednesday          | 3/26/2025             |             | Purchasing Office      |
| Specifications Finalized | Wednesday          | 3/26/2025             |             | Purchasing Office      |
| Bid Released to Vendors  | Wednesday          | 3/26/2025             | 4:00 PM     | BidNet                 |
| Legal Ad Published       | Friday             | 3/28/2025             |             | Daily Herald           |
| Pre-Bid Meeting          | Tuesday            | 4/1/2025              | 11:00 AM    | Virtual on Google Meet |
| Q&A Deadline             | Tuesday            | 4/8/2025              | 12:00 PM    | Bidnet                 |
| Bid Opening              | Tuesday            | 4/15/2025             | 11:00 AM    | Virtual on Google Meet |
| Project Scope w/ Vendor  | TBD                | TBD                   | TBD         | Virtual on Google Meet |
| Evaluation Period        | Tuesday - Thursday | 4/15/2025 - 4/24/2025 |             | Purchasing Office      |
| Info. to CFO             | Thursday           | 4/24/2025             |             | Jennifer Porter        |
| BOE Workshop             | Monday             | 5/5/2025              |             | Admin. Bldg.           |
| BOE Meeting              | Tuesday            | 5/13/2025             |             | Admin. Bldg.           |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Deborah Mason,  
Director of Transportation and  
Food Service

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Alternate Transportation Companies Contracts

### Background

The District began its partnership with an Alternate Transportation company in 2007. We have partnered with Alternate Transportation companies to assist us with our significant demand for student transportation needs. Having additional transportation partners committed to meeting the needs of all students is necessary. We have a large number of McKinney/Vento students, as well as students attending multiple schools outside district boundaries. With the partnership of these companies, we can meet all of our students' needs.

Each driver, regardless of company, holds a valid School Bus Permit and is subject to fingerprinting, background checks, and the yearly refresher course as required by the state of Illinois. These are the exact requirements of a School Bus Driver, except that an Alternate Transportation Driver is not required to have a CDL endorsement.

The quotes from each company, American Taxi, Axess Transportation, CitiCare, and Everdriven, for their services are included in the packet. We have added another company, CitiCare, to assist with our McK/V students who reside or attend school beyond the current reach of our vendors. American Taxi, Axess Transportation, and Everdriven have held their prices for the 2025-2026 school year.

### Administrative Recommendation

The Administration recommends approval of the contract.

### Fiscal Impact

The total cost of our Alternate Transportation in the 2023-2024 school year was \$910,431.12. The estimated total cost of Alternate Transportation for the 2024-2025 school year is \$880,000.00. This amount continues to decrease due to staffing improvements with Durham School Services, which have added routes and transitioned the majority of our special needs students, as well as a large number of McK/Vento students, to school bus transportation.



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

March 13, 2025

Sue Marnell  
American Taxi Dispatch  
834 East Rand Road  
Mount Prospect, IL 60056

Via Email: smarnell@gmail.com

RFP– Student Taxi Transportation Services – Contract Extension Offer Letter

Dear Ms. Marnell,

District 300 would like to extend the current contract with American Taxi Dispatch as agreed upon on May 24, 2023. A copy of this agreement has been included with this letter. This renewal's contract period would run from July 1, 2025 to June 30, 2026 with the following rates:

| Base Route Charge         | Rate                    | Miscellaneous Charges              | Rate                                                                                                                      |
|---------------------------|-------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Base Rate                 | \$2.40/mile             | After Hours Charge – After 5:00 PM | \$ 0.10 /mile                                                                                                             |
| Unleaded Fuel Price Range | Rate added to Base Rate | Stop Charges                       | See Comments Below                                                                                                        |
| \$2.50 to \$3.50 per gal  | \$0.10/mile             | Minimum Trip Charge                | \$13.75/trip                                                                                                              |
| \$3.51 to \$4.50 per gal  | \$0.20/mile             | Mile Minimum Charge                | \$2.40/trip                                                                                                               |
| \$4.51 to \$5.50 per gal  | \$0.25/mile             | No Load Charge                     | \$10.00/trip                                                                                                              |
| \$5.51 to \$6.50 per gal  | \$0.25/mile             |                                    | If wait time exceed 15<br>Minutes: 15-30<br>minutes add \$12.50<br>31-45 minutes add \$24.50<br>46-60 minutes add \$34.50 |
| \$6.51 to \$7.50 per gal  | \$0.30/mile             |                                    |                                                                                                                           |
| \$7.51 to \$8.50 per gal  | \$0.35/mile             |                                    |                                                                                                                           |
| \$8.51 to \$9.50 per gal  | \$0.40/mile             |                                    |                                                                                                                           |
| \$9.51 to \$10.50 per gal | \$0.45/mile             |                                    |                                                                                                                           |

If your firm agrees to the original pricing as shown above, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, April 8, 2025 and award by the board on Tuesday, April 22, 2025. The favor of a response is requested by Wednesday, March 19, 2025.

Sincerely,

*Diane White*

2025-03-17

8375D43E718D90C09E2DBCBD5C76FBD7 contractworks.  
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

*Sue Marnell*

2025-03-17

23E748568F63A0BC6EAB53E87E17B004 contractworks.

Service Provider



**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

**PHONE: 847-551-8460 s FAX 847-551-8463**

May 31, 2024

Mr. Sue Marnell  
American Taxi Dispatch Inc.  
834 East Rand Road  
Mount Prospect, IL 60056

RE: Contract Renewal– Student Taxi Transportation Services - Award Letter

Via email: smarnell@gmail.com

Dear Ms. Marnell,

Congratulations! District 300 awarded the Student Taxi Transportation Services contract extension to American Taxi Dispatch. The Board of Education approved this contract at their regularly scheduled meeting on May 28, 2024! This will extend the current contract to June 30, 2025. This contract will follow the updated rates provided by your firm shown in the offer letter bellow.

Please sign this letter electronically via Contract Works.

Please sign and return your award letter by June 7, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured if not done so already.

This Agreement is entered into as of July 1, 2024.

*Diane White*

8375D43E716D90C09E2DBCBD5C76FBD7

contractworks.

**2024-05-31**

ADMINISTRATOR (Signature)

Diane C White, Director of Purchasing

*Sue Marnell*

23E748568F63A0BC6EAB53E87E17B004

contractworks.

**2024-06-21**

CONTRACTOR (Signature)

**Sue Marnell**

**Director**

(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

*Diane White*

8375D43E716D90C09E2DBCBD5C76FBD7

contractworks.

Diane C White, Director of Purchasing



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

February 8, 2024

Ms. Sue Marnell  
American Taxi Dispatch Inc.  
834 East Rand Road  
Mount Prospect, IL 60056

Via email: smarnell@gmail.com

RE: Contract renewal – Student Taxi Transportation Services

Dear Ms. Marnell,

District 300 would like to extend the current contract with American Taxi Dispatch as agreed upon on May 24, 2023. A copy of this agreement has been included with this letter. This renewal would contract period would run from July 1, 2024 to June 30, 2025 with the following rates:

| Base Route Charge         | Rate                    | Miscellaneous Charges              | Rate                                                                                                                |
|---------------------------|-------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Base Rate                 | \$2.40/mile             | After Hours Charge – After 5:00 PM | \$ 0.10 /mile                                                                                                       |
| Unleaded Fuel Price Range | Rate added to Base Rate | Stop Charges                       | See Comments Below                                                                                                  |
| \$2.50 to \$3.50 per gal  | \$0.10/mile             | Minimum Trip Charge                | \$13.75/trip                                                                                                        |
| \$3.51 to \$4.50 per gal  | \$0.20/mile             | Mile Minimum Charge                | \$2.40/trip                                                                                                         |
| \$4.51 to \$5.50 per gal  | \$0.25/mile             | No Load Charge                     | \$10.00/trip                                                                                                        |
| \$5.51 to \$6.50 per gal  | \$0.25/mile             |                                    | If wait time exceed 15 Minutes: 15-30 minutes add \$12.50<br>31-45 minutes add \$24.50<br>46-60 minutes add \$34.50 |
| \$6.51 to \$7.50 per gal  | \$0.30/mile             |                                    |                                                                                                                     |
| \$7.51 to \$8.50 per gal  | \$0.35/mile             |                                    |                                                                                                                     |
| \$8.51 to \$9.50 per gal  | \$0.40/mile             |                                    |                                                                                                                     |
| \$9.51 to \$10.50 per gal | \$0.45/mile             |                                    |                                                                                                                     |

Additionally, District 300 requires your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured. The certificate must meet the requirements of paragraph 17 of the original documents included in this packet.

If your firm agrees to the contract pricing above and provides the necessary insurance certifications, District 300 will recommend this contract to the Board of Education for review on Tuesday, February 13, 2024 and award on Tuesday, February 27, 2024. Please return the completed packet by Tuesday, February 12, 2024.

Sincerely,

*Diane White*

2024-02-08

8375D43E746D90C00E2DBCBDD5C76FBD7 contractworks  
Diane White, Director of Purchasing

*Sue Marnell*

2024-02-13

23E748568F63A0BC6EAB53E87E17B004 contractworks

American Taxi Dispatch Inc. Authorized Signature

2024-02-08

Date



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

May 24, 2023

Ms. Sue Marnell  
American Taxi Dispatch Inc.  
834 East Rand Road  
Mount Prospect, IL 60056

Via email: smarnell@gmail.com

RFP – Student Taxi Transportation Services

Dear Ms. Marnell,

Congratulations! District 300 has awarded Student Taxi Transportation Services to American Taxi Dispatch Inc. This award is for the contract period of July 1, 2023 to June 30, 2024 with the following rates:

| Base Route Charge         | Rate                    | Miscellaneous Charges              | Rate                                                                                                                |
|---------------------------|-------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Base Rate                 | \$2.40/mile             | After Hours Charge – After 5:00 PM | \$ 0.10 /mile                                                                                                       |
| Unleaded Fuel Price Range | Rate added to Base Rate | Stop Charges                       | See Comments Below                                                                                                  |
| \$2.50 to \$3.50 per gal  | \$0.10/mile             | Minimum Trip Charge                | \$13.75/trip                                                                                                        |
| \$3.51 to \$4.50 per gal  | \$0.20/mile             | Mile Minimum Charge                | \$2.40/trip                                                                                                         |
| \$4.51 to \$5.50 per gal  | \$0.25/mile             | No Load Charge                     | \$10.00/trip                                                                                                        |
| \$5.51 to \$6.50 per gal  | \$0.25/mile             |                                    | If wait time exceed 15 Minutes: 15-30 minutes add \$12.50<br>31-45 minutes add \$24.50<br>46-60 minutes add \$34.50 |
| \$6.51 to \$7.50 per gal  | \$0.30/mile             |                                    |                                                                                                                     |
| \$7.51 to \$8.50 per gal  | \$0.35/mile             |                                    |                                                                                                                     |
| \$8.51 to \$9.50 per gal  | \$0.40/mile             |                                    |                                                                                                                     |
| \$9.51 to \$10.50 per gal | \$0.45/mile             |                                    |                                                                                                                     |

***This signed letter along with the attached documents – original Bid specifications and your final response combined serve as the contract for this project.***

A service agreement purchase order will be. Please sign this letter via ContractWorks.

Please submit the following to that address below by June 6, 2023:

- Your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured.

Diane C. White, Director of Purchasing  
Community Unit School District 300  
2605 Bunker Hill Drive  
Algonquin, IL 60102



This Agreement is entered into as of May 24, 2023.

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. 2023-05-29

OWNER (Signature)

Diane C. White, Director of Purchasing

Sue Marnell

23E748568F63A0BC6EAB53E87E17B004 contractworks. 2023-05-29

CONTRACTOR (Signature)

Sue Marnell

Director

(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

March 13, 2025

Mr. Ihsan Qadir  
Axess Transportation  
2345 Lake Drive South  
Algonquin, IL 60102

Via Email: axesstrans@gmail.com

RFP– Student Taxi Transportation Services – Second Contract Extension

Dear Mr. Qadir,

District 300 would like to extend the current contract with Axess Transportation as agreed upon on May 24, 2023. A copy of this agreement has been included with this letter. This renewal's contract period would run from July 1, 2025 to June 30, 2026 with the following rates:

| Base Route Charge         | Rate                    | Miscellaneous Charges              | Rate                                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Base Rate                 | \$2.80 /mile            | After Hours Charge – After 5:00 PM | \$2.80 /mile                                                                                                                                                                                                                                                         |
| Unleaded Fuel Price Range | Rate added to Base Rate | Stop Charges                       | \$4.00/stop                                                                                                                                                                                                                                                          |
| \$2.50 to \$3.50 per gal  | \$0.00/mile             | Minimum Trip Charge                | \$18.00/trip                                                                                                                                                                                                                                                         |
| \$3.51 to \$4.50 per gal  | \$0.05/mile             | Mile Minimum Charge                | See Comments Below*                                                                                                                                                                                                                                                  |
| \$4.51 to \$5.50 per gal  | \$0.10/mile             | No Load Charge                     | See Comments Below**                                                                                                                                                                                                                                                 |
| \$5.51 to \$6.50 per gal  | \$0.15/mile             |                                    | *The minimum charge trip shall cover up till 6 miles. **Up until \$ 40.00 the no load price shall commensurate with the price of the ride. In the event ride is more than \$40.00 the no load price shall be \$40 + 50% of the additional dollar amount over \$40.00 |
| \$6.51 to \$7.50 per gal  | \$0.20/mile             |                                    |                                                                                                                                                                                                                                                                      |
| \$7.51 to \$8.50 per gal  | \$0.70/mile             |                                    |                                                                                                                                                                                                                                                                      |
| \$8.51 to \$9.50 per gal  | \$1.20 /mile            |                                    |                                                                                                                                                                                                                                                                      |
| \$9.51 to \$10.50 per gal | \$1.70 /mile            |                                    |                                                                                                                                                                                                                                                                      |

If your firm agrees to the original pricing as shown above, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, April 8, 2025 and award by the board on Tuesday, April 22, 2025. The favor of a response is requested by Wednesday, March 19, 2025.

Sincerely,

*Diane White*

2025-03-17

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

*Ihsan Qadir*

2025-03-17

8B08AE8C3D32C6B673EE83081AFD204D contractworks.

Service Provider



**Community Unit School District 300**  
2605 BUNKER HILL DRIVE  
ALGONQUIN, IL 60102  
**Diane C. White, Director of Purchasing**  
**PHONE: 847-551-8460 s FAX 847-551-8463**

May 31, 2024

Mr. Ihsan Qadir  
Axess Transportation  
2345 Lake Drive South  
Algonquin, IL 60102

RE: Contract Renewal – Student Taxi Transportation Services - Award Letter

Via email: axesstrans@gmail.com

Dear Mr. Qadir,

Congratulations! District 300 awarded the Student Taxi Transportation Services contract extension to Axess Transportation. The Board of Education approved this contract at their regularly scheduled meeting on May 28, 2024! This will extend the current contract to June 30, 2025. This contract will follow the updated rates provided by your firm shown in the offer letter below.

Please sign this letter electronically via Contract Works.

Please sign and return your award letter by June 7, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured if not done so already.

This Agreement is entered into as of July 1, 2024.

*Diane White*  
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

2024-05-31

ADMINISTRATOR (Signature)

Diane C White, Director of Purchasing

*Ihsan Qadir*  
8B08AE8C3D32C6B673EE83081AFD204D contractworks.

2024-06-03

CONTRACTOR (Signature)

**Ihsan Qadir** **PRESIDENT**  
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

*Diane White*  
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

Diane C White, Director of Purchasing



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

February 8, 2024

Mr. Ihsan Qadir  
Axess Transportation  
2345 Lake Drive South  
Algonquin, IL 60102

Via email: axesstrans@gmail.com

RE: Contract Renewal – Student Taxi Transportation Services

Dear Mr. Qadir,

District 300 would like to extend the current contract with Axess Transportation as agreed upon on May 24, 2023. A copy of this agreement has been included with this letter. This renewal would contract period would run from July 1, 2024 to June 30, 2025 with the following rates:

| Base Route Charge         | Rate                    | Miscellaneous Charges              | Rate                                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Base Rate                 | \$2.80 /mile            | After Hours Charge – After 5:00 PM | \$2.80 /mile                                                                                                                                                                                                                                                         |
| Unleaded Fuel Price Range | Rate added to Base Rate | Stop Charges                       | \$4.00/stop                                                                                                                                                                                                                                                          |
| \$2.50 to \$3.50 per gal  | \$0.00/mile             | Minimum Trip Charge                | \$18.00/trip                                                                                                                                                                                                                                                         |
| \$3.51 to \$4.50 per gal  | \$0.05/mile             | Mile Minimum Charge                | See Comments Below*                                                                                                                                                                                                                                                  |
| \$4.51 to \$5.50 per gal  | \$0.10/mile             | No Load Charge                     | See Comments Below**                                                                                                                                                                                                                                                 |
| \$5.51 to \$6.50 per gal  | \$0.15/mile             |                                    | *The minimum charge trip shall cover up till 6 miles. **Up until \$ 40.00 the no load price shall commensurate with the price of the ride. In the event ride is more than \$40.00 the no load price shall be \$40 + 50% of the additional dollar amount over \$40.00 |
| \$6.51 to \$7.50 per gal  | \$0.20/mile             |                                    |                                                                                                                                                                                                                                                                      |
| \$7.51 to \$8.50 per gal  | \$0.70/mile             |                                    |                                                                                                                                                                                                                                                                      |
| \$8.51 to \$9.50 per gal  | \$1.20 /mile            |                                    |                                                                                                                                                                                                                                                                      |
| \$9.51 to \$10.50 per gal | \$1.70 /mile            |                                    |                                                                                                                                                                                                                                                                      |

Additionally, District 300 requires your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured. The certificate must meet the requirements of paragraph 17 of the original documents included in this packet.

If your firm agrees to the contract pricing above and provides the necessary insurance certifications, District 300 will recommend this contract to the Board of Education for review on Tuesday, February 13, 2024 and award on Tuesday, February 27, 2024. Please return the completed packet by Monday, February 12, 2024.

Sincerely,

*Diane White*

2024-02-08

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

Diane White, Director of Purchasing

*Ahshan Qadir*

2024-02-12

8B08AE8C3D32C6B673EE83081AFD204D contractworks.

Axess Transportation Authorized Signature

2024-02-08

Date



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 • FAX 847-551-8463

May 24, 2023

Mr. Ihsan Qadir  
Axess Transportation  
2345 Lake Drive South  
Algonquin, IL 60102

Via email: axesstrans@gmail.com

RFP – Student Taxi Transportation Services

Dear Mr. Qadir,

Congratulations! District 300 has awarded Student Taxi Transportation Services to Axess Transportation. This award is for the contract period of July 1, 2023 to June 30, 2024 with the following rates:

| Base Route Charge         | Rate                    | Miscellaneous Charges              | Rate                                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Base Rate                 | \$2.80 /mile            | After Hours Charge – After 5:00 PM | \$2.80 /mile                                                                                                                                                                                                                                                         |
| Unleaded Fuel Price Range | Rate added to Base Rate | Stop Charges                       | \$4.00/stop                                                                                                                                                                                                                                                          |
| \$2.50 to \$3.50 per gal  | \$0.00/mile             | Minimum Trip Charge                | \$18.00/trip                                                                                                                                                                                                                                                         |
| \$3.51 to \$4.50 per gal  | \$0.05/mile             | Mile Minimum Charge                | See Comments Below*                                                                                                                                                                                                                                                  |
| \$4.51 to \$5.50 per gal  | \$0.10/mile             | No Load Charge                     | See Comments Below**                                                                                                                                                                                                                                                 |
| \$5.51 to \$6.50 per gal  | \$0.15/mile             |                                    | *The minimum charge trip shall cover up till 6 miles. **Up until \$ 40.00 the no load price shall commensurate with the price of the ride. In the event ride is more than \$40.00 the no load price shall be \$40 + 50% of the additional dollar amount over \$40.00 |
| \$6.51 to \$7.50 per gal  | \$0.20/mile             |                                    |                                                                                                                                                                                                                                                                      |
| \$7.51 to \$8.50 per gal  | \$0.70/mile             |                                    |                                                                                                                                                                                                                                                                      |
| \$8.51 to \$9.50 per gal  | \$1.20 /mile            |                                    |                                                                                                                                                                                                                                                                      |
| \$9.51 to \$10.50 per gal | \$1.70 /mile            |                                    |                                                                                                                                                                                                                                                                      |

***This signed letter along with the attached documents – original Bid specifications and your final response combined serve as the contract for this project.***

A service agreement purchase order will be. Please sign this letter via ContractWorks.

Please submit the following to that address below by June 6, 2023:

- Your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured.

Diane C. White, Director of Purchasing  
Community Unit School District 300  
2605 Bunker Hill Drive  
Algonquin, IL 60102



This Agreement is entered into as of May 24, 2023.

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks 2023-05-25

OWNER (Signature)

Diane C. White, Director of Purchasing

Ihsan Qadir

8B08AE8C3D32C6B673EE83081AFD204D contractworks 2023-05-25

CONTRACTOR (Signature)

mohammed ihsan qadir president

(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

March 19, 2025

Ms. Danielle Press, Chief Growth Officer  
EverDriven Technologies, LLC f/k/a ALC Schools  
121111 Puerta Del Sol, Suite 200  
San Clemente, CA 92673

Via Email: [contracts@everdriven.com](mailto:contracts@everdriven.com)

RFP– Student Taxi Transportation Services – Contract Extension Offer Letter

Dear Ms. Press,

District 300 would like to extend the current contract with EverDriven Technologies as agreed upon on May 24, 2023. A copy of this agreement has been included with this letter. This renewal's contract period would run from July 1, 2025 to June 30, 2026 with the following rates:

| Trip Items                                             | Fees               |
|--------------------------------------------------------|--------------------|
| Trip Fee (includes first 12 miles)                     | \$90.00            |
| Per Mile Fee (after the first 12 miles)                | \$2.50             |
| <b>Additional Fees (as needed/requested):</b>          |                    |
| Wheelchair Fee (per student)                           | \$45.00            |
| Car Seat/Safety Vest Fee (per student)                 | \$5.00             |
| Wait Time Fee (per hour, billed in 15 min. increments) | \$60.00            |
| Monitor Fee (per hour, 2-hour minimum)                 | \$27.50            |
| No Show or Late Cancel                                 | Full Price of Trip |

If your firm agrees to the original pricing as shown above, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, April 8, 2025 and award by the board on Tuesday, April 22, 2025. The favor of a response is requested by Friday, March 21, 2025.

Sincerely,

*Diane White*

2025-03-19

8375D43E716190C09E2DBCB05C76FBD7 contractworks.  
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

*Danielle Press*

2025-03-20

E4F980E3ADB10AF5FA9F728924CA10B6 contractworks.

Service Provider





**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

**PHONE: 847-551-8460 s FAX 847-551-8463**

May 31, 2024

Ms. Megan Carey, Chief Development Officer  
EverDriven Technologies, LLC f/k/a ALC Schools, LLC  
12111 Puerta Del Sol, Suite 200  
San Clemente, CA 92673

RE: Contract Renewal– Student Taxi Transportation Services - Award Letter

Via email: [alc@alcschools.com](mailto:alc@alcschools.com)

Dear Ms. Carey,

Congratulations! District 300 awarded the Student Taxi Transportation Services contract extension to EverDriven Technologies. The Board of Education approved this contract at their regularly scheduled meeting on May 28, 2024! This will extend the current contract to June 30, 2025. This contract will follow the updated rates provided by your firm shown in the offer letter below.

Please sign this letter electronically via Contract Works.

Please sign and return your award letter by June 7, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured if not done so already.

This Agreement is entered into as of July 1, 2024.

*Diane White*

8375D43E716D90C09E2DBCBD5C76FBD7

contractworks.

2024-06-03

ADMINISTRATOR (Signature)

Diane C White, Director of Purchasing

*Danielle Press*

E4F980E3ADB10AF5FA9F728924CA10B6

contractworks.

2025-03-12

CONTRACTOR (Signature)

**Danielle Press**

**Chief Growth Officer**

(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

*Diane White*

8375D43E716D90C09E2DBCBD5C76FBD7

contractworks.

Diane C White, Director of Purchasing



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

February 8, 2024

Ms. Megan Carey, Chief Development Officer  
EverDriven Technologies, LLC f/k/a ALC Schools, LLC  
1211 Puerta Del Sol, Suite 200  
San Clemente, CA 92673

Via Email: [alc@alcschools.com](mailto:alc@alcschools.com)

Contract Renewal: Alternative Student Transportation Services

Dear Ms. Carey,

District 300 would like to extend the current contract with EverDriven Technologies as agreed upon on May 24, 2023. A copy of this agreement has been included with this letter. This renewal would contract period would run from July 1, 2024 to June 30, 2025 with the following rates:

| <b>Trip Items</b>                                      | <b>Fees</b>        |
|--------------------------------------------------------|--------------------|
| Trip Fee (includes first 12 miles)                     | \$90.00            |
| Per Mile Fee (after the first 12 miles)                | \$2.50             |
| <b>Additional Fees (as needed/requested):</b>          |                    |
| Wheelchair Fee (per student)                           | \$45.00            |
| Car Seat/Safety Vest Fee (per student)                 | \$5.00             |
| Wait Time Fee (per hour, billed in 15 min. increments) | \$60.00            |
| Monitor Fee (per hour, 2-hour minimum)                 | \$27.50            |
| No Show or Late Cancel                                 | Full Price of Trip |

Additionally, District 300 requires your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured. The certificate must meet the requirements of paragraph 7 of the original documents included in this packet.

If your firm agrees to the contract pricing above and provides the necessary insurance certifications, District 300 will recommend this contract to the Board of Education for review on Tuesday, February 13, 2024 and award on Tuesday, February 27, 2027. Please return the completed packet by Monday, February 13, 2024.

Sincerely,

*Diane White*

8375D43E716D90C09E2DBCBD5C76FBD7

contractworks.

2024-02-20

Diane White, Director of Purchasing



EverDriven Technologies, LLC Authorized Signature

2/16/2024  
Date



# DISTRICT 300

**Community Unit School District 300**

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

**Diane C. White, Director of Purchasing**

PHONE: 847-551-8460 · FAX 847-551-8463

May 24, 2023

Ms. Megan Carey, Chief Development Officer  
EverDriven Technologies, LLC f/k/a ALC Schools, LLC  
1211 Puerta Del Sol, Suite 200  
San Clemente, CA 92673

Via Email: [alc@alcschools.com](mailto:alc@alcschools.com)

Contract Renewal: Alternative Student Transportation Services

Dear Ms. Carey,

Congratulations! District 300 has awarded Student Taxi Transportation Services to EverDriven Technologies, LLC f/k/a ALC Schools, LLC. This award is for the contract period of July 1, 2023 to June 30, 2024 with the following rates:

| Trip Items                                             | Fees               |
|--------------------------------------------------------|--------------------|
| Trip Fee (includes first 12 miles)                     | \$90.00            |
| Per Mile Fee (after the first 12 miles)                | \$2.50             |
| <b>Additional Fees (as needed/requested):</b>          |                    |
| Wheelchair Fee (per student)                           | \$25.00            |
| Car Seat/Safety Vest Fee (per student)                 | \$5.00             |
| Wait Time Fee (per hour, billed in 15 min. increments) | \$60.00            |
| Monitor Fee (per hour, 2-hour minimum)                 | \$25.00            |
| No Show or Late Cancel                                 | Full Price of Trip |

***This signed letter along with the attached documents – original Bid specifications and your final response combined serve as the contract for this project.***

A service agreement purchase order will be. Please sign this letter via ContractWorks.

Please submit the following to that address below by June 6, 2023:

- Your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured.

Diane C. White, Director of Purchasing  
Community Unit School District 300  
2605 Bunker Hill Drive  
Algonquin, IL 60102

This Agreement is entered into as of May 24, 2023.

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. 2023-05-30

OWNER (Signature)

Diane C. White, Director of Purchasing

Megan Carey

3CD54EEB0A0930291A9AAC12C6DC6106 contractworks. 2023-05-30

CONTRACTOR (Signature)

Megan Carey

Chief Development Officer

(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C White

Diane C. White, Director of Purchasing



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Jeffrey Ehardt,  
Director of Finance

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** District Audit of Financial Statements Proposal

### **Background**

Following Board Policy 4:80, Accounting and Audits, the annual audit consists of examining the individual and combined financial statements, conducted in accordance with generally accepted auditing standards. The audit includes a review of accounting procedures and the internal accounting control system to ensure effective control over revenues, expenditures, assets, and liabilities, as well as to ensure proper accounting of resources, liabilities, and accounting operations. The annual audit consists of compliance tests with the requirements of applicable state and federal laws and regulations that have a material effect on the financial statements.

On March 10, 2020, the Board of Education originally approved a contract with Miller, Cooper & Co., Ltd. to perform the audit services. We are proposing a 3-year extension. Miller, Cooper & Co., Ltd. has proven to be a very professional firm who have continually met the district's expectations. Based on the proposal submitted by Miller, Cooper & Co., Ltd., District 300 would like to exercise a three-year extension of its term contract. The extension will provide audit services for the years ending June 30, 2025, 2026, and 2027.

Attached is the proposal, which outlines the fees and services provided.

Preliminary work is scheduled to begin at the end of June, with final fieldwork expected to be completed in September or October. The final reports will be presented at the November or December Board Finance Committee Meeting.

### **Administrative Recommendation**

The administration is recommending a contract extension for the District Audit of Financial Statements to be awarded to Miller, Cooper & Co., Ltd. Communication, scheduling, and organization of the annual audit have been exceptional.

**Fiscal Impact**

| <b>Year Ending<br/>June 30</b> | <b>Amount<br/>(Audit)</b> | <b>Amount<br/>(CYPEFR)</b> |
|--------------------------------|---------------------------|----------------------------|
| 2025                           | \$53,000                  | \$2,000                    |
| 2026                           | \$55,650                  | \$2,100                    |
| 2027                           | \$58,450                  | \$2,200                    |

# MILLER COOPER & Co., Ltd

ACCOUNTANTS AND CONSULTANTS

April 10, 2025

Board of Education  
Dr. Martina Smith, Superintendent  
Jennifer Porter, Chief Financial Officer  
Community Unit School District 300  
2550 Harnish Drive  
Algonquin, Illinois 60102

Attention: Jennifer Porter, Chief Financial Officer

## **The Objective and Scope of the Audit of the Financial Statements**

Miller Cooper is pleased to have this opportunity to submit our proposal to audit Community Unit School District 300's (the District) for the years ending June 30, 2025, 2026 and 2027. We will audit the financial statements of the District which will comprise the governmental activities, each major fund and aggregate remaining fund information as of and for the years ending June 30, 2025, 2026 and 2027 which collectively comprise the basic financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and *Government Auditing Standards* issued by the Comptroller General of the United States ("GAS") will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

You have also requested that we perform the audit of the District to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance").





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## **The Objective and Scope of the Audit of the Financial Statements (Continued)**

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any form of assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited. These items include the Management's Discussion and Analysis, Illinois Municipal Retirement Fund Pension Data, Teachers' Retirement System Pension Data, Other Postemployment Benefits Data, Budgetary Comparison Schedules, and Notes to the Required Supplementary Information.

Supplementary financial information other than RSI will accompany the District's basic financial statements. We will subject the supplementary financial information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary financial information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the supplementary financial information, which we anticipate this information to be the same as last year, in relation to the financial statements as a whole.

Other supplemental information, other than RSI and the above mentioned supplementary financial information, will be accompanying the District's basic financial statements. We will not subject the other supplemental information, which we anticipate this information to be the same as last year, to the auditing procedures applied in our audit of the basic financial statements and will not express an opinion or provide any form of assurance on them. We will read the other supplemental information and consider whether a material inconsistency exists between the other information and the basic financial statement, or the other information otherwise appears to be materially misstated. If, based on the work performed, we concluded that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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### **The Objective and Scope of the Audit of the Financial Statements (Continued)**

The introductory and statistical sections will be accompanying the District's basic financial statements. We will not subject the introductory and statistical sections, which we anticipate this information to be the same as last year, to the auditing procedures applied in our audit of the basic financial statements and will not express an opinion or provide any form of assurance on them. We will read the introductory and statistical sections and consider whether a material inconsistency exists between the introductory and statistical sections and the basic financial statement, or the introductory and statistical sections otherwise appears to be materially misstated. If, based on the work performed, we concluded that an uncorrected material misstatement of the introductory and statistical sections exists, we are required to describe it in our report.

The State Annual Financial Report (AFR), which also has supplementary financial information, will be submitted separately from the District's basic financial statements. We will subject the supplementary financial information in the AFR (Basic Financial Statements, Supplementary Schedules and Notes) to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary financial information in the AFR to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on certain portions of the AFR (Basic Financial Statements, Supplementary Schedules, and Notes) in relation to the financial statements as a whole. The remainder of the AFR will not be subjected to the auditing procedures applied in our audit of the basic financial statements and we will not express an opinion or provide any form of assurance on them. For those portions of the AFR not subject to auditing procedures, we will read that information and consider whether a material inconsistency exists between that information and the basic financial statement, or that information otherwise appears to be materially misstated. If, based on the work performed, we concluded that an uncorrected material misstatement of that information exists, we are required to describe it in our report.

The Consolidated Year End Financial Report (CYEFR), which is supplementary financial information, will be submitted separately from the District's basic financial statements. We will subject the CYEFR to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the CYEFR to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the CYEFR in relation to the financial statements as a whole.

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance and the U.S. Office of Management and Budget's ("OMB") Compliance Supplement. Those standards, regulations and supplements require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, and the Uniform Guidance, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We have identified the following preliminary significant risks of material misstatement as part of our audit planning:

- *Management override of internal controls:* There is a risk that management could override internal controls inconsistent with the Board of Educations' intent.
- *Improper revenue recognition:* There is a potential risk for misstatement related to revenue recognition, either intentional or unintentional.

Other significant risks may be identified during the performance of our audit procedures. We will communicate any additional significant risks with you during the audit.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

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### **The Responsibilities of the Auditor (Continued)**

We will communicate to the Board of Education (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential). Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report(s) on internal control over financial reporting and over compliance for major programs will include any significant deficiencies and material weaknesses in internal controls over financial reporting and over compliance for major programs of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance for major programs consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA") and GAS.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

---

**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**  
(Continued)

Management is responsible for the preparation of the required supplementary information (“RSI”) which accounting principles generally accepted in the United States of America (“U.S. GAAP”) require to be presented to supplement the basic financial statements. Management is also responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. Management agrees to include the auditor’s report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor’s report thereon.

The Board of Education is responsible for informing us of its views about the risks of fraud, waste or abuse within the District, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the District.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with U.S. GAAP;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures such as records, documentation and other matters.
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**  
(Continued)

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, if any.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

**Reporting**

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report. Betsy Allen will be the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement. The District agrees that Miller, Cooper & Co., Ltd. shall have no liability for any damages to the District that arise from any actions Miller, Cooper & Co., Ltd. may take pursuant to this paragraph.

### **Reporting (Continued)**

In addition to our report on the District's financial statements, we will also issue the following reports:

1. A report on the fairness of the presentation of the District's schedule of expenditures of federal awards for the year ending June 30, 2025;
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance;
4. An accompanying schedule of findings and questioned costs;
5. In-relation to opinion on the Consolidated Year End Financial Report (CYEFR); and
6. In-relation to opinion on a portion of the AFR, and no opinion or assurance on the remainder (as described earlier in this letter)

### **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Jeff Ehardt, Director of Finance. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Non-audit Services**

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including drafting of the financial statements and AFR; preparation of the Schedule of Expenditures of Federal Awards; assistance with the preparation of the Data Collection Form; assistance with modified accrual adjustments and GASB 34 entries and filing the AFR with the Illinois State Board of Education.

### **Non-audit Services (Continued)**

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed that Jennifer Porter, Chief Financial Officer, possesses suitable skill, knowledge or experience and that the individual understands the non-audit services listed above to be performed sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. Community Unit School District has designated Jennifer Porter, Chief Financial Officer, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Jennifer Porter, Chief Financial Officer, will assume all management responsibilities for subject matter and scope of the non-audit services listed above;
3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this Proposal Letter documents that understanding.

### **Parties' Understandings Concerning Situation Around COVID-19**

To the extent any of the services described herein require a party to visit ("Visiting Party") the other party's facilities ("Host Party") in person, the Visiting Party agrees to comply with the Host Party's rules and regulations regarding COVID-19 safety protocols while on the Host Party's premises, provided the Visiting Party is made aware of such rules and regulations. Further, in the event any of the services described herein need to be suspended and/or rescheduled by a party due to the ongoing situation surrounding COVID-19, the party requesting the suspension or rescheduling of the services will provide the other party with prompt written notice of the foregoing. To the extent such suspension and/or rescheduling of the services impacts either the cost of the services or the ability of the District or Miller, Cooper & Co., Ltd. to meet any deadlines or timeframes set forth herein, or both, the parties will document this in a written agreement mutually agreed upon and executed by both parties.



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## Fees and Costs

Our fees for the audit and non-audit services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus directly billed expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from District personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our fees for the audit and non-audit services described above, plus direct expenses are as follows:

| Year Ending<br><u>June 30,</u> | Amount<br><u>(Audit)</u> | Amount<br><u>(CYEFR)</u> |
|--------------------------------|--------------------------|--------------------------|
| 2025                           | \$53,000                 | \$2,000                  |
| 2026                           | \$55,650                 | \$2,100                  |
| 2027                           | \$58,450                 | \$2,200                  |

This above fees include the audit of one major program for the single audit. If additional programs are required to be audited, we will discuss additional fees. This fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or incomplete or untimely receipt by us of information on the client participation list. Additional non-audit services that may be required will be billed at our standard rates in effect at the time the services are provided. All other provisions of this letter will survive any fee adjustment. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

All matters related to the District's ongoing compliance with Governmental Accounting Standards Board Statement No. 87, *Leases*, and Statement No. 96, *Subscription-Based Information Technology Arrangements*, will be accounted for and billed separately.

In addition, all matters related to the District's adoption and implementation of Governmental Accounting Standards Board Statement No. 101, *Compensated Absences* and Governmental Accounting Standards Board Statement No. 102, *Certain Risk Disclosures* will be accounted for and billed separately.

### **Fees and Costs (Continued)**

You have informed us that you intend to prepare an Annual Comprehensive Financial Report (“ACFR”) and submit it for evaluation by the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting and Association of School Business Officials Certificate of Excellence Program. Our association with other information in the ACFR consists of reading the other information and considering whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. We will update certain Statistical Section tables from information contained in the report. Fees incurred for statistical data collection by a third party will be passed on to the District, if applicable.

### **Other Relevant Information**

We may, in our sole discretion, use qualified third-party service providers, including service providers that may be located outside of the United States, to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose personal information or confidential information to them. In such instances, we will take reasonable steps to maintain the confidentiality of your information, including the use of confidentiality agreements where appropriate. We will be responsible to you for the performance of our third-party service providers, subject to all limitations and disclosures set forth herein.

Specifically, during the course of our professional practice, from time to time, with the prior written consent of our clients, we provide our clients’ confidential accounting and/or financial data, without the clients being specifically identified, to a third party for research and/or benchmarking purposes. In the course of this engagement, or thereafter, we may wish to provide your confidential data to a third party in such a format. By your signature on this letter, you may expressly authorize us to make such disclosure of your confidential accounting and/or financial data, as we may elect within our discretion, with the understanding that, in doing so, you will not be specifically identified.

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

### **Use and Ownership; Access to Audit Documentation**

The Audit Documentation for this engagement is the property of Miller, Cooper & Co., Ltd. For the purposes of this Letter, the term “Audit Documentation” shall mean the confidential and proprietary records of Miller, Cooper & Co., Ltd.’s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Our services are not intended to benefit or influence any third parties.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Miller, Cooper & Co., Ltd. policies, in our sole discretion, and will be agreed to, accounted for, and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter acceptable to Miller, Cooper & Co., Ltd. We reserve the right to decline a successor auditor’s request to review our workpapers.

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### **Use and Ownership; Access to Audit Documentation (Continued)**

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Miller, Cooper & Co., Ltd. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office may have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Any access to the requested Audit Documentation will be provided under the supervision of Miller, Cooper & Co., Ltd. audit personnel and at a location designated by our firm.

### **Legal Issues and Claim Resolution**

Any claim arising out of services rendered pursuant to this agreement shall be resolved in accordance with the laws of Illinois. The District and Miller, Cooper & Co., Ltd. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Miller, Cooper & Co., Ltd. or the date of this Letter if no report has been issued, without delay in the running of this period based on the time of discovery of the claim. The District and Miller, Cooper & Co., Ltd. agree that neither of their liability to the other for any damages incurred as a result of this engagement shall exceed the amount paid by you for services under this engagement. This damages limitation shall occur regardless of the nature of the claim, whether in contract, tort or otherwise, and including but not limited to Miller, Cooper & Co., Ltd.'s own negligence, but shall not apply to the extent that Miller, Cooper & Co., Ltd. is found to have acted with intentional misconduct or fraud or is seeking a claim for its unpaid fees. Furthermore, the District agrees that Miller, Cooper & Co., Ltd. shall not under any circumstances be liable for any special, consequential, incidental or exemplary damages or loss (nor any lost profits, taxes, interest, tax penalties, savings, or business opportunity).

In responding to any claim or action of any kind, regardless of whether it is in contract, tort, at law or in equity, we shall be entitled to assert your comparative fault as a defense to the claim or action to reduce any damages awarded against us in proportion to the culpable conduct attributable to you.

In addition, the District agrees to indemnify, defend, and hold harmless Miller, Cooper & Co., Ltd. and its current, former and future partners, principals, employees, and personnel from any and all claims, liabilities, costs, and expenses, including attorneys' fees, relating to Miller, Cooper & Co., Ltd.'s services under this Letter arising from or relating to the District's misrepresentations or false or incomplete information provided to us during the engagement, except to the extent finally determined to have resulted from the intentional misconduct or fraud of Miller, Cooper & Co., Ltd. relating to such services.

### **Corporate Transparency Act/Beneficial Ownership Reporting**

Assisting you with your compliance with the Corporate Transparency Act (“CTA”), including beneficial ownership information (“BOI”) reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA’s reporting requirements and issues surrounding the collection of relevant ownership information, if applicable.

### **Information Security - Miscellaneous Terms**

Miller, Cooper & Co., Ltd. is committed to the safe and confidential treatment of the District’s proprietary information. Miller, Cooper & Co., Ltd. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards, which govern the provision of services described herein. The District agrees that it will not provide Miller, Cooper & Co., Ltd. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the District’s information, including the use of collaborative sites to ensure the safe transfer of data between the parties. In connection with this engagement, we request your authorization for use of Smartsheet, a collaborative site for the exchange and storage of files and other information. The authorization form is included in Appendix A.

### **Confidentiality**

Miller, Cooper & Co., Ltd. and the District agree that the services provided under this Letter are confidential and that the information obtained and generated by Miller, Cooper & Co., Ltd in providing these services was obtained and generated in confidence.

### **Preexisting Nondisclosure Agreements**

In the event that the parties have executed a separate nondisclosure agreement and such agreement does not automatically terminate or expire upon execution of this Letter, such agreement shall be terminated as of the effective date of this Letter and the terms of this Letter shall apply to the treatment of information shared by the parties hereto.

### **Retention of Records**

We will return to you all original records you provide to us in connection with this engagement. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

## **Termination**

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Letter. You agree that we will not be liable to you for any loss, damage or expense arising out of or from, or relating to, such termination or suspension of our services.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Letter without liability to the other party upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, a legal process, a contractual obligation with a third party, applicable professional or ethical standards, or, in the case of Miller, Cooper & Co., Ltd., our client acceptance or retention standards; or (ii) if the other party, or any director, executive, partner, or principal thereof, is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List (as defined herein).

Neither Miller, Cooper & Co., Ltd. nor the District shall be responsible for any delay or failure in its performance resulting from acts beyond its reasonable control (each, a "Force Majeure Event"). Force Majeure Events include, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Letter where our services are delayed more than 120 days by a Force Majeure Event; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Letter. Accordingly, the scope, timing and fee arrangement discussed in this Letter will no longer apply. In order for us to recommence work, the execution of a new Letter will be required.

The parties agree that those provisions of this Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Letter.

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## Miscellaneous

Miller, Cooper & Co., Ltd. may mention the District's name and provide a general description of the engagement in Miller, Cooper & Co., Ltd.'s client lists and marketing materials.

You have informed us that you may issue public debt in the future and that you may include our report on your financial statements in the offering statement. You have further informed us that you do not intend for us to be associated with the proposed offering.

We agree that our association with any proposed offering is not necessary, providing the District agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The District agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Miller, Cooper & Co., Ltd., our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Miller, Cooper & Co., Ltd. also has not performed any procedures relating to this official statement or memorandum.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a principal or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. In the event you wish to provide an offer of employment to our professional staff you agree to make us aware of the situation. If the offer is accepted, you agree to compensate us in the amount of 150% of the professional staff's starting salary with your District. To ensure that Miller, Cooper & Co., Ltd.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder in violation of any applicable sanctions, laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder from any territory under embargo by the United States or Canada. The District shall not knowingly cause Miller, Cooper & Co., Ltd. to violate any sanctions applicable to Miller, Cooper & Co., Ltd. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

### **Governing Law**

This Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Illinois, without regard to its conflict of law principles, and applicable U.S. federal law.

### **Entire Agreement**

This Letter, including any exhibits, policies, schedules and/or other documents expressly incorporated herein by reference or attached hereto, constitutes the entire agreement between Miller, Cooper & Co., Ltd. and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Letter, including any separate nondisclosure agreement executed between the parties.

If any term or provision of this Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Letter may be amended or modified only by a written instrument executed by both parties.

### **Electronic Signatures and Counterparts**

This Letter may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which taken together will constitute one and the same instrument. Each party agrees that any electronic signature of a party to this Letter or any electronic signature to a document contemplated hereby (including any representation letter or evidence used to support audit findings) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature.

April 10, 2025  
Board of Education  
Dr. Martina Smith, Superintendent  
Jennifer Porter, Chief Financial Officer  
Community Unit School District 300

Page Seventeen

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### Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms contained herein, including any exhibits, policies, schedules, and/or other documents expressly incorporated herein by reference or attached hereto. Each party and its signatory below represents that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein. We appreciate your business.

Sincerely,

MILLER, COOPER & CO., LTD.



Betsy Allen, Principal

ENG/Community Unit SD 300 25-27 ENG proposal ss

Confirmed on behalf of Community Unit School District 300:

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date



## Report on the Firm's System of Quality Control

August 29, 2022

To the Principals of Miller, Cooper & Co., Ltd.  
and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Miller, Cooper & Co., Ltd. (the firm) in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Miller, Cooper & Co., Ltd. in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Miller, Cooper & Co., Ltd. has received a peer review rating of *pass*.

*Clark, Schaefer, Hackett & Co.*

Certified Public Accountants



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Deborah Mason  
Director of Transportation and  
Food Service

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Food Service Management Company Contract Extension

### **Background**

We are nearing the completion of our second year with OrganicLife, our food service management company. OrganicLife began its partnership with District 300 in August 2023, and it has seamlessly integrated into our schools.

OrganicLife's philosophy is aligned with District 300's Strategic Plan Goal 1: Develop the Whole Child. They believe every child deserves healthy and delicious food to support their overall well-being and development, and they have proven this not just with words but with actions. OrganicLife continues to exceed expectations for our students, schools, and administrators.

Throughout the year, they have consistently enhanced the food offerings for our students by expanding the number of scratch-made recipes, increasing the variety of fresh fruits and vegetables served, collaborating with schools to support student-led programs and initiatives, and providing job training opportunities for our students with special needs.

OrganicLife's rate increase is based on the December 2024 Consumer Price Index (CPI) for Food Away from Home, which is 3.6% per contract.

### **Administrative Recommendation**

The Administration recommends approving the one-year contract extension with OrganicLife for the 2025-2026 school year.

### **Fiscal Impact**

The estimated total for the 2025/2026 school year is \$8,532,821.64 for fixed meal prices and \$1,376,007.08 for alternate service labor costs. This would total \$9,908,828.72.

State and Federal reimbursements through the School Nutrition Program, along with student meal fees, will help support the funding of the food service program. The District has averaged a surplus of \$1.5M in funds available to support the meal service program over the last five years.

|                                     |                                                                                                                                                                       |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Original Contract: 7/1/2023 | Year of Renewal (check the appropriate box)<br><input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Contract Renewal Agreement for Food Service Management Company Child Nutrition Programs

This document contains the rates and fees for the contract of food service management for nonprofit food service programs for the period beginning 7/1/2025, and ending 6/30/2025. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the Food Service Management Company (FSMC) and the School Food Authority (SFA).

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

[School Year 2025-2026 A la carte equivalency factor is \\$5.03.](#)

### PER MEAL PRICES MUST BE QUOTED AS IF NO USDA COMMODITIES WILL BE RECEIVED

|                                                      | 2024-2025 Rate(s) | 2025-2026 Rate(s)** | Percentage Increase *** |
|------------------------------------------------------|-------------------|---------------------|-------------------------|
| <b>School Nutrition Programs (SNP)</b>               |                   |                     |                         |
| Reimbursable Breakfast w/ Milk                       | 1.9864            | 2.0579              | 3.6                     |
| Reimbursable Lunch w/ Milk*                          | 3.8480            | 3.9865              | 3.6                     |
| A la Carte Equivalent Meal Rate*                     | 3.8480            | 3.9865              | 3.6                     |
| Reimbursable After School Snack                      | 1.1440            | 1.1851              |                         |
| Special Milk Program (SMP)                           |                   |                     |                         |
| Management Fee per School Meal (Breakfast and Lunch) |                   |                     |                         |

|                                                  |        |        |     |
|--------------------------------------------------|--------|--------|-----|
| <b>Child and Adult Care Food Program (CACFP)</b> |        |        |     |
| Reimbursable At-Risk After School Snack          |        |        |     |
| Reimbursable At-Risk After School Supper w/ Milk | 4.1080 | 4.2558 | 3.6 |
| Reimbursable AM/PM Snack (Pre-K)                 | 1.1440 | 1.1851 | 3.6 |

|                                           |        |        |     |
|-------------------------------------------|--------|--------|-----|
| <b>Summer Food Service Program (SFSP)</b> |        |        |     |
| Reimbursable Breakfast w/ Milk            | 2.7040 | 2.8013 | 3.6 |
| Reimbursable Lunch w/ Milk                | 4.1080 | 4.2558 | 3.6 |

\*Rates must be the same.

\*\*Rates must not be rounded up. Do not exceed four decimal places.

\*\*\*Percentage increase must not exceed the allowable increase established in the original contract.

OrganicLife, LLC

Food Service Management Company

435 W. Erie St., Ste. 104

Street Address

Chicago

City

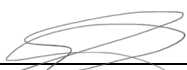
IL

State

60654

Zip Code

By submission of this proposed renewal agreement, the FSMC certifies that, in the event they receive a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall not exceed one calendar year.

  
Authorized Signature of FSMC

Senior Vice President  
Title

4/11/25  
Date

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>School Food Authority (SFA)</b> | <b>Agreement Number (RCDT Code)</b> |
|------------------------------------|-------------------------------------|

|                                    |              |             |
|------------------------------------|--------------|-------------|
| <b>Authorized Signature of SFA</b> | <b>Title</b> | <b>Date</b> |
|------------------------------------|--------------|-------------|

## Contract Renewal Agreement Certification Form

The *Contract Renewal Agreement Certification Statement* must be completed and signed by the School Food Authority's (SFA's) authorized representative.

### A. School Food Authority Information

Agreement Number (RCDT Code) 31-045-3000-26

School Food Authority CUSD 300

FSMC Name OrganicLife, LLC

### B. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (**refer to the original contract for renewal terms; check the appropriate box**):

- |                                                                   |                     |
|-------------------------------------------------------------------|---------------------|
| <input type="checkbox"/> CPI–All (Dec)                            | 2.9%                |
| <input checked="" type="checkbox"/> CPI–Food Away from Home (Dec) | 3.6%                |
| <input type="checkbox"/> CPI–Food (Dec)                           | 2.5%                |
| <input checked="" type="checkbox"/> CPI–Food Away from Home (Dec) | not to exceed (4) % |
| <input type="checkbox"/> Other (specify) _____                    |                     |

[Source: Consumer Price Index- December 2024](#)

### C. Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed FSMC Contract without first submitting proposed revisions to the Illinois State Board of Education for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Illinois State Board of Education is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

I certify the Contract Renewals documents submitted to ISBE have been reviewed by the School Food Authority and the School Food Authority's legal counsel, as deemed necessary, to ensure compliance with all Local, State and Federal regulations, statutes, and policies.

I certify that no third-party entity prepared the contract renewal documents, requested amendments, and USDA foods entitlement utilization data below.

I certify that all contract provisions, including those relating to USDA Foods utilization by the FSMC to the maximum extent possible have been met:

School Year 2024-25 [USDA Foods Entitlement](#) Amount (including Bonus) (A) \$ 715,738.95

School Year 2024-25 USDA Foods credits issued to the SFA by the FSMC (B) \$ 713,559.65

USDA Foods Entitlement Utilization Percentage as of **(4/1/2025\*\*)** (B / A) % 99.7

**\*\*Date of certification must be as of the date contract renewal is signed based on year-to-date actual credits received by the FSMC as verified by monthly invoices\*\***

|                                         |       |        |       |
|-----------------------------------------|-------|--------|-------|
| _____                                   | _____ | _____  | _____ |
| SFA Authorized Representative Signature | Title | E-mail | Date  |

#### D. Required Documentation

The SFA must submit signed copies of the following documents to our office, prior to the expiration of your current contract, in order to obtain approval of your 2026 Child Nutrition Program Sponsor Application. Originals should be retained in your files. **Send the forms and documents only once;** for example, do not email and mail.

- Contract Renewal Agreement (pages 1-2)
- Contract Renewal Agreement Certification Form (pages 3-4)
- [USDA Foods Entitlement Tracking Log](#). **THIS IS TO BE COMPLETED BY THE SFA NOT THE FSMC.**
- Copy of the [SFA – FSMC Monitoring form\(s\)](#). **THIS IS TO BE COMPLETED BY THE SFA NOT THE FSMC.**
- Certification forms, as applicable, signed annually by the contractor.
  - [Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions](#),
  - [Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements](#),
  - [Disclosure of Lobbying Activities-](#)

Mail or email to:

Nutrition Department  
Illinois State Board of Education  
100 North First Street W270  
Springfield, IL 62777-0001

Email: [NutritionProcurement@isbe.net](mailto:NutritionProcurement@isbe.net)



100 North First Street  
Springfield, Illinois 62777-0001

## CERTIFICATE REGARDING LOBBYING

### NUTRITION DEPARTMENT

#### Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by [section 1352, Title 31, U.S. Code](#). This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. 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.

The undersigned 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 undersigned, 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 the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a 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 Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit the Illinois State Board of Education (ISBE) form, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

OrganicLife, LLC

Organization Name

Saad Abid

Name of Authorized Representative

Saad Abid

Digitally signed by Saad Abid  
Date: 2025.03.13 13:30:54  
-05'00'

**Digital or Original Signature of**  
Authorized Representative

Food Service Management Company Services

PR/Award Number or Project Name

Senior Vice President

Title

03/13/2025

Date

**NUTRITION DEPARTMENT**

**Directions:** Complete this form to disclose lobbying activities pursuant to [31 U.S.C. 1352](#). (See reverse for public burden disclosure.)

|                                                                                                                                                                                                                                                 |                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>1. TYPE OF FEDERAL ACTION</b>                                                                                                                                                                                                                |                                                                                                                       |
| <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant <input type="checkbox"/> c. Cooperative agreement <input type="checkbox"/> d. Loan <input type="checkbox"/> e. Loan guarantee <input type="checkbox"/> f. Loan insurance |                                                                                                                       |
| <b>2. STATUS OF FEDERAL ACTION</b>                                                                                                                                                                                                              |                                                                                                                       |
| <input type="checkbox"/> a. Bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. Post-award                                                                                                              |                                                                                                                       |
| <b>3. REPORT TYPE</b>                                                                                                                                                                                                                           |                                                                                                                       |
| <input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. Material change <input type="checkbox"/> For material change only: _____ Year _____ Quarter _____ Date of last report                                                    |                                                                                                                       |
| <b>4. NAME AND ADDRESS OF REPORTING ENTITY</b>                                                                                                                                                                                                  |                                                                                                                       |
| <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee, Tier _____ if known<br>_____ Congressional District, if known                                                                                                               |                                                                                                                       |
| <b>5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME</b>                                                                                                                                                           |                                                                                                                       |
| _____ Congressional District, if known                                                                                                                                                                                                          |                                                                                                                       |
| <b>6. FEDERAL DEPARTMENT/AGENCY</b>                                                                                                                                                                                                             | <b>7. FEDERAL PROGRAM NAME/DESCRIPTION</b>                                                                            |
|                                                                                                                                                                                                                                                 | _____ CFDA Number, if applicable                                                                                      |
| <b>8. FEDERAL ACTION NUMBER, if known</b>                                                                                                                                                                                                       | <b>9. AWARD AMOUNT (if known)</b>                                                                                     |
|                                                                                                                                                                                                                                                 | \$ _____                                                                                                              |
| <b>10a. NAME AND ADDRESS OF LOBBYING ENTITY</b><br>(if individual last name, first name, MI)                                                                                                                                                    | <b>10b. INDIVIDUALS PERFORMING SERVICES</b><br>(including address if different from #10a) (last name, first name, MI) |

*(Attach Continuation Sheet(s), if necessary)*

|                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11. AMOUNT OF PAYMENT</b> (check all that apply)                                                                                                                                                                                                   |
| \$ _____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned                                                                                                                                                                             |
| <b>12. FORM OF PAYMENT</b> (check all that apply)                                                                                                                                                                                                     |
| <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature _____ value _____                                                                                                                                               |
| <b>13. TYPE OF PAYMENT</b> (check all that apply)                                                                                                                                                                                                     |
| <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other, specify _____ |
| <b>14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in item 11.</b>                                                            |

## No lobbying activity to report

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                       |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>15. <input type="checkbox"/> YES    <input type="checkbox"/> NO    CONTINUATION SHEET(S), ATTACHED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                       |                           |
| <b>16. Information requested through this form is authorized by title <a href="#">31 U.S.C. Section 1352</a>. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to <a href="#">31 U.S.C. 1352</a>. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>ORIGINAL SIGNATURE</b><br><div style="font-size: 1.2em; font-weight: bold;">Saad Abid</div> <div style="font-size: 0.8em; color: #ccc; margin-top: 5px;">Digitally signed by Saad Abid<br/>Date: 2025.03.13 13:29:12 -05'00'</div> |                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>PRINT NAME OR TYPE</b><br>Senior Vice President                                                                                                                                                                                    |                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>TITLE</b><br>Senior Vice President                                                                                                                                                                                                 |                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>TELEPHONE NUMBER</b><br>(312) 929-2005                                                                                                                                                                                             | <b>DATE</b><br>03/13/2025 |



## INSTRUCTIONS FOR COMPLETION OF ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title [31 U.S.C. Section 1352](#). The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

*According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.*

## CONTINUATION SHEET DISCLOSURE OF LOBBYING ACTIVITIES

REPORTING ENTITY NAME:



100 North First Street  
Springfield, Illinois 62777-0001

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

### NUTRITION DEPARTMENT

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](#)).

Child Nutrition Program Operators are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at [2 CFR 200.212](#) by doing any **one** of the following:

- Checking the [Excluded Parties List](#) found at the System for Award Management (SAM) [www.SAM.gov](#).
- Collecting a certification that the entity is neither excluded nor disqualified. Since a federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own.
- Including a clause to this effect in the sub-grant agreement and in any procurement, contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.
- Sub-grantee and contractors must obtain a Unique Entity ID. All Federal Government awards are required to have a Unique Entity ID. To obtain a Unique Entity ID, visit [www.SAM.gov](#) to register. There is no charge for a Unique Entity ID. The Unique Entity ID serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

## CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, 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.
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.
6. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

OrganicLife, LLC

Company/Organization Name

Food Service Management Company Services

PR/Award Number or Project Name

Saad Abid

Name of Company / Organization  
Authorized Representative

Senior Vice President

Title

**Saad Abid**

Digitally signed by Saad Abid  
Date: 2025.03.13 13:31:37  
-05'00'

Digital or Original Signature of  
Authorized Representative

03/13/2025

Date

## Instructions for Certification

1. By signing and submitting this Certification, 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 <http://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.



**Transmission of material in this release is embargoed until  
8:30 a.m. (ET) Wednesday, January 15, 2025**

USDL-25-0021

Technical information: (202) 691-7000 • [cpi\\_info@bls.gov](mailto:cpi_info@bls.gov) • [www.bls.gov/cpi](http://www.bls.gov/cpi)  
Media contact: (202) 691-5902 • [PressOffice@bls.gov](mailto:PressOffice@bls.gov)

## CONSUMER PRICE INDEX – DECEMBER 2024

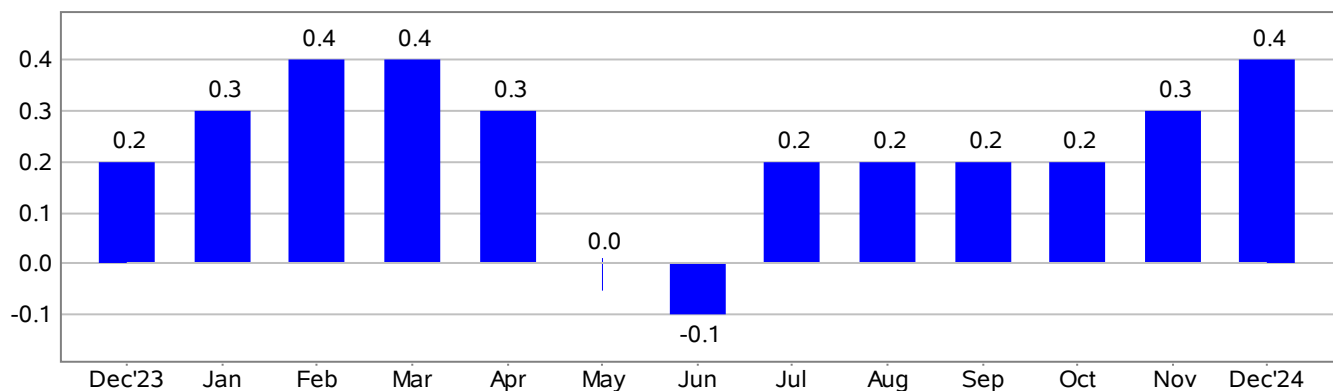
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.4 percent on a seasonally adjusted basis in December, after rising 0.3 percent in November, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.9 percent before seasonal adjustment.

The index for energy rose 2.6 percent in December, accounting for over forty percent of the monthly all items increase. The gasoline index increased 4.4 percent over the month. The index for food also increased in December, rising 0.3 percent as both the index for food at home and the index for food away from home increased 0.3 percent each.

The index for all items less food and energy rose 0.2 percent in December, after increasing 0.3 percent in each of the previous 4 months. Indexes that increased in December include shelter, airline fares, used cars and trucks, new vehicles, motor vehicle insurance, and medical care. The indexes for personal care, communication, and alcoholic beverages were among the few major indexes that decreased over the month.

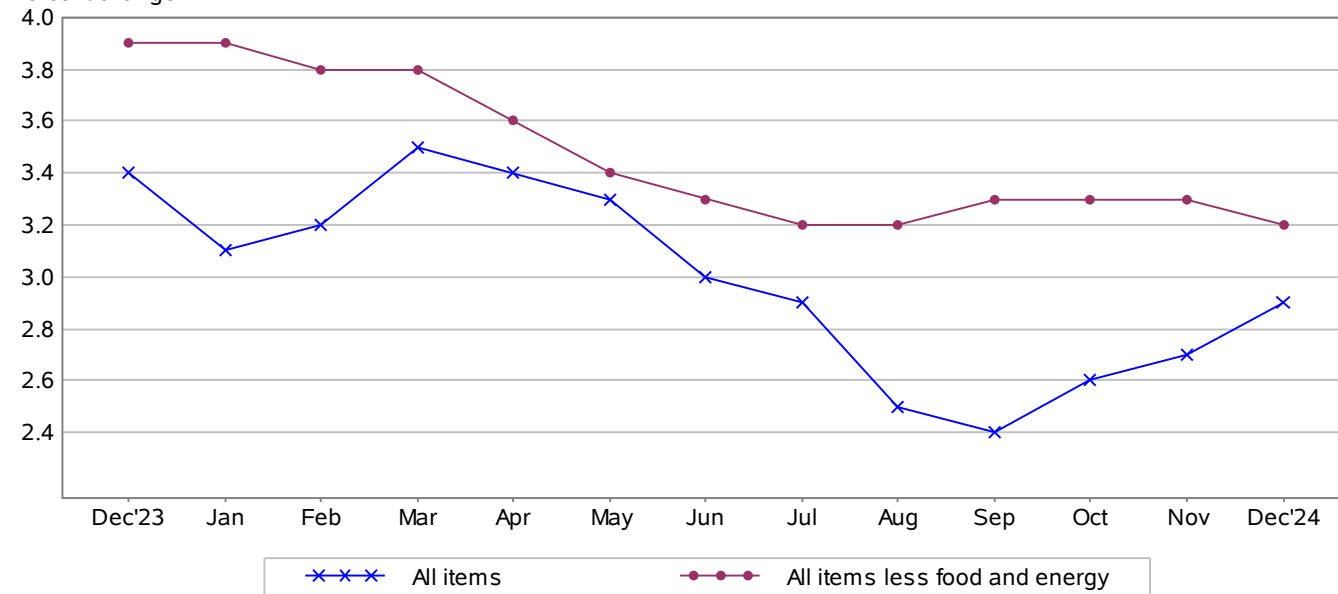
The all items index rose 2.9 percent for the 12 months ending December, after rising 2.7 percent over the 12 months ending November. The all items less food and energy index rose 3.2 percent over the last 12 months. The energy index decreased 0.5 percent for the 12 months ending December. The food index increased 2.5 percent over the last year.

**Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Dec. 2023 - Dec. 2024**  
Percent change



**Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Dec. 2023 - Dec. 2024**

Percent change



**Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average**

|                                             | Seasonally adjusted changes from preceding month |           |           |           |           |           |           | Un-adjusted 12-mos. ended Dec. 2024 |
|---------------------------------------------|--------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------------------|
|                                             | Jun. 2024                                        | Jul. 2024 | Aug. 2024 | Sep. 2024 | Oct. 2024 | Nov. 2024 | Dec. 2024 |                                     |
| All items.....                              | -0.1                                             | 0.2       | 0.2       | 0.2       | 0.2       | 0.3       | 0.4       | 2.9                                 |
| Food.....                                   | 0.2                                              | 0.2       | 0.1       | 0.4       | 0.2       | 0.4       | 0.3       | 2.5                                 |
| Food at home.....                           | 0.1                                              | 0.1       | 0.0       | 0.4       | 0.1       | 0.5       | 0.3       | 1.8                                 |
| Food away from home <sup>1</sup> .....      | 0.4                                              | 0.2       | 0.3       | 0.3       | 0.2       | 0.3       | 0.3       | 3.6                                 |
| Energy.....                                 | -2.0                                             | 0.0       | -0.8      | -1.9      | 0.0       | 0.2       | 2.6       | -0.5                                |
| Energy commodities.....                     | -3.7                                             | 0.1       | -0.6      | -4.0      | -1.0      | 0.5       | 4.3       | -3.9                                |
| Gasoline (all types).....                   | -3.8                                             | 0.0       | -0.6      | -4.1      | -0.9      | 0.6       | 4.4       | -3.4                                |
| Fuel oil.....                               | -2.4                                             | 0.9       | -1.9      | -6.0      | -4.6      | 0.6       | 4.4       | -13.1                               |
| Energy services.....                        | -0.1                                             | -0.1      | -0.9      | 0.7       | 1.0       | -0.1      | 0.8       | 3.3                                 |
| Electricity.....                            | -0.7                                             | 0.1       | -0.7      | 0.7       | 1.2       | -0.4      | 0.3       | 2.8                                 |
| Utility (piped) gas service.....            | 2.4                                              | -0.7      | -1.9      | 0.7       | 0.3       | 1.0       | 2.4       | 4.9                                 |
| All items less food and energy.....         | 0.1                                              | 0.2       | 0.3       | 0.3       | 0.3       | 0.3       | 0.2       | 3.2                                 |
| Commodities less food and energy            |                                                  |           |           |           |           |           |           |                                     |
| commodities.....                            | -0.1                                             | -0.3      | -0.2      | 0.2       | 0.0       | 0.3       | 0.1       | -0.5                                |
| New vehicles.....                           | -0.2                                             | -0.2      | 0.0       | 0.2       | 0.0       | 0.6       | 0.5       | -0.4                                |
| Used cars and trucks.....                   | -1.5                                             | -2.3      | -1.0      | 0.3       | 2.7       | 2.0       | 1.2       | -3.3                                |
| Apparel.....                                | 0.1                                              | -0.4      | 0.3       | 1.1       | -1.5      | 0.2       | 0.1       | 1.2                                 |
| Medical care commodities <sup>1</sup> ..... | 0.2                                              | 0.2       | -0.2      | -0.7      | -0.2      | -0.1      | 0.0       | 0.5                                 |
| Services less energy services.....          | 0.1                                              | 0.3       | 0.4       | 0.4       | 0.3       | 0.3       | 0.3       | 4.4                                 |
| Shelter.....                                | 0.2                                              | 0.4       | 0.5       | 0.2       | 0.4       | 0.3       | 0.3       | 4.6                                 |
| Transportation services.....                | -0.5                                             | 0.4       | 0.9       | 1.4       | 0.4       | 0.0       | 0.5       | 7.3                                 |
| Medical care services.....                  | 0.2                                              | -0.3      | -0.1      | 0.7       | 0.4       | 0.4       | 0.2       | 3.4                                 |

<sup>1</sup> Not seasonally adjusted.

## **Food**

The index for food increased 0.3 percent in December, after rising 0.4 percent in November. The food at home index also rose 0.3 percent over the month. Four of the six major grocery store food group indexes increased in December. The index for cereals and bakery products rose 1.2 percent over the month, after falling 1.1 percent in November. The meats, poultry, fish, and eggs index increased 0.6 percent in December, as the eggs index rose 3.2 percent. The index for other food at home rose 0.3 percent over the month and the index for dairy and related products increased 0.2 percent.

The nonalcoholic beverages index fell 0.4 percent in December, after rising 1.5 percent the previous month. The index for fruits and vegetables declined 0.1 percent over the month, after rising 0.2 percent in November.

The food away from home index rose 0.3 percent in December, as it did in November. The index for limited service meals rose 0.4 percent over the month and the index for full service meals rose 0.2 percent.

The index for food at home rose 1.8 percent over the last 12 months. The meats, poultry, fish, and eggs index rose 4.2 percent over the last 12 months and the nonalcoholic beverages index increased 2.3 percent. Over the same period, the index for other food at home rose 0.8 percent and the index for fruits and vegetables increased 1.0 percent. The dairy and related products index increased 1.3 percent over the year and the cereals and bakery products index rose 0.8 percent over the same period.

The food away from home index rose 3.6 percent over the last year. The index for limited service meals increased 3.7 percent over the last 12 months and the index for full service meals rose 3.6 percent over the same period.

## **Energy**

The energy index increased 2.6 percent in December, after rising 0.2 percent in November. The gasoline index increased 4.4 percent over the month. (Before seasonal adjustment, gasoline prices decreased 1.1 percent in December.) The natural gas index rose 2.4 percent over the month and the index for electricity rose 0.3 percent in December.

The energy index decreased 0.5 percent over the past 12 months. The gasoline index fell 3.4 percent over this 12-month span and the fuel oil index fell 13.1 percent over that period. In contrast, the index for electricity increased 2.8 percent over the last 12 months and the index for natural gas rose 4.9 percent.

## **All items less food and energy**

The index for all items less food and energy rose 0.2 percent in December, after rising 0.3 percent in each of the 4 preceding months. The shelter index increased 0.3 percent in December, as it did in November. The index for owners' equivalent rent also rose 0.3 percent over the month, as did the index for rent. The lodging away from home index fell 1.0 percent in December, after rising 3.2 percent in November.

The medical care index increased 0.1 percent over the month, after rising 0.3 percent in October and November. The index for physicians' services increased 0.1 percent in December and the index for

hospital services rose 0.2 percent over the month. The prescription drugs index was unchanged in December.

The airline fares index rose 3.9 percent in December, after rising 0.4 percent in the previous month. The index for used cars and trucks rose 1.2 percent over the month and the index for new vehicles increased 0.5 percent. Other indexes that increased in December include motor vehicle insurance, recreation, apparel, and education. In contrast, the index for personal care fell 0.2 percent in December after rising 0.4 percent in November. The indexes for communication and alcoholic beverages also declined over the month. The household furnishings and operations index was unchanged in December.

The index for all items less food and energy rose 3.2 percent over the past 12 months. The shelter index increased 4.6 percent over the last year, the smallest 12-month increase since January 2022. Other indexes with notable increases over the last year include motor vehicle insurance (+11.3 percent), medical care (+2.8 percent), education (+4.0 percent), and recreation (+1.1 percent).

### **Not seasonally adjusted CPI measures**

The Consumer Price Index for All Urban Consumers (CPI-U) increased 2.9 percent over the last 12 months to an index level of 315.605 (1982-84=100). For the month, the index was unchanged prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 2.8 percent over the last 12 months to an index level of 309.067 (1982-84=100). For the month, the index was unchanged prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 2.7 percent over the last 12 months. For the month, the index was unchanged on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

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**The Consumer Price Index for January 2025 is scheduled to be released on Wednesday, February 12, 2025, at 8:30 a.m. (ET).**



## School Food Authority (SFA) Food Service Management Company (FSMC) Monitoring Form

The SFA must conduct performance management of the FSMC contract through periodic on-site monitoring of the contracted requirements, as per 7 CFR 210.16(a)(3).

Review Date: 04/11/2025

Name of District and Site(s) Monitored: CUSD 300 - All 27 sites reviewed

Name and title of SFA official conducting monitoring visit: Deborah Mason, Dir. of Transportation and Food Service

| Menus and Service                                                                                                                                                                                                                                               | Yes                                 | Needs Improvement        | N/A                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| If changes were made to menus following the first 21 days of the contract, did the SFA approve them?                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the FSMC only serving reimbursable meals that comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program, the School Breakfast Program, and all other USDA contracted meal programs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the SFA retained control of the quality, extent, and general nature of its food service?                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the SFA made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery; or do not meet detailed specifications, or do not otherwise meet the requirements of the contract?                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are production records completed each day for all meals claimed for reimbursement?                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the FSMC in compliance with the <a href="#">Smart Snacks</a> requirements of the SNP regulations?                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the foods purchased meet the quality specification standards indicated in the contract?                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| USDA Donated Foods                                                                                                | Yes                                 | Needs Improvement        | N/A                      |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Does the SFA receive credit for the value of USDA- donated foods, received during the school year or fiscal year? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                                                                                                                                                                                                                                                  |                                     |                          |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Does the FSMC provide clear documentation of the value received and of credit being recognized? (This includes crediting for the value of donated foods contained in processed end products.)                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the USDA Foods billing statement detail the value of the USDA Foods received and that it was used as the value for all credits?                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the SFA retain title to all USDA donated foods and ensure that all USDA donated foods are made available to the FSMC, including processed foods?                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the SFA/FSMC use USDA donated foods to the maximum extent in quantities that can be used and stored without waste?                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the FSMC compliant with the Buy American Provision by using all donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods in the SFA's food service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the FSMC responsible for receiving donated foods on behalf of the SFA?                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, is the SFA verifying delivery of donated food shipments and end products and not relying solely on the FSMC records?                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Financial Accountability Procedures                                                                                                                                                                                                                                                                                                                                                 | Yes                                 | Needs Improvement        | N/A                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Does the monthly invoice align with billing requirements: <ul style="list-style-type: none"> <li>Meals x rate – commodities</li> <li>Invoices meal rates match the contracted meal rates</li> <li>Correct a la carte equivalency factor is used (<a href="#">Reimbursement Rates</a>)</li> <li>Include all supporting documentation as to how the invoice was calculated</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the food service daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category?                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the FSMC maintain records to support the claims for Reimbursement, report claim information to the SFA promptly at the end of each month and have meal count records for meals not covered by the claim e.g., adult meals.                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the food service daily income records accurately reflect the revenue received by meal type? (student meals, adult meals, a la carte, etc.)                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Sanitation and Safety Procedures                                                                                                                                                                                            | Yes                                 | Needs Improvement        | N/A                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Are facilities and equipment adequately maintained for safety and sanitation?                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do employees practice safe food-handling procedures?                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are State health licenses maintained as required by the contract?                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the SFA assure that all state and local regulations are being met by the FSMC?                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Contractual Requirements                                                                                                                                                                                              | Yes                                 | Needs Improvement        | N/A                      |
| Has the FSMC used the advisory committee of parents, students, and teachers to assist in menu planning?                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all corrections been made as required if problems were noted during an SFA review, administrative review, or a program audit?                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the SFA have procedures in place to monitor the FSMC's contract compliance?                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is documentation of monitoring being maintained?                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the FSMC followed the staffing plan per the Contract Exhibit G?                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the SFA retained all food service responsibilities not allowed to be delegated to the FSMC?                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If "no," list what was delegated:                                                                                                                                                                                           |                                     |                          |                          |
| FSMC's food service operations are monitored by the SFA through periodic on-site visits to ensure that the food service is in conformance with program regulations and that program review and audit findings are resolved. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is documentation of monitoring maintained?                                                                                                                                                                                  |                                     |                          |                          |
| Have all responsibilities of the sponsor and the FSMC been implemented as defined by the terms of the contract?                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, explain.                                                                                                                                                                                                             |                                     |                          |                          |

|                                                                  |                        |
|------------------------------------------------------------------|------------------------|
| List Corrective Actions taken for all “Needs Improvement” items. | Date of Implementation |
|------------------------------------------------------------------|------------------------|

|                                                                                                                              |                                                             |                           |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|
| <b>Signature of FSMC Representative</b><br> | <b>Title</b><br>Senior Vice President                       | <b>Date</b><br>4/11/25    |
| <b>Signature of SFA Official</b><br>        | <b>Title</b><br>Director of Food Service and Transportation | <b>Date</b><br>04/11/2025 |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Diane White,  
Director of Purchasing

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Contract Pricing for IHSA Approved Game Balls

### **Background**

This contract is for the purchase of IHSA game balls for both women's and men's sports. We have obtained contract pricing through the NCPA Purchasing Cooperative in partnership with Sports. Inc. Using this purchasing cooperative allows District 300 to utilize a local vendor from the national listing of partners. Attached is the listing of approved IHSA game balls and the estimated number of balls to be purchased for the 2025-26 season.

### **Administrative Recommendation**

Don's World of Sports, Palos Hills, IL - for contract pricing of the purchase of official game balls. The total estimated contract award is \$35,862.20.

### **Fiscal Impact**

The cost is covered by each building's Education Fund budget, which will cover purchases made under this contract.

**NCPA/Sports Inc. Cooperative Purchasing Pricing**

| <b>D300 Item #</b> | <b>Ball Type</b>                             | <b>UOM</b> | <b>Price</b> | <b>Estimated Quantity</b> | <b>Extended Cost</b> |
|--------------------|----------------------------------------------|------------|--------------|---------------------------|----------------------|
| 06-0836            | Wilson A1010B PRO Baseballs                  | DZ         | \$98.75      | 73                        | \$7,208.75           |
| 06-0832            | Wilson GST Footballs                         | EA         | \$106.75     | 40                        | \$4,270.00           |
| 06-0839            | Champro LaCrosse Balls (White )              | DZ         | \$23.40      | 16                        | \$374.40             |
| 06-0840            | Champro LaCrosse Balls (Gold)                | DZ         | \$23.40      | 12                        | \$280.80             |
| 06-0845            | Wilson Vivido Soccer Balls                   | EA         | \$85.25      | 56                        | \$4,774.00           |
| 06-0835            | Wilson A9011 Softballs                       | DZ         | \$91.50      | 35                        | \$3,202.50           |
| 06-0838            | Wilson WRT 106200 Tennis Balls               | CS/6DZ     | \$91.00      | 54                        | \$4,914.00           |
| 06-0847            | NEW Wilson Men's Evolution NXT Basketballs   | EA         | \$91.75      | 67                        | \$6,147.25           |
| 06-0848            | NEW Wilson Women's Evolution NXT Basketballs | EA         | \$91.75      | 66                        | \$6,055.50           |
| 06-0841            | Wilson Nova NFHS Volleyballs                 | EA         | \$59.50      | 66                        | \$3,927.00           |
| 06-0849            | GST Speedskin Heir                           | EA         | \$36.75      | 54                        | \$1,984.50           |

**Estimated Total Annual  
Purchase**

**\$37,227.20**

**Recommendation**

Don's World of Sports, Palos Hills, IL, Estimated contract amount of \$37,227.20



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** John Hummel,  
Chief Technology Officer

|                                                  |           |
|--------------------------------------------------|-----------|
| <b>Presented at the following Board Meetings</b> |           |
| <b>Board Operations Committee</b>                | 5/5/2025  |
| <b>Policy/Legislative</b>                        |           |
| <b>School Utilization</b>                        |           |
| <b>BOE 1<sup>st</sup> Reading</b>                | 5/13/2025 |
| <b>BOE 2<sup>nd</sup> Reading</b>                | 5/13/2025 |

**SUBJECT: Technology Software Subscription Contracts Renewals**

### Background

#### BookCreator (Renewal)

Book Creator is an application to create ebooks. Book Creator allows students to expand their writing skills in various creative avenues. Students can use text, videos, audio, and images in a book layout to express their ideas and thoughts to a broader audience. This product supports skills in reading, writing, communication, creativity, and collaboration. The cost for the 2025-2026 district-wide renewal is \$45,000.00. Book Creator was able to maintain the exact pricing for us this year.

#### Kami (Renewal)

Kami is a digital tool that enables students and staff to annotate digital resources and provides accessibility features for all users. Students and staff can edit PDFs by highlighting and adding text, including signatures. This allows users to engage more effectively with the digital resources of the D300 curriculum. Kami offers a range of accessibility features, including dark mode for enhanced readability and "text-to-speech read aloud" for PDFs, which enable all students in the classroom to utilize the same tools to personalize their learning. The renewal cost of this subscription is \$55,510.00.

#### Pear Deck (Renewal)

Pear Deck is an educational technology company that offers a web-based application for K-12 schools and teachers, providing interactivity and student engagement through Google Slides. The cost of the 2025-2026 district-wide subscription renewal is \$37,600.00.

#### Scholastic-Literacy Pro (Renewal-ELA)

Literacy Pro offers teachers a blended learning solution that curates a personalized bookshelf for every student in grades K-5, ensuring purposeful and independent reading. The service is a browser-based platform that allows teachers to direct students toward books that will capture their interest and curiosity, and is available 24/7. It will also track the number of days they read and the minutes spent reading, along with a reading log of completed titles. The cost for the 2025-2026 K-5 renewal subscription is \$73,573.50. There was no price increase this year.

#### WeVideo/Playposit (Renewal)

WeVideo is an online, cloud-based video editing platform for web browsers and mobile devices. Playposit provides interactive video and audio that transform passive observation into active learning, enabling both online and conventional learners to explore, analyze, and apply concepts through enriched learning content. The combined renewal for the 2025-2026 districtwide subscription is \$38,349.50.

#### **Microsoft EES Software (CDW)**

Enrollment for Education Solutions (EES) software provides all our Microsoft 365 software services under a single subscription. This includes our Word, Excel, and PowerPoint Education set. The one-year renewal for EES is \$147,942.50.

#### **Administrative Recommendation**

The Administration recommends the approval of the instructional software electronic subscriptions contract as presented.

#### **Fiscal Impact**

The total cost for the annual renewal subscriptions is \$397,975.50.

The Instructional Technology budget will pay \$131,459.50

The ELA/Media budget will pay \$118,573.50.

The Technology budget will pay \$147,942.50.





# Book Creator

## Renewal Quote

### Domain Access

| Item                                                                                                                                                           | Volume                       | Standard cost per unit | Total (USD)               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------|---------------------------|
| Book Creator 1000 book premium license 12-month subscription<br>06.30.25-06.30.26                                                                              | 1500                         | \$120                  | \$180,000                 |
| 75% Volume Discount                                                                                                                                            |                              |                        | -\$135,000                |
| Full Professional development support incl. bespoke Webinar training sessions with ongoing account management and tools to engage teachers across the district | In-person & Webinar Sessions |                        | Included at no extra cost |
| Access for all teachers & students                                                                                                                             |                              |                        | Included at no extra cost |
| Access to Digital Portfolios & Central Libraries & Content Creation                                                                                            |                              |                        | Included at no extra cost |
| <b>Total USD</b>                                                                                                                                               |                              |                        | <b>\$45,000</b>           |

## Privacy

Book Creator has achieved full certification from [iKeepSafe.org](https://iKeepSafe.org) of compliance with COPPA, FERPA, California Education Code 49073.1 and SOPIPA. This is the most secure level of certification available for educational technology products. Read our [full Privacy Policy here](#).



# QUOTE-P86621

## Notable, Inc (Kami)

8605 Santa Monica Blvd, PMB 57387.  
West Hollywood, CA 90069-4109 U.S.  
**Phone:** +1 (650) 395-8986 **Email:** [sales@kamiapp.com](mailto:sales@kamiapp.com)

**Bill To:** Community Unit School District 300 (IL)  
2550 Harnish Drive, Algonquin, IL 60102, USA

**Ship To:** Community Unit School District 300 (IL)  
**Contact Person:** John Hummel  
**Email:** [john.hummel@d300.org](mailto:john.hummel@d300.org)

**Quote Issued Date:** 03/12/2025  
**Quote Expiry Date:** 06/30/2025  
**School Year:** SY 2025-2026

**Kami Contact:** Scott Hallman  
**Email:** [scott.hallman@kamiapp.com](mailto:scott.hallman@kamiapp.com)

| Item & Description                                                                                                                                                                                                                                                                                                                                                                                                                                           | Unit  | Price Per Unit | Amount                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------|---------------------------|
| <b>District Plan for renewal of current license</b><br>Everything you need for every student to succeed- From PDF annotation to AI-powered assessment, deliver accessible learning for all.<br><br>This plan includes unlimited virtual learning sessions (professional development) with an experienced teacher and Kami expert. Book here: <a href="https://www.kamiapp.com/book-a-training/">https://www.kamiapp.com/book-a-training/</a><br>SY 2025-2026 | 21350 | \$2.70         | \$57,645.00               |
| <b>Discount</b><br><br>One-time discount for SY 2025-2026                                                                                                                                                                                                                                                                                                                                                                                                    | 1     | -\$2,135.00    | -\$2,135.00               |
| <b>License Key:</b> 5124-6139-2136<br><b>Start Date:</b> 07/01/2025 <b>End Date:</b> 06/30/2026                                                                                                                                                                                                                                                                                                                                                              |       |                |                           |
| Subtotal (without Sales Tax):                                                                                                                                                                                                                                                                                                                                                                                                                                |       |                | \$55,510.00               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                | + Sales Tax: \$0.00       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                | <b>Total: \$55,510.00</b> |

All amounts are in USD.

Step 1: [Submit your purchase order using the link below.](https://kami.app/form/po-form)

<https://kami.app/form/po-form>

Step 2: [Receive your invoice and license key within 2 business days.](#)

The payment methods below will be provided with your invoice:

1. Our bank account details (ACH payments)
2. Credit card payment option (+3% transaction fee)
3. Paper check mailing address (available to U.S. customers only)

By submitting a purchase order, you agree to the Kami Terms of Service found at [kamiapp.com/terms-of-service](https://kamiapp.com/terms-of-service), the terms and conditions of which are hereby expressly incorporated herein by reference, unless superseded by a mutually signed agreement containing terms of service that explicitly override these terms.

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Print or type.<br>See <i>Specific Instructions</i> on page 3.                      | <b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                    | <b>Notable Inc</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                                                    | <b>2</b> Business name/disregarded entity name, if different from above.<br><b>Kami</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                    | <b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) _____ |  |
|                                                                                    | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any) _____<br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><br>(Applies to accounts maintained outside the United States.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                    | <b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|                                                                                    | <b>5</b> Address (number, street, and apt. or suite no.). See instructions.<br><b>8605 Santa Monica Blvd, PMB 57387</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>6</b> City, state, and ZIP code<br><b>West Hollywood, California 90069-4109</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>7</b> List account number(s) here (optional)                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

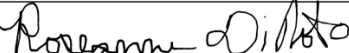
|                                       |              |
|---------------------------------------|--------------|
| <b>Social security number</b>         |              |
| <div></div>                           | <div></div>  |
| <b>or</b>                             |              |
| <b>Employer identification number</b> |              |
| <div>3</div>                          | <div>8</div> |
| <div>-</div>                          | <div>3</div> |
| <div>9</div>                          | <div>5</div> |
| <div>2</div>                          | <div>2</div> |
| <div>8</div>                          | <div>6</div> |

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person 

**Date** January 8, 2025

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Notable Inc.  
8605 Santa Monica Blvd, PMB 57387  
West Hollywood, CA 90069-4109

[sales@kamiapp.com](mailto:sales@kamiapp.com)

14th January 2025

To whom it may concern,

This letter has been written to confirm that **Kami** is a sole source product. Kami is an application owned by Kami Buyer LLC. The cloud-based subscription service is exclusively developed, maintained, sold and distributed by Kami's wholly-owned subsidiary **Notable Inc** in the United States and internationally.

Kami maintains all copyright privileges for their products and these products must be purchased directly from the company. There are no licensed agents or dealers authorized to represent these products in the USA. And no division of Kami has any right of sublicense to make a similar or competing product.

Kami is a cloud-based document interaction and annotation tool for use by educators and students. We also provide the product a browser extension.

Kami Limited warrants that no other items or products are available for purchase that would serve the same purpose or function and there is only one price for the above named product because of exclusive distribution and marketing rights.

If you desire additional information, please email [sales@kamiapp.com](mailto:sales@kamiapp.com)

Sincerely,



Bob Drummond  
Exec Chairman

## ORDER FORM

QUOTE # Q-450573  
DATE 4/1/2025  
EXPIRATION DATE 7/30/2025



### Bill To

Community Unit School District 300 - Algonquin,  
IL  
2550 Harnish Dr  
Algonquin, Illinois 60102  
United States

### Ship To

Community Unit School District 300 - Algonquin,  
IL  
2550 Harnish Dr  
Algonquin, Illinois 60102-6870  
United States

### Liminetx, Inc.

dba GoGuardian and Pear Deck Learning  
2030 E Maple Avenue Suite 100  
El Segundo, California 90245  
United States

Thank you for your interest in our products! This order form ("**Order Form**") identifies the Liminetx products you have selected for subscription ("**Licensed Product(s)**"), the term of your initial subscription(s) to the Licensed Product(s) ("**Initial Term**"), the number of licenses included in your base subscription(s) ("**Licenses**"), as well as the fees associated with your base subscription(s), any Licenses you add to your subscription(s) during the Initial Term, and support and professional services related to the Licensed Product(s).

This Order Form, once executed by authorized representatives of Liminetx, Inc. dba GoGuardian ("**GoGuardian**") and Pear Deck Learning ("**Pear Deck Learning**") on behalf of itself and its family of company Affiliates and products including Pear Deck, Inc. ("**Pear Deck**"), Snapwiz, Inc. referred to herein as "**Pear Assessment**", Zorro Holdco LLC referred to herein as "**Pear Deck Tutor**", and Pear Practice ("**Pear Practice**") (together, "**Liminetx**", "**we**", "**us**", "**our**"), and the organization listed below ("**School**", "**you**" or "**your**"), and together with the Liminetx Product Terms of Service and End User License Agreement available at <https://www.goguardian.com/policies/eula> and <https://www.peardeck.com/policies/product-terms-and-end-user-license-agreement> (the "**Terms**" and, together with this Order Form, the "**Agreement**"), forms a binding contract. All capitalized terms not defined in this Order Form have the meaning given to them in the Terms. In the event of any conflict between this Order Form and the Terms, the terms set forth in this Order Form will prevail, but solely with respect to this Order Form. We do not agree to any other terms, including without limitation any terms on your School's purchase order.

| QTY    | PART #          | DESCRIPTION                            | START DATE | END DATE  | UNIT PRICE | EXTENDED    |
|--------|-----------------|----------------------------------------|------------|-----------|------------|-------------|
| 20,000 | GG-PRD1Y-010000 | Pear Deck Subscription with LMS Access | 7/1/2025   | 6/30/2026 | \$1.88     | \$37,600.00 |

**TOTAL (USD):** \$37,600.00

Add-on Licenses. If during the Initial Term or during any Renewal Term, you would like to expand your base subscription(s) to include additional Licenses, please contact Liminetx so that we can send you an additional Order Form for those 'add-on' Licenses ("**Add-Ons**"). If we do not hear from you and you deploy additional Licenses, we will send you an Order Form and invoice your Organization for subscriptions to the Add-Ons you use. Add-Ons, once deployed, will be rolled into your base subscription, and, collectively, are referred to as the "**Subscription**."

**AZ/HI/SC/WA Customers: Sales tax will be added to the Fees quoted above.**

### RENEWAL FEES

We are dedicated to improving the Licensed Products on an ongoing basis through continued innovation in research and development. For this reason, following the Initial Term, the Subscription Fee-Per License Price for each Licensed Product will be subject to an automatic fee increase equal to 5% above the Subscription Fee-Per License Price you paid for the Licensed Product in the previous term ("**Innovation Increase**"). Order Forms and invoicing for Renewal Terms will reflect the Innovation Increase and your renewal subscription fees will be calculated using the increased fees for the number of Licenses included in your Subscription. You agree to pay the Subscription Fees, reflecting the Innovation Increase, due for each Renewal Term as described herein, unless you decide not to renew the Subscription with Liminetx in accordance with this Order Form.

## ORDER FORM

**QUOTE #** Q-450573  
**DATE** 4/1/2025  
**EXPIRATION DATE** 7/30/2025



### PAYMENT

Full payment of the Total Base Subscription Fees for Initial Term is required before access to the Subscription is provided for the Initial Term. Your School is responsible for all payment of fees associated with any Add-Ons. Payment for all fees, including any fees for Add-Ons, is due within thirty (30) days of invoice date. Payment of the applicable Total Base Subscription Fees (including fees for any Add-Ons) for each Renewal Term is also due up front in full in advance of each Renewal Term, Your School is responsible for all taxes and duties unless expressly included in this Order Form.

**Signature:**

---

**Name:**

---

**Title:**

---

**Email:**

---

**Accounts Payable Name:**

---

**Accounts Payable Email:**

---

**PO Number (Optional):**

---

**Additional Notes (requests  
for delayed invoicing, etc.):**

---



# Digital Order Form

Date: 3/5/2025

1

## Billing Information

Billing Contact: Diane White

Email: diane.white@d300.org

Phone: 847-551-8460

Ordering Contact: Dr. Melanie Gravel

Email: melanie.gravel@d300.org

Phone: 847-551-8387

School/District: COMMUNITY UNIT SCH DIST 300

Street Address: 2550 HARNISH DR

City/State/Zip: ALGONQUIN, IL 60102-6870

Scholastic Acct. #: 60110700

## Billing Method

☐ PO#:

☐ Credit Card

A Scholastic Representative will contact your billing contact to securely process your credit card order.

☐ Bill Me

Tax Exempt ID#:

(Please include documentation)

Other:

2

## Scholastic Product Terms & Agreement

### Person authorized to sign End User License Agreement (District level):

License Admin. Name: John Hummel

License Admin. Email: john.hummel@d300.org

Is this person at the district or school level? ☒ District ☐ School

- A) The EULA will be emailed within 3-5 business days, and **must be accepted** before product access is granted.
- B) If this is a multi-school order, acceptance at the district level validates all schools in the district.

3

## Digital Product Selection

| Promo Code | Item # | Product Name                       | Unit Price | Your Price | # of Schools | Discount/Promo | Total Price |
|------------|--------|------------------------------------|------------|------------|--------------|----------------|-------------|
|            | 831122 | Scholastic Literacy Pro*           | \$3,675.00 | \$3,344.25 | 9            | 9% OFF         | \$30,098.25 |
|            | 831124 | Scholastic Literacy Pro**          | \$4,725.00 | \$4,299.75 | 4            | 9% OFF         | \$17,199.00 |
|            | 831125 | Scholastic Literacy Pro***         | \$5,775.00 | \$5,255.25 | 5            | 9% OFF         | \$26,276.25 |
|            | 733431 | Digital Onboarding and Maintenance | \$199.00   | \$199.00   | 18           | NA             | waived****  |

**Notes:** Quote is for a 1 year, site(s) wide subscription to Literacy Pro at 18 elementary schools

\*Small School Price (1-400 students)

\*\*Medium School Price (401-700 students)

\*\*\*Large School Price (701+ students)

**Subtotal** \$73,573.50

**Tax\***

**Total** \$73,573.50

\*If not exempt.

4

## Start and End Dates

**Start:** 8/25/25

**End:** 8/24/26

All programs are available with flexible start/end dates.

### Important:

Start and end dates must be provided for all digital programs. Your end date will determine when your data will get archived within the program. **Exception:** Storia will not archive data year-over-year and you must print or save the data before the end date.

## Quote Prepared by:

Rep. Name: Valerie M. Coffman

Phone: 847-922-0652

Email: vcoffman@scholastic.com

**Quote Expires:** 5/31/25

[See next page](#)

## Site Installation Information

### School Shipping Information

Site-Level Admin. Contact Name\*\*: John Hummel

Email: john.hummel@d300.org

Phone: 847-551-8300

School Name: COMMUNITY UNIT SCH DIST 300

Street Address: 2550 HARNISH DR

City/State/Zip: ALGONQUIN, IL 60102-6870

Scholastic Acct. #: 60110700

#### ☐ Teacher Enrollment

Please provide an estimated number of teachers at your school:

### Site Information:

☐ **Single-Site Installation** (complete section to the left) or

#### ☒ Multi-Site Installation

For multi-site orders, **please see separate form to enter information needed for order set-up.** This must be completed and submitted with the order.

Select who will be the main distributor of access codes:

☐ **Billing Contact** (District Admin.)

or

☐ **Site-Level Admin.** (1 Contact per School)

\*\*Your designated site-level contact will be responsible for distributing digital product access codes to the school staff.

5

### Select Rostering Method

☐ **Scholastic Digital Manager:** We do not use other methods to roster students and prefer to manage enrollment data by manual entry or uploading a spreadsheet.

☐ **Google Classroom:** We will import student enrollment data from Google Classroom.

☐ **Clever:** We will sync student enrollment data with our Clever account.

☒ **LTI:** We will sync student enrollment data with LTI 1.0 or 1.2 compatible LMS.

Please indicate your LMS system here: **Schoology**

### Rostering Contact (manages student enrollment data and system)

Contact Name: John Hummel

Email: john.hummel@d300.org

### BookFlix Only

School(s) will receive immediate access with a username and password.

Interested in IP authentication? **If yes, please provide a separate spreadsheet with all the information in the School shipping area**—including, site-level admin. name and email for each site, and IP address."

### Special Instructions:

\*\*\*\*The Digital Onboarding and Maintenance Fee of \$3,582 will be waived for the 25-26SY.

This quote is for 18 sites.

**Questions on rostering?** Our Tech Support Team is here to help: 800-724-2222, Option 5.

6

## Important Reminders

### Acceptance of EULA

Terms and Conditions must be reviewed and accepted before access is granted.

### For Multi-Sites

Please provide a separate spreadsheet with all the information in the "School Shipping Information" for each site.

### Access Information Emailed

After completion of the Product Terms & Agreement, **your designated contact will receive an email notification from our Customer Service team, digitalservice@scholastic.com.** This email contains important information on how to access our programs. Please share with school faculty.



Quote Number 00000138  
Created Date 3/13/2025  
Expiration Date 7/1/2025

#### Subscription Quote

Company Address P.O. Box 103175  
Pasadena, California 91189-3175  
United States  
Prepared By Dillon Blatt  
Email dillon@wevideo.com  
Fax (408) 819-9441

#### Customer Information

Bill To Name Community Unit School District 300 (IL)  
Bill To 2550 Harnish Dr  
Algonquin, Illinois 60102  
United States  
Contact Name Gary Krause  
Email gary.krause@d300.org

| Quantity  | Product                                               | Total Price   |
|-----------|-------------------------------------------------------|---------------|
| 21,000.00 | DS EDU - WEVIDEO SINGLE YEAR                          | USD 38,349.50 |
| 1.00      | PlayPosit Institutional License - Annual Subscription | USD 0.00      |

Subtotal USD 45,817.80  
Discount 16.30%  
Total Price USD 38,349.50  
Grand Total USD 38,349.50

#### Subscription Dates (CHECK ONE TERM OPTION)

Start Date 7/1/2025  
☐ Purchase 12 months prepaid  
☐ Purchase 24 months prepaid  
☐ Purchase 24 months and invoiced annually  
☐ Purchase 36 months prepaid  
☐ Purchase 36 months and invoiced annually  
☐ Purchase 48 months prepaid  
☐ Purchase 48 months and invoiced annually  
☐ Purchase 60 months prepaid  
☐ Purchase 60 months and invoiced annually

#### Quote Acceptance

Customer is guaranteed the price above and is protected from annual price increases for the term of the agreement they choose. Upon receipt of this signed document and a purchase order (if required), customer receives 100% of the purchased capacity.

WeVideo, Inc. and Customer ("Parties") acknowledge and agree that this quote is subject to and governed by [wevideo.com/terms-of-use](https://wevideo.com/terms-of-use) ("Terms of Use") entered into between the Parties. The Terms of Use is incorporated herein by reference. **To accept this offer, please complete Sections 1 through 3 below, sign and date in this section. Submit completed quote via email to the sales representative listed above, po@wevideo.com, or fax to (408) 819-9441.** Upon acceptance, the entitlements described herein will be made available within five (5) business days from receipt of this quote. You will be invoiced for the total price set forth above once the provisioning process has completed. By signing, Customer agrees to pay the total amount on this quote when invoiced. Terms are net 30 days, subject to credit approval. All prices are exclusive of all taxes and duties imposed by any governmental authority.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_



Quote Number 00000138  
Created Date 3/13/2025  
Expiration Date 7/1/2025

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

#### SECTION I - Purchase Order Requirement (CHECK ONE)

- ☐ Yes, a Purchase Order is required to invoice our organization.  
Please return a copy of your PO with this signed quote.
- ☐ No, this signed quote is sufficient to invoice our organization.  
Our invoice will include information for credit card payment.

#### SECTION II - Account Owner (COMPLETE ALL FIELDS)

Account Owner First & Last Name \_\_\_\_\_

Account Owner Email \_\_\_\_\_

Account Owner Job Title/Role \_\_\_\_\_

Account Owner Phone Number \_\_\_\_\_

#### SECTION III - Billing Information (COMPLETE ALL FIELDS)

Accounts Payable First & Last Name \_\_\_\_\_

Accounts Payable Email \_\_\_\_\_

Accounts Payable Phone Number \_\_\_\_\_



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

JULIA GESKE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

| QUOTE # | QUOTE DATE | QUOTE REFERENCE  | CUSTOMER # | GRAND TOTAL  |
|---------|------------|------------------|------------|--------------|
| PKGK973 | 4/15/2025  | MS RENEWAL 25/26 | 1330924    | \$147,942.50 |

| QUOTE DETAILS                                                                                                                                                                  |       |         |            |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|------------|--------------|
| ITEM                                                                                                                                                                           | QTY   | CDW#    | UNIT PRICE | EXT. PRICE   |
| <a href="#">Microsoft 365 A3 - subscription license - 1 user</a><br>Mfg. Part#: AAD-38391-12MO<br>UNSPSC: 43231513<br>Electronic distribution - NO MEDIA<br>Contract: MARKET   | 2549  | 5419420 | \$57.50    | \$146,567.50 |
| <a href="#">Microsoft Windows Azure - prepayment - 1 license</a><br>Mfg. Part#: 6QK-00001-12MO<br>UNSPSC: 43233004<br>Electronic distribution - NO MEDIA<br>Contract: MARKET   | 1     | 3031635 | \$1,375.00 | \$1,375.00   |
| <a href="#">Microsoft 365 A3 - subscription license - 1 user</a><br>Mfg. Part#: AAD-38397-D-12mo<br>UNSPSC: 43231513<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 27800 | 5419378 | \$0.00     | \$0.00       |

|                        |  |              |
|------------------------|--|--------------|
| SUBTOTAL               |  | \$147,942.50 |
| SHIPPING               |  | \$0.00       |
| SALES TAX              |  | \$0.00       |
| GRAND TOTAL            |  | \$147,942.50 |
| PURCHASER BILLING INFO |  | DELIVER TO   |

**Billing Address:**  
COMMUNITY UNIT SCHOOL DIST NO. 300  
ACCTS PAYABLE  
2550 HARNISH DR  
ALGONQUIN, IL 60102-6870  
**Phone:** (847) 426-1300  
**Payment Terms:** NET 30 Days-Govt/Ed

**Shipping Address:**  
COMMUNITY UNIT SCHOOL DIST NO. 300  
JULIA GESKE  
2605 BUNKER HILL DR  
ALGONQUIN, IL 60102-9780  
**Phone:** (847) 551-8301  
**Shipping Method:** ELECTRONIC DISTRIBUTION

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Sean Dillon** | (866) 723-3622 | [seandil@cdw.com](mailto:seandil@cdw.com)

**Need Help?**



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** John Hummel,  
Chief Technology Officer

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                | 5/5/2025  |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** E-Rate RFP

### Background

Each year, the district leverages the federal E-Rate program to apply for eligible technology equipment and services. This program offers a 60% reimbursement on approved technology purchases, with the district covering the remaining 40% of the cost.

For the 2025 funding cycle, we are seeking to utilize E-Rate funds to support the purchase of critical infrastructure upgrades, including additional network switches, Meraki licenses, backup battery systems, and new firewalls.

Our Form 471 applications have been submitted to USAC (Universal Service Administrative Company), and all agreements are contingent upon both USAC approval and formal approval by the Board of Education.

#### Network Switches:

- Total cost is \$111,990.40
- E-rate coverage is \$67,194.24
- Our cost is \$44,796.16

#### Backup Batteries

- Total cost is \$63,424.14
- E-rate coverage is \$38,054.48
- Our cost is \$25,369.66

#### Firewall

- Total cost is \$778,266.69
- E-rate coverage is \$228,704.14
- Our cost is \$ 549,562.55

#### Meraki

- Total cost is \$92,902.90
- E-rate coverage is \$54,729.92
- Our cost is \$38,172.98

Total savings utilizing e-rate funds are \$388,682.78

**Administrative Recommendation**

The administrative recommendation is to approve these three e-rate proposals pending e-rate approval.

**Fiscal Impact**

The total cost is \$657,901.35, including a 5-year license for the firewalls, from the technology budget.





## Community Unit School District 300

Carpentersville CUSD300 Firewalls

Form 470 # 250013137

2/6/2025

**Funding Year 2025-2026**

Digital Copy



**CDW Government LLC  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60061**



One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
Toll-free: 800.808.4239  
Web: cdwg.com

2/6/2025

Community Unit School District 300  
2550 Harnish Dr  
Algonquin, IL, 60102

**RE: CDW Government's Response to Community Unit School District 300's  
Carpentersville CUSD300 Firewalls, 470# 250013137**

Dear John Hummel,

Community Unit School District 300 is seeking to identify a reliable and experienced IT partner capable of managing your E-Rate initiative. Our response demonstrates CDW Government's unique ability to contribute to the overall success of this initiative.

CDW Government LLC (CDW•G) is a global systems integrator, impacting 75 million students across 34 countries. With over 30 years of experience, we are a trusted partner to more than 15,000 school districts nationwide. Benefits of partnering with us include:

- **History of Success:** CDW•G is a leading E-Rate provider with extensive experience and expertise in supporting K-12 customers since 1998. To date we have managed more than 19,550 E-Rate projects for schools and libraries nationwide.
- **Strong Partnerships:** We maintain strong relationships with more than 1,000 vendor partners to provide the best products, services, and support to our customers, including leading networking partners well-versed in Internal Connections (IC).
- **In-House Expertise:** We can support you on your E-Rate journey from beginning to end with our dedicated in-house resources and technical experts. Our E-Rate teams ensure contract compliance and expert handling of specialized E-Rate invoicing, as well as offer expert advice. Additionally, our presales IT specialists, can provide you with invaluable, ongoing consult.
- **Dedicated Account Team:** With CDW•G, you are supported by a highly trained and experienced account team, including a dedicated account manager, who serves as your primary point of contact, and is responsible for coordinating all your needs.

Please contact your Client Executive, **Rafal Libelt**, at **(847) 968-9511** or **rafalib@cdwg.com** with any questions. We thank you for the opportunity to participate in the 470 response process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

Justin Schwier  
Manager, Proposals  
CDW Government LLC

# Pricing Offer and E-Rate Purchase Agreement

Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to rafalib@cdwg.com and [470award@cdwg.com](mailto:470award@cdwg.com).

This E-Rate Customer Purchase Agreement (this “Agreement”) is entered into the date the contract is signed, and effective on April 1, 2025 (“Effective Date”) and is made by and between CDW Government LLC an Illinois limited liability corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 (“Seller”), and Community Unit School District 300 a non-profit school or library eligible for Universal Service funding, as defined below.

|                               |                                                                                          |                                         |                                                                         |
|-------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------|
| <b>E-Rate Contract Number</b> | 137177                                                                                   | <b>Spin #</b>                           | 143005588                                                               |
| <b>E-Rate Funding Year</b>    | 2025                                                                                     | <b>FCC Registration #</b>               | 0012123287                                                              |
| <b>Customer</b>               | Community Unit School<br>District 300<br><br>2550 Harnish Dr<br><br>Algonquin, IL, 60102 | <b>Seller</b>                           | CDW Government LLC<br>230 N. Milwaukee Avenue<br>Vernon Hills, IL 60061 |
| <b>Effective Date</b>         | April 1, 2025                                                                            | <b>Quoted Items (see<br/>exhibit 1)</b> | <b>470# 250013137</b>                                                   |

## 1. DEFINITIONS

As used in the Agreement, the following terms shall have the meanings set forth below:

- A. “Universal Service Administrative Co.” or “USAC” – The not for profit organization designated by the U.S. Federal Communications Commission (“FCC”) to administer and ensure compliance with the Universal Services Fund.
- B. “SLP” - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by USAC under the direction of the FCC.
- C. “E-Rate” – The education rate funding program that is a part of SLP that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.
- D. “Funding Commitment Decision Letter” or “FCDL” – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.
- E. “Products” – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.
- F. “Funding Year” – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products. FY 2025 is in reference to the program year.

## 2. TERMS AND CONDITIONS

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions on Seller’s website at <https://www.cdwg.com/content/cdwg/en/terms-conditions/sales-and-service-projects.html> (the “Sales and Service Projects”), unless otherwise stated herein.

### 3. PURCHASE AUTHORIZATIONS

#### A. E-Rate Status

- i. Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.
- ii. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY FCC.

#### B. E-Rate Purchases

- i. Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.
- ii. IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller. See Payment Terms for details.

### 4. ORDERING AND ASSISTANCE

#### A. Ordering

Purchase orders shall be submitted through electronic means (email, electronic data interchange (EDI), etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.

#### B. Other Requirements

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) CDW Part Number and OEM Part Number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; 10) BEAR or SPI Order; and 11) FCC Form 471 and Funding Request Number (FRN) number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.

- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:  
  
“The total cost of this purchase order is \$ \_\_\_\_\_. The E-Rate portion is \$ \_\_\_\_\_, and is committed by USAC. If there is any reduction or denial of payment with the E-Rate portion, Community Unit School District 300 accepts full responsibility for the cost of this purchase, \$\_\_\_\_\_.”
- iii. Should Customer choose to add Product or make substitutions to the Products originally sought, following USAC’s funding decision, Customer agrees it will be responsible for the amounts owed for the added or substituted Products in excess of its committed funding from USAC.
- iv. Customer must complete installation of Products ordered pursuant to this Agreement within thirty (30) days of delivery. In the event Customer, or a third party hired by Customer to complete the installation, fails to install the Products within the timeframe provided herein, the Parties acknowledge and agree that Customer will begin to accrue interest on the amounts owed for such Products in an amount of one and one-half percent (1.5%) per month, or the maximum rate permitted by applicable law.

#### C. Assistance with Order

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer’s purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP’S APPROVAL OF THE PRODUCT SUBSTITUTION. ANY INCREASE IN PRICE THAT CANNOT BE ABSORBED BY THE SELLER WILL BE THE RESPONSIBILITY OF Community Unit School District 300.

#### 5. PRICE AND PAYMENT TERMS

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller’s opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

**A. Price**

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

**Payment Terms**

- i. All payments, regardless of method, shall be submitted to "Accounts Receivable," please contact your account manager for payment method options.
- ii. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.
- iii. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.

**Form 474 Service Provider Invoice (SPI) Method**

Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice. There must be an approved FCC Form 486 prior to placing the SPI order.

**Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

- iv. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL and completed the FCC Form 486, Seller DOES NOT accept SPI orders before July 1 of the Funding Year, or prior to the Form 486 approval by USAC.

**6. NON-ASSIGNABILITY AGREEMENT**

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

The term of this Agreement shall commence on April 1, 2025 ("Effective Date") and be valid through the later of the Funding Year 2025 or 9/30/2026.



- i. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

- ii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

## 7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above

## 8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

## 9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

## 10. GOVERNING LAW

This Agreement will be governed by the laws of IL, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

## 11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.

---

CDW Government LLC

SPIN #143005588

2/6/2025

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250013137 furnished by Community Unit School District 300 are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

© CDW Government LLC 2025



**CDW Government LLC****Community Unit School District 300***Jennifer Porter*

B28685FF728A002A6B185572D79A17D contractworks

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*(Authorized Signature)*

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*(Authorized Signature)*

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Jennifer Porter

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*Printed Name*

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*Printed Name*Title: 

---

Title: Chief Financial OfficerDate: 

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Date: 2025-03-21

**\*\* Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to rafalib@cdwg.com and [470award@cdwg.com](mailto:470award@cdwg.com)**

---

## EXHIBIT I – Pricing Offer

**Pricing is pending board and E-Rate approval**

Type text here



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

JULIA GESKE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

| QUOTE # | QUOTE DATE | QUOTE REFERENCE       | CUSTOMER # | GRAND TOTAL  |
|---------|------------|-----------------------|------------|--------------|
| PGCN171 | 12/23/2024 | NEW 5YEAR PALO 5410'S | 1330924    | \$778,266.69 |

| QUOTE DETAILS                                                                                                                                                                                    |     |         |              |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|--------------|--------------|
| ITEM                                                                                                                                                                                             | QTY | CDW#    | UNIT PRICE   | EXT. PRICE   |
| <a href="#">Palo Alto Networks Core Security Subscription Bundle Advanced Threat Preven</a><br>Mfg. Part#: PAN-PA-5410-BND-CORESEC-5YR<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 3   | 7319459 | \$160,328.56 | \$480,985.68 |
| <a href="#">Palo Alto Networks Premium Support - extended service agreement - 5 years -</a><br>Mfg. Part#: PAN-SVC-PREM-5410-5YR<br>Electronic distribution - NO MEDIA<br>Contract: MARKET       | 3   | 6928948 | \$66,605.95  | \$199,817.85 |
| <a href="#">Palo Alto Networks PA-5410 - security appliance</a><br>Mfg. Part#: PAN-PA-5410-AC<br>Contract: MARKET                                                                                | 3   | 6906769 | \$32,487.72  | \$97,463.16  |

|             |              |
|-------------|--------------|
| SUBTOTAL    | \$778,266.69 |
| SHIPPING    | \$0.00       |
| SALES TAX   | \$0.00       |
| GRAND TOTAL | \$778,266.69 |

| PURCHASER BILLING INFO                                                                                                                                                                                   | DELIVER TO                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>ACCTS PAYABLE<br>2550 HARNISH DR<br>ALGONQUIN, IL 60102-6870<br><b>Phone:</b> (847) 426-1300<br><b>Payment Terms:</b> ERATE QUOTES ONLY | <b>Shipping Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>JULIA GESKE<br>2605 BUNKER HILL DR<br>ALGONQUIN, IL 60102-9780<br><b>Phone:</b> (847) 551-8301<br><b>Shipping Method:</b> DROP SHIP-GROUND |
| Please remit payments to:                                                                                                                                                                                |                                                                                                                                                                                                              |



## Sales Contact Info

**Sean Dillon** | (866) 723-3622 | [seandil@cdw.com](mailto:seandil@cdw.com)

### Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

CUSD 300 Firewall  
Erate Category 2 Bill of Materials

Vendor Name:

CDWG

Spin#:

143005588

Addendum No.:

Addendum Date:

Acknowledged by Vendor:

NOTES

1. Vendors shall include their name and E-rate Service Provider ID Number (SPIN#) in cells C2 and C3.
2. Vendor must complete this spreadsheet and provide as an attachment to the proposal
3. Vendors shall fill in Columns F through K on Sections A and B:

Column F - Erate Category

Column G - Equivalent Part Number *(if applicable)*

Column H - Equivalent Description *(if applicable)*

Column I - Unit Cost

Column J - Total Cost of Component Line Item *(this will be automatically calculated with Unit Cost - Vendor should confirm)*

Column K - Component Erate Eligibility Percentage
4. If the proposed solution requires additional components, Vendors should utilize the available rows in Sections A & B.

EVALUATION CRITERIA

- 30%Price of E-rate Eligible Products and Services
- 10%Compatibility with Existing Equipment
- 15%Experience with Vendor
- 15%Meets Technical Requirements
- 25%Price of Ineligible Products and Services
- 5%Completeness of Proposal

CRITERIA FOR DISQUALIFICATION OF PROPOSAL

1. Generic hardware list provided, without identifying the specific solution to meet the requirements of this RFP
2. Proposal does not provide technical feature information
3. Proposal does not provide references
4. Incomplete Proposal

A: Equipment

| Part Number    | Description                                     | Quantity For Erate<br><i>(Schools)</i> | Quantity Not for Erate<br><i>(Non-Instructional)</i> | Erate Category<br><i>(Internal Connection, MIBS, BMIC)</i> | Equivalent Part Number<br><i>(If providing other than specified in Column B)</i> | Equivalent Description<br><i>(If providing other than specified in Column B)</i> | Unit Cost        | Total Cost of Component Line Item<br><i>(Both Schools and Non-Instructional)</i> | Component Erate Eligibility Percentage<br><i>(Vendor MUST Provide)</i> |
|----------------|-------------------------------------------------|----------------------------------------|------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                  |                                                                                  |                                                                        |
| PAN-PA-5410-AC | Palo Alto Networks PA-5410 - security appliance | 3                                      |                                                      |                                                            |                                                                                  |                                                                                  | \$32,487.72      | \$ 97,463.16                                                                     |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | \$ -             | \$ -                                                                             |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | \$ -             | \$ -                                                                             |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | \$ -             | \$ -                                                                             |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | \$ -             | \$ -                                                                             |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | \$ -             | \$ -                                                                             |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | \$ -             | \$ -                                                                             |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | Equipment        | \$ 97,463.16                                                                     |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | Shipping:        |                                                                                  |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | Taxes:           |                                                                                  |                                                                        |
|                |                                                 |                                        |                                                      |                                                            |                                                                                  |                                                                                  | Equipment Total: | \$ 97,463.16                                                                     |                                                                        |

B1: Licensing/Support

| Part Number                 | Description                                                                 | Quantity For Erate<br><i>(Schools)</i> | Quantity Not for Erate<br><i>(Non-Instructional)</i> | Erate Category<br><i>(Internal Connection, MIBS, BMIC)</i> | Equivalent Part Number<br><i>(If providing other than specified in Column B)</i> | Equivalent Description<br><i>(If providing other than specified in Column B)</i> | Unit Cost                                     | Total Cost of Component Line Item<br><i>(Both Schools and Non-Instructional)</i> | Component Erate Eligibility Percentage<br><i>(Vendor MUST Provide)</i> |
|-----------------------------|-----------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------|
| PAN-PA-5410-BND-CORESEC-5YR | Palo Alto Networks Core Security Subscription Bundle Advanced Threat Preven | 3                                      |                                                      |                                                            |                                                                                  |                                                                                  | \$160,328.56                                  | \$ 480,985.68                                                                    |                                                                        |
| PAN-SVC-PREM-5410-5YR       | Palo Alto Networks Premium Support extended service agreement - 5 years     | 3                                      |                                                      |                                                            |                                                                                  |                                                                                  | \$66,605.95                                   | \$ 199,817.85                                                                    |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                                               | \$ -                                                                             |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                                               | \$ -                                                                             |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  | B2: Optional or Recommended Licensing/Support |                                                                                  |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                                               | \$ -                                                                             |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                                               | \$ -                                                                             |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                                               | \$ -                                                                             |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  |                                               | \$ -                                                                             |                                                                        |
|                             |                                                                             |                                        |                                                      |                                                            |                                                                                  |                                                                                  | TOTALS                                        | \$ 680,803.53                                                                    |                                                                        |

# CDW Government Overview

## CDW QUICK FACTS

HQ **Vernon Hills, IL**

2023 Net Sales **\$21B**

Coworkers **15,100**

U.S. Offices **43**

Customers **250,000+**

2023 Fortune 500 Rank **166**

CDW Government LLC (CDW•G) is the wholly owned subsidiary of CDW LLC, a leading multi-brand technology solutions provider to corporate and public sector customers in the U.S., U.K., and Canada. Founded in 1984, CDW currently employs 15,100 coworkers worldwide. Our broad array of offerings ranges from discrete hardware and software products to integrated IT solutions. We provide our products and solutions through our sales and service delivery teams, who are broken down by segment, and further organized into geographic regions. We have an expansive network of offices near major cities and a large team of customer-facing coworkers - including field sellers, technology specialists, and advanced delivery engineers - across the country.

### Products and Partnerships

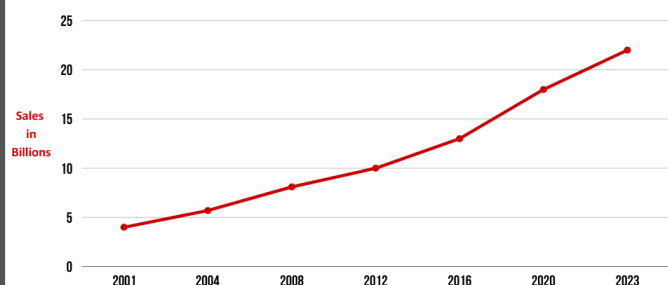
More than 100,000 products from more than 1,000 vendors including leading networking OEMs such as: APC, Cisco, Cradlepoint, Extreme, Fortinet, HP Aruba, IBM, Juniper, Kajeet, Leibert, Palo Alto, Rukus, and more.

### Total E-Rate Solutions

- **Category One**
  - Bus Wi-Fi
  - Wireless Hot Spots
- **Category Two**
  - Internal Connections
  - Basic Maintenance of Internal Connections
  - Managed Internal Broadband Services

Our sustainable growth and continued financial stability serve to assure Community Unit School District 300 that we are here to stay and can support you through the life of this contract and beyond. Of note, CDW is number four on CRN's 2023 Solution Provider 500 list that ranks the top integrators, service providers, and IT consultants in North America by

## CDW Net Sales



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services revenue.

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## K-12 Education Expertise

CDW•G helps schools leverage technology to achieve great educational outcomes. With more than 200 government and education contracts, we are one of the nation's largest direct-response providers of multi-brand technology products and services. For more than 30 years, we have closely monitored emerging technologies to ensure our solutions are at the forefront of innovation. We proactively expand our offerings and certifications to support your evolving needs. We invest in the solutions that matter most to you, like classroom transformation, device ecosystem, cybersecurity, AI, and school safety.

**We are a trusted technology partner to more than 15,000 K-12 schools.**

### Resources - Education Strategy Team

**Education Strategists** work with you to understand your district's vision and goals to create customized solutions that improve teaching and learning.

**Classroom Modernization Specialists**, focused on audiovisual solutions and classroom design, can support you through trainings, consultative calls, webinars, and more.

We guide customers through decisions on the platforms that run your districts and drive transformation. We have dedicated in-house technical resources aligned to K-12 solution areas to help you better understand and integrate technology into your educational goals. Our K-12 Education Strategy Team – comprised of former leaders in education – support districts in implementing digitally-enhanced education and can help you develop a vision for lasting change.

**We are a premier provider of Chromebooks to K-12 schools in the U.S.**

In 2023, CDW•G deployed 1 out of every 3 Chromebooks into K-12 classrooms in the U.S. for a total of 2.5 million devices. We can support your full device lifecycle management needs and have experience handling complex deployments for the largest school districts in the country, even in adverse conditions.

### A Partner You Can Trust – Even in Adverse Conditions

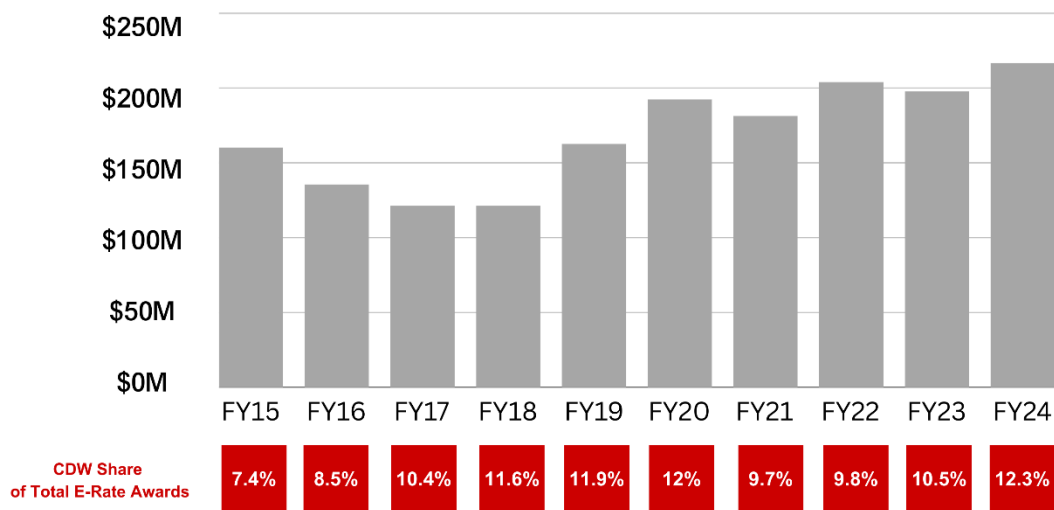
During a time of significant supply chain constraints, CDW•G delivered. One of the largest school districts in the country, Chicago Public Schools (CPS), relies on CDW Education to provide their students with Chromebooks. Like so many other districts across the nation, CPS needed to pivot to distance learning with the onset of COVID-19. To serve the needs of nearly 330,000 students, CPS required 1,000s of Chromebooks. Despite worldwide shortages, CDW•G was able to deliver 20,000 devices over four months on-site and on-time.



## A Powerful E-Rate Partner

We have nearly 30 years of experience delivering successful outcomes for E-Rate funded projects. Participating in E-Rate since our founding in 1998, we are the largest Category 2 provider nationwide, delivering two-times the amount of Category 2 E-Rate projects than our next closest competitor. Since the E-Rate Modernization in 2015, we have been awarded over 19,550 E-Rate projects totalling over \$790M in total equipment delivered to schools throughout the United States.

### CDW E-Rate Awards and Revenue



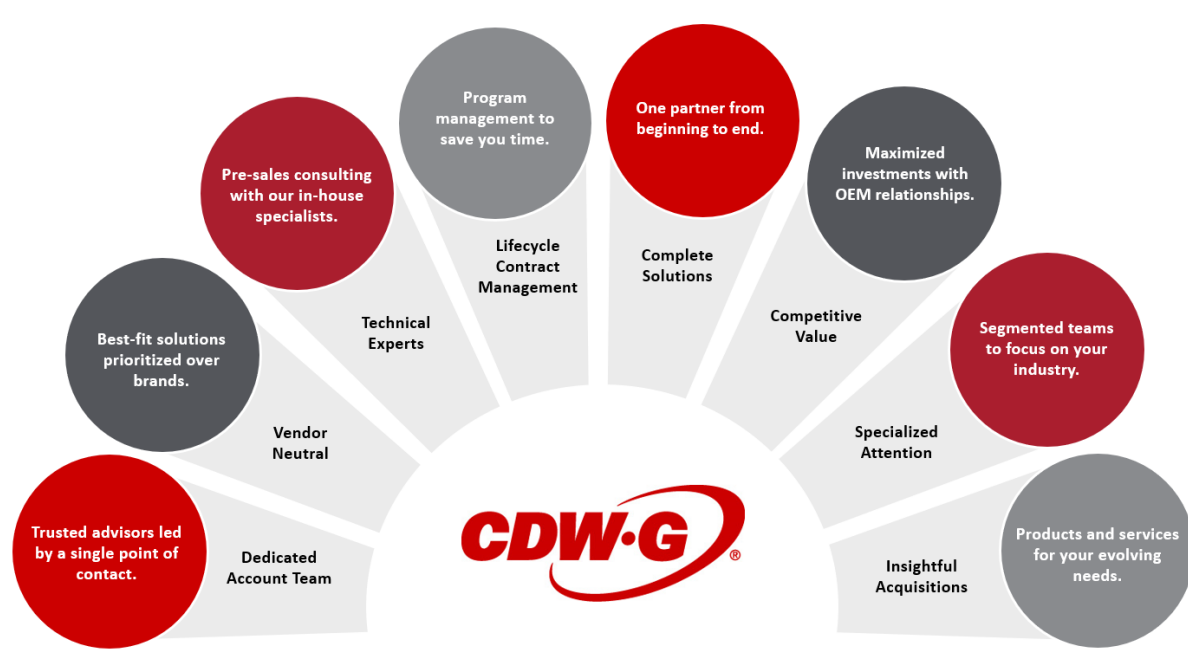
## Proven Management Approach

Due to our streamlined and best-practice system of checks and balances, **we have never lost funding for a school**, as substantiated by countless audits. Our dedicated internal K-12 and E-Rate resources help ensure accurate invoicing and contract compliance, as well as provide knowledgeable resources and guidance as you navigate your E-Rate journey.

- **E-Rate Program Management Team** offers knowledge, assistance, and advisement, as well as ensures contract compliance.
- **E-Rate Funding Team** ensures expert handling of both BEAR and SPI E-Rate invoicing by accounts receivable specialists.
- **K-12 Education Strategists** focus on helping you implement solutions attuned to your needs, with realistic budget constraints in mind, often in conjunction with E-Rate funding initiatives.

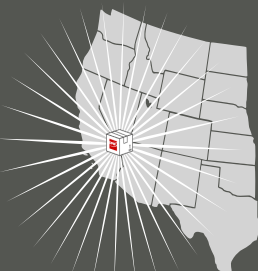
## Strengths, Best Practices, and Value

By aligning with CDW•G, your organization can take advantage of our strengths, best practices, and value-added services.



## Inventory Access and In-House Services

A significant advantage we offer Community Unit School District 300 is our ability to deliver the right products, at the right value, right when you need them. CDW has two large, strategically located distribution and configuration centers that ensure speed and accuracy throughout the procurement process. In addition, to supplement our direct purchasing model, CDW has strong affiliations with principal channel distributors, enabling us to quickly obtain competitively priced, non-stocked items.

|                                                                                                                                                                                         |                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>LAS VEGAS, NV</b><br/>513k square feet<br/>Capacity for up to 10K+ configurations per day</p> |  <p><b>VERNON HILLS, IL</b><br/>450k square feet<br/>Capacity for up to 10K+ configurations per day</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ISO 9001 Quality | ISO 14001 Environment | ISO 20243 Risk Management  
ISO 27001 Information Security | ISO 2800 Secure Supply Chain

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## Support Resources for Community Unit School District 300

When you work with CDW•G, you have access to expertise that is not available within your organization. Our team of technology experts and dedicated account managers will tailor a piece of equipment or an entire network to deliver the most effective and sustainable results.

| Account Management Resources                                                                                            |                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Rafal Libelt</b><br>Client Executive<br>(847) 968-9511<br><a href="mailto:rafalib@cdwg.com">rafalib@cdwg.com</a>     | <b>Gabriela Rubeck</b><br>Sales Manager<br>(312) 705-8902<br><a href="mailto:gabiper@cdwg.com">gabiper@cdwg.com</a> |
| <b>Todd Tysick</b><br>Account Manager Associate<br>(312) 705-3363<br><a href="mailto:toddts@cdw.com">toddts@cdw.com</a> | <b>Director Name</b><br>Director, Area Sales<br>Director Phone<br>Director Email                                    |

### E-Rate Program Management and Funding Solutions Team

Our **E-Rate Program Management** team offers eligible entities their knowledge, assistance, and advisement on E-Rate matters, including program compliance and adherence. The team prepares contract deliverable reports and makes modifications, as necessary, including price reductions, additions, discontinued products, replacements, and version changes. They ensure that price and supply agreements are in place from award through completion and that the E-Rate bidding, ordering, invoicing, and funding are all seamless and easy for you to complete.

| E-Rate Resources                                                                                                                                   |                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Yolanda Blomquist</b><br>Program Manager – E-Rate<br>630-531-5478<br><a href="mailto:yolanda.blomquist@cdwg.com">yolanda.blomquist@cdwg.com</a> | <b>Jeff Hagen</b><br>Manager, Program Management – K12<br>813-462-4055<br><a href="mailto:jeff.hagen@cdwg.com">jeff.hagen@cdwg.com</a> |

Our **Funding Solutions** team, and dedicated Education Funding Solutions Manager, can help E-Rate applicants understand compliance with rules and regulations throughout the process. They advise on the appropriate engagement after Form 470 filings and work with our operations teams to ensure E-Rate ordering, invoicing, and delivery are compliant.

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Additionally, our E-Rate Manager assists applicants with PIA reviews, preparation of Bulk Upload Attachments, and product eligibility reviews as part of the Form 471 process.

#### Additional E-Rate Resources

**Dave LeNard**, Business Development Manager, E-Rate  
**Amy Passow**, Senior Manager, Education Funding Solutions  
**Deb Orts**, Contract Analyst  
**Kim Klaus**, Account Receivable Consultant

## FCC FRN E-Rate Display System Status



The screenshot shows a web interface for the FCC FRN E-Rate Display System. The breadcrumb trail at the top is "C > FCC Registration > Manage Existing FRNs > FRN Financial". The page title is "FRN Financial". On the left, there are two buttons: "Manage FRNs" and "FRN Financial". The main content area shows a table with one entry. The table has three columns: "FRN", "FRN Name", and "Red Light Status". The entry shows "0012123287" for the FRN, "CDW Government LLC" for the FRN Name, and "Green Light" for the Red Light Status.

| FRN        | FRN Name           | Red Light Status |
|------------|--------------------|------------------|
| 0012123287 | CDW Government LLC | Green Light      |

The above screen shot is from **July 10, 2024**. CDW•G remains in **Green Light Status**.

Upon request, CDW•G can provide an updated screenshot.

**Spin #143005588**

**FCC Registration #0012123287**

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## Helpful Hints for Preparing Form 471

Things to consider when preparing your funding request (Form 471):

- Enter only one manufacturer part number per line item (do not bundle part numbers)
  - All software should be requested under IC, Software
- Even when bundled with warranty support from manufacturer for purchase, as long as warranty cannot be purchased on its own
- If you live in a state that has applicable taxes, such as AR, NC, CA, AZ, WA, make sure to include those taxes on your FCC Form 471.
- If warranty can be purchased separately, then it should be separated for funding request, and warranty funding requested under Basic Maintenance
- Warranty only part numbers should be requested under Basic Maintenance
  - List months of service, should only be for coverage July 1 – June 30 (Funding Year)
  - List hardware supported part number
  - List site where hardware sits

CDW•G can complete Bulk Submission Forms if chosen as the service provider for your funding request. Please email [E-Rate@cdw.com](mailto:E-Rate@cdw.com) for assistance.

Additionally, **please note** - upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to [rafalib@cdwg.com](mailto:rafalib@cdwg.com) and [470award@cdwg.com](mailto:470award@cdwg.com). Please see “E-Rate Order Process” information on the following page for further details.

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# E-Rate Order Process

1. **Ordering:** Purchase orders shall be submitted through electronic means (email, EDI, etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.
2. **Required Information:** All orders must include:
  - a. Contact name, Phone number
  - b. Purchase order number
  - c. Part number, Product description
  - d. Pre-discount and discounted product price
  - e. Percentage Customer owes and percentage SLD owes (SPI – Form 474 Method)
  - f. Ship to location, Bill to location
  - g. FCC Form 471 Number (also known as Application Number)
  - h. FRN for each part number
  - i. Billing method (BEAR – Form 472 or SPI – Form 474)
  - j. "Net 30 Terms"

**SEPARATE PURCHASE ORDERS SHOULD BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E- RATE FUNDING. ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY SELLER. PO TOTAL SHOULD REFLECT FULL PURCHASE PRICE OF ORDER.**

3. **Assistance With Order:** Customer may call 1-800-328-4239 for assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are not consistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall be null and void and shall not be applicable hereto or binding on Seller.

**IN THE CASE OF CHANGES TO PRODUCTS AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE**

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**REASONABLE EFFORTS TO MAKE AVAILABLE TO THE CUSTOMER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE WHEN OR IF AVAILABLE, UPON APPROVAL FROM SLD ON PRODUCT SUBSTITUTION.**

**4. Price and Payment Terms**

**a. Price**

Price shall be as stated in the quotation attached hereto as Exhibit I by CDW-G account manager. Prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer. Any taxes will be listed separately on the invoice.

**b. Payment Terms (Customer must choose one)**

**i. Form 474 Service Provider Invoice (SPI) Method**

➤ Seller will invoice Customer for their portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (discounted amount owed by Customer) within thirty (30) days from date of invoice

**ii. Form 472 BEAR Method**

➤ Seller will invoice Customer for pre-discount portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (full amount owed by Customer) within thirty (30) days from the date of invoice.

**5. Payment Method:** In adherence to Federal E-Rate compliance regulations, CDW-G's quoted price is all-inclusive of any and all discounts, if applicable. No further discounts will be applied during time of invoice. All payments for both methods shall be submitted to the address presented below WHERE APPLICABLE:



|                                                                                             |                                |
|---------------------------------------------------------------------------------------------|--------------------------------|
| ACH PAYMENT INFORMATION:                                                                    | CHECK PAYMENT INFORMATION:     |
| E-mail Remittance To:<br><a href="mailto:gachremittance@cdw.com">gachremittance@cdw.com</a> | CDW Government                 |
| THE NORTHERN TRUST                                                                          | 75 Remittance Drive Suite 1515 |
| 50 SOUTH LASALLE STREET                                                                     | Chicago, IL 60675-1515         |
| CHICAGO, IL 60675                                                                           |                                |
| ROUTING NO.: 071000152                                                                      |                                |
| ACCOUNT NAME: CDW GOVERNMENT                                                                |                                |
| ACCOUNT NO.: 91057                                                                          |                                |

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable regulations.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF 100% THE PRICE OF PRODUCTS IN THE CASE WHERE CUSTOMER PLACES ORDER FOR PRODUCTS SLD DISALLOWS CUSTOMER'S REQUEST FOR**

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DISCOUNT AND REFUSES PAYMENT TO SELLER OF THE DISCOUNT AMOUNT FOR PRODUCTS. IF SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT CUSTOMER IS IN NO WAY REQUIRED TO PLACE ORDER FOR PRODUCTS.

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# Appendix

# Implementation Plan

## Tasks for First Two Weeks (Sample Version)

Upon award, your Account Management Team will remain in constant contact with key employee(s) at each location to implement the contract and ensure total satisfaction. CDW•G will make this process as seamless as possible and will follow the work plan that has been developed. In addition, if requested, CDW•G will facilitate any necessary meetings via teleconference, videoconference, or in person, pending appointment, at your location or ours, to ensure that the process meets your expectations.

While there can be challenges to implementing a project of any scale, CDW•G tries to minimize potential problems upfront. We will need Community Unit School District 300 to provide the following in a timely manner in order to facilitate the implementation process:

- Updated contact information for all key personnel
- Information regarding product forecasts
- Standardized product list
- List of authorized users and restrictions
- Imaging specifications
- Specific reporting requirements
- Permission for CDW•G to be listed on manufacturer agreements.

During the implementation process, any problems or concerns should be directed to your account manager for immediate resolution. The following implementation plan demonstrates how CDWG will work with you to successfully implement this project.

| Task                                                                                                                                                                                                                            | Week 1 | Week 2 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| <b>Account Management Set Up</b>                                                                                                                                                                                                |        |        |
| <ul style="list-style-type: none"><li>• <b>Introduce key customer contacts to CDW•G Account Team</b></li><li>• <b>Introductory letter/phone contact/ site visit</b></li></ul>                                                   | X      |        |
| <ul style="list-style-type: none"><li>• <b>Gather/confirm general customer information</b></li><li>• <b>Contacts: phone, email, fax</b></li><li>• <b>Community Unit School District 300's locations and addresses</b></li></ul> | X      |        |

|                                                                                                                                                                                                                                                      |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <ul style="list-style-type: none"> <li>Outline customer's procedures and requirements, i.e. <ul style="list-style-type: none"> <li>Frequency of contact/schedule</li> <li>Turnaround expectations (quotes)</li> <li>Reporting</li> </ul> </li> </ul> | X |   |
| <ul style="list-style-type: none"> <li>Conduct walkthrough or webinar: Account Center</li> </ul>                                                                                                                                                     |   | X |
| <b>CDW•G Capabilities and Support</b>                                                                                                                                                                                                                |   |   |
| <ul style="list-style-type: none"> <li>Make contact with Account Specialists, as needed</li> </ul>                                                                                                                                                   |   | X |
| <ul style="list-style-type: none"> <li>Review technical support options</li> </ul>                                                                                                                                                                   | X |   |
| <ul style="list-style-type: none"> <li>Review customer service processes (i.e., returns)</li> </ul>                                                                                                                                                  | X |   |
| <b>Customer Financial Arrangements</b>                                                                                                                                                                                                               |   |   |
| <ul style="list-style-type: none"> <li>Complete forms for credit approval</li> </ul>                                                                                                                                                                 | X |   |
| <ul style="list-style-type: none"> <li>Complete financing application</li> </ul>                                                                                                                                                                     |   | X |
| <b>Product Specific Needs and Services</b>                                                                                                                                                                                                           |   |   |
| <ul style="list-style-type: none"> <li>Arrange conference call(s) with manufacturer(s)</li> </ul>                                                                                                                                                    | X |   |
| <ul style="list-style-type: none"> <li>Develop product forecasts</li> </ul>                                                                                                                                                                          | X |   |
| <ul style="list-style-type: none"> <li>Process and test image(s)</li> </ul>                                                                                                                                                                          |   | X |
| <ul style="list-style-type: none"> <li>Customize asset tag/schedule asset tagging</li> </ul>                                                                                                                                                         |   | X |
| <ul style="list-style-type: none"> <li>Input customer installation/configuration specifications</li> </ul>                                                                                                                                           |   | X |
| <b>Procurement and Management Systems</b>                                                                                                                                                                                                            |   |   |
| <ul style="list-style-type: none"> <li>Standardize products through your Account Center</li> </ul>                                                                                                                                                   |   | X |
| <ul style="list-style-type: none"> <li>Create bundles</li> </ul>                                                                                                                                                                                     |   |   |
| <ul style="list-style-type: none"> <li>Set up purchase authorizations and controls</li> </ul>                                                                                                                                                        |   | X |
| <ul style="list-style-type: none"> <li>Establish account linking</li> </ul>                                                                                                                                                                          |   | X |
| <ul style="list-style-type: none"> <li>Set up software license tracking system</li> </ul>                                                                                                                                                            |   | X |
| <ul style="list-style-type: none"> <li>Implement asset tracking system</li> </ul>                                                                                                                                                                    |   | X |
| <ul style="list-style-type: none"> <li>Investigate or link with e-procurement programs and third parties</li> </ul>                                                                                                                                  |   | X |
| <ul style="list-style-type: none"> <li>Utilize EDI for invoicing and/or ordering functions</li> </ul>                                                                                                                                                |   | X |
| <b>Pricing</b>                                                                                                                                                                                                                                       |   |   |
| <ul style="list-style-type: none"> <li>Have CDW•G listed on all manufacturer contracts</li> </ul>                                                                                                                                                    |   | X |
| <ul style="list-style-type: none"> <li>Enter pricing information into contract management system</li> </ul>                                                                                                                                          |   | X |
| <b>Optional Systems/Services</b>                                                                                                                                                                                                                     |   |   |
| <ul style="list-style-type: none"> <li>Finalize staging agreement</li> </ul>                                                                                                                                                                         |   | X |
| <ul style="list-style-type: none"> <li>Finalize minority/disabled small business partnership</li> </ul>                                                                                                                                              |   | X |
| <ul style="list-style-type: none"> <li>Arrange for onsite services</li> </ul>                                                                                                                                                                        |   | X |
| <ul style="list-style-type: none"> <li>Select appropriate training programs</li> </ul>                                                                                                                                                               |   | X |

- |                                    |  |   |
|------------------------------------|--|---|
| • Set up Employee Purchase Program |  | X |
|------------------------------------|--|---|

## K-12 Funding and Other Resources

We know your need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor partner that shares a passion for education and continued development. Our teams, and our partners, are dedicated to supporting the full scope of Community Unit School District 300's technology and all your program goals. Following are highlights of the value-adds we offer our education customers.

### Get Ed Funding Overview

CDW•G sponsors [GetEdFunding.com](https://www.getedfunding.com), a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. Through sponsoring this resource, CDW•G's mission is to help educators and institutions discover the funds they need to supplement tight budgets to achieve your goals and take learning to the next level.

Monitored daily, [GetEdFunding.com](https://www.getedfunding.com) can reduce the energy your teachers are spending to search for programs and money. You can finetune your search based on key concepts and 21<sup>st</sup> century skills and themes. Once you are registered on the site, you can save the grants of greatest interest to return to later. The funding opportunities listed are already available and applicable to standard learning paths. For example, there are more than 60 STEM specific programs currently available for application. Please reach out to your account manager for more information.





# Community Unit School District 300

Carpentersville CUSD 300 Network Equipment and Licenses

Form 470 # 250014700

3/5/2025

**Funding Year 2025-2026**

Digital Copy



**CDW Government LLC  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60061**





One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
Toll-free: 800.808.4239  
Web: cdwg.com

3/5/2025

Community Unit School Dist 300  
2550 Harnish Dr  
Algonquin, IL, 60102

**RE: CDW Government's Response to Community Unit School Dist 300's Carpentersville  
CUSD 300 Network Equipment and Licenses, 470# 250014700**

Dear John Hummel,

Community Unit School Dist 300 is seeking to identify a reliable and experienced IT partner capable of managing your E-Rate initiative. Our response demonstrates CDW Government's unique ability to contribute to the overall success of this initiative.

CDW Government LLC (CDW•G) is a global systems integrator, impacting 75 million students across 34 countries. With over 30 years of experience, we are a trusted partner to more than 15,000 school districts nationwide. Benefits of partnering with us include:

- **History of Success:** CDW•G is a leading E-Rate provider with extensive experience and expertise in supporting K-12 customers since 1998. To date we have managed more than 19,550 E-Rate projects for schools and libraries nationwide.
- **Strong Partnerships:** We maintain strong relationships with more than 1,000 vendor partners to provide the best products, services, and support to our customers, including leading networking partners well-versed in Internal Connections (IC).
- **In-House Expertise:** We can support you on your E-Rate journey from beginning to end with our dedicated in-house resources and technical experts. Our E-Rate teams ensure contract compliance and expert handling of specialized E-Rate invoicing, as well as offer expert advice. Additionally, our presales IT specialists, can provide you with invaluable, ongoing consult.
- **Dedicated Account Team:** With CDW•G, you are supported by a highly trained and experienced account team, including a dedicated account manager, who serves as your primary point of contact, and is responsible for coordinating all your needs.

Please contact your Client Executive, **Rafal Libelt**, at **(847) 968-9511** or **rafalib@cdwg.com** with any questions. We thank you for the opportunity to participate in the 470 response process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

Justin Schwier  
Manager, Proposals  
CDW Government LLC

---

CDW Government LLC

SPIN #143005588

3/5/2025

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250014700 furnished by Community Unit School Dist 300 are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

© CDW Government LLC 2025

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# Bid Documents and Forms

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# Pricing Offer and E-Rate Purchase Agreement

Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to rafalib@cdwg.com and [470award@cdwg.com](mailto:470award@cdwg.com).

This E-Rate Customer Purchase Agreement (this “Agreement”) is entered into the date the contract is signed, and effective on April 1, 2025 (“Effective Date”) and is made by and between CDW Government LLC an Illinois limited liability corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 (“Seller”), and Community Unit School Dist 300 a non-profit school or library eligible for Universal Service funding, as defined below.

|                               |                                                                                      |                                     |                                                                         |
|-------------------------------|--------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------|
| <b>E-Rate Contract Number</b> | 137179                                                                               | <b>Spin #</b>                       | 143005588                                                               |
| <b>E-Rate Funding Year</b>    | 2025                                                                                 | <b>FCC Registration #</b>           | 0012123287                                                              |
| <b>Customer</b>               | Community Unit School Dist<br>300<br><br>2550 Harnish Dr<br><br>Algonquin, IL, 60102 | <b>Seller</b>                       | CDW Government LLC<br>230 N. Milwaukee Avenue<br>Vernon Hills, IL 60061 |
| <b>Effective Date</b>         | April 1, 2025                                                                        | <b>Quoted Items (see exhibit 1)</b> | 470# 250014700                                                          |

## 1. DEFINITIONS

As used in the Agreement, the following terms shall have the meanings set forth below:

- A. “Universal Service Administrative Co.” or “USAC” – The not for profit organization designated by the U.S. Federal Communications Commission (“FCC”) to administer and ensure compliance with the Universal Services Fund.
- B. “SLP” - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by USAC under the direction of the FCC.
- C. “E-Rate” – The education rate funding program that is a part of SLP that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.
- D. “Funding Commitment Decision Letter” or “FCDL” – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.
- E. “Products” – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.
- F. “Funding Year” – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products. FY 2025 is in reference to the program year.

## 2. TERMS AND CONDITIONS

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions on Seller’s website at <https://www.cdwg.com/content/cdwg/en/terms-conditions/sales-and-service-projects.html> (the “Sales and Service Projects”), unless otherwise stated herein.

### 3. PURCHASE AUTHORIZATIONS

#### A. E-Rate Status

- i. Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.
- ii. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY FCC.

#### B. E-Rate Purchases

- i. Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.
- ii. IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller. See Payment Terms for details.

### 4. ORDERING AND ASSISTANCE

#### A. Ordering

Purchase orders shall be submitted through electronic means (email, electronic data interchange (EDI), etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.

#### B. Other Requirements

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) CDW Part Number and OEM Part Number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; 10) BEAR or SPI Order; and 11) FCC Form 471 and Funding Request Number (FRN) number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.

- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:  
  
“The total cost of this purchase order is \$ \_\_\_\_\_. The E-Rate portion is \$ \_\_\_\_\_, and is committed by USAC. If there is any reduction or denial of payment with the E-Rate portion, Community Unit School Dist 300 accepts full responsibility for the cost of this purchase, \$ \_\_\_\_\_.”
- iii. Should Customer choose to add Product or make substitutions to the Products originally sought, following USAC’s funding decision, Customer agrees it will be responsible for the amounts owed for the added or substituted Products in excess of its committed funding from USAC.
- iv. Customer must complete installation of Products ordered pursuant to this Agreement within thirty (30) days of delivery. In the event Customer, or a third party hired by Customer to complete the installation, fails to install the Products within the timeframe provided herein, the Parties acknowledge and agree that Customer will begin to accrue interest on the amounts owed for such Products in an amount of one and one-half percent (1.5%) per month, or the maximum rate permitted by applicable law.

#### C. Assistance with Order

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer’s purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP’S APPROVAL OF THE PRODUCT SUBSTITUTION. ANY INCREASE IN PRICE THAT CANNOT BE ABSORBED BY THE SELLER WILL BE THE RESPONSIBILITY OF Community Unit School Dist 300.

#### 5. PRICE AND PAYMENT TERMS

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller’s opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

**A. Price**

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

**Payment Terms**

- i. All payments, regardless of method, shall be submitted to "Accounts Receivable," please contact your account manager for payment method options.
- ii. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.
- iii. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.

**Form 474 Service Provider Invoice (SPI) Method**

Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice. There must be an approved FCC Form 486 prior to placing the SPI order.

**Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

- iv. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL and completed the FCC Form 486, Seller DOES NOT accept SPI orders before July 1 of the Funding Year, or prior to the Form 486 approval by USAC.

**6. NON-ASSIGNABILITY AGREEMENT**

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

The term of this Agreement shall commence on April 1, 2025 ("Effective Date") and be valid through the later of the Funding Year 2025 or 9/30/2026.

- i. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

- ii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

## 7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above

## 8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

## 9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

## 10. GOVERNING LAW

This Agreement will be governed by the laws of IL, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

## 11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.

---

CDW Government LLC

SPIN #143005588

3/5/2025

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250014700 furnished by Community Unit School Dist 300 are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").



**CDW Government LLC****Community Unit School Dist 300**

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*(Authorized Signature)*

---

*Printed Name*Title: 

---

Date: 

---

*Jennifer Porter*B286855F728A002A6B185572D79A17Dcontractworks

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*(Authorized Signature)*

---

Jennifer Porter

---

*Printed Name*Title: Chief Financial OfficerDate: 2025-03-21

**\*\* Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to [rafalib@cdwg.com](mailto:rafalib@cdwg.com) and [470award@cdwg.com](mailto:470award@cdwg.com)**

---

**EXHIBIT I – Pricing Offer**  
**Pricing is pending board and E-Rate approval**

Please note that our pricing response on the required Excel document will not add up completely to the enclosed pricing quotes, as the Excel is locked and cannot be edited further



Thank you for choosing CDW. We have received your quote.

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IT Solutions

Brands

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## QUOTE CONFIRMATION

JOHN HUMMEL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL         |
|---------|------------|-----------------|------------|---------------------|
| PHXK143 | 3/3/2025   | CISCO MODULES   | 1330924    | <b>\$111,990.40</b> |

| QUOTE DETAILS                                                                                                                                                   |     |         |            |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------|-------------|
| ITEM                                                                                                                                                            | QTY | CDW#    | UNIT PRICE | EXT. PRICE  |
| <a href="#">Cisco - power supply - hot-plug - 1100 Watt</a><br>Mfg. Part#: PWR-C1-1100WAC-P=<br>UNSPSC: 39121004<br>Contract: MARKET                            | 80  | 5515667 | \$741.67   | \$59,333.60 |
| <a href="#">Cisco - SFP+ transceiver module - 10GbE</a><br>Mfg. Part#: SFP-10G-SR-S=<br>UNSPSC: 43201553<br>Contract: MARKET                                    | 40  | 3611324 | \$284.12   | \$11,364.80 |
| <a href="#">Cisco Catalyst 9300 Series Network Module - expansion module - 10 Gigabit S</a><br>Mfg. Part#: C9300-NM-8X=<br>UNSPSC: 43201404<br>Contract: MARKET | 40  | 4712833 | \$1,032.30 | \$41,292.00 |

|                    |                     |
|--------------------|---------------------|
| <b>SUBTOTAL</b>    | \$111,990.40        |
| <b>SHIPPING</b>    | \$0.00              |
| <b>SALES TAX</b>   | \$0.00              |
| <b>GRAND TOTAL</b> | <b>\$111,990.40</b> |

| PURCHASER BILLING INFO                                                                                                                                                                                   | DELIVER TO                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>ACCTS PAYABLE<br>2550 HARNISH DR<br>ALGONQUIN, IL 60102-6870<br><b>Phone:</b> (847) 426-1300<br><b>Payment Terms:</b> ERATE QUOTES ONLY | <b>Shipping Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>JOHN HUMMEL<br>2550 HARNISH DR<br>ALGONQUIN, IL 60102-6870<br><b>Phone:</b> (847) 426-1300<br><b>Shipping Method:</b> DROP SHIP-GROUND |
| <b>Please remit payments to:</b>                                                                                                                                                                         |                                                                                                                                                                                                          |



## Sales Contact Info

**Sean Dillon** | (866) 723-3622 | [seandil@cdw.com](mailto:seandil@cdw.com)

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## QUOTE CONFIRMATION

**JULIA GESKE,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE                | CUSTOMER # | GRAND TOTAL         |
|---------|------------|--------------------------------|------------|---------------------|
| PHXM855 | 3/3/2025   | MERAKI LICENSE RENEWAL - 1 YEA | 1330924    | <b>\$128,917.22</b> |

### IMPORTANT - PLEASE READ

#### Additional Information:

Quote/Order Source: 695031

### QUOTE DETAILS

| ITEM                                                                                                                                                                                                      | QTY  | CDW#    | UNIT PRICE | EXT. PRICE   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|------------|--------------|
| <a href="#">Cisco Meraki MR Series Enterprise - subscription license (1 year) - 1 acces</a><br>Mfg. Part#: LIC-ENT-1YR<br>UNSPSC: 43232901<br>Electronic distribution - NO MEDIA<br>Contract: MARKET      | 1786 | 3343315 | \$71.36    | \$127,448.96 |
| <a href="#">Cisco Meraki Enterprise - subscription license (1 year) - 1 camera</a><br>Mfg. Part#: LIC-MV-1YR<br>UNSPSC: 43233204<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                | 3    | 4314351 | \$117.39   | \$352.17     |
| <a href="#">Cisco Meraki Enterprise - subscription license (1 year) + 1 Year Enterprise</a><br>Mfg. Part#: LIC-MX67-ENT-1YR<br>UNSPSC: 43233204<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 2    | 5255956 | \$122.03   | \$244.06     |
| <a href="#">Cisco Meraki MX100 Enterprise License - subscription license (1 year) - 1</a><br>Mfg. Part#: LIC-MX100-ENT-1YR<br>UNSPSC: 43233204<br>Electronic distribution - NO MEDIA<br>Contract: MARKET  | 1    | 3739593 | \$872.03   | \$872.03     |

|                    |                     |
|--------------------|---------------------|
| <b>SUBTOTAL</b>    | \$128,917.22        |
| <b>SHIPPING</b>    | \$0.00              |
| <b>SALES TAX</b>   | \$0.00              |
| <b>GRAND TOTAL</b> | <b>\$128,917.22</b> |

| <b>PURCHASER BILLING INFO</b>                                                                                                                                                                            | <b>DELIVER TO</b>                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>ACCTS PAYABLE<br>2550 HARNISH DR<br>ALGONQUIN, IL 60102-6870<br><b>Phone:</b> (847) 426-1300<br><b>Payment Terms:</b> ERATE QUOTES ONLY | <b>Shipping Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>JULIA GESKE<br>2605 BUNKER HILL DR<br>ALGONQUIN, IL 60102-9780<br><b>Phone:</b> (847) 551-8301<br><b>Shipping Method:</b> ELECTRONIC DISTRIBUTION |
|                                                                                                                                                                                                          | <b>Please remit payments to:</b>                                                                                                                                                                                    |
|                                                                                                                                                                                                          | CDW Government<br>75 Remittance Drive<br>Suite 1515<br>Chicago, IL 60675-1515                                                                                                                                       |



### Sales Contact Info

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# QUOTE CONFIRMATION

JULIA GESKE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

| QUOTE # | QUOTE DATE | QUOTE REFERENCE                | CUSTOMER # | GRAND TOTAL  |
|---------|------------|--------------------------------|------------|--------------|
| PHXM830 | 3/3/2025   | MERAKI LICENSE RENEWAL - 60 MO | 1330924    | \$464,514.50 |

IMPORTANT - PLEASE READ

Additional Information:  
Quote/Order Source: 694465

| QUOTE DETAILS                                                                                                                                                                   |      |         |            |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|------------|-------------|
| ITEM                                                                                                                                                                            | QTY  | CDW#    | UNIT PRICE | EXT. PRICE  |
| <a href="#">Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</a><br>Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET   | 3    | 7989409 | \$72.02    | \$216.06    |
| <a href="#">Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</a><br>Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 2    | 7989402 | \$160.03   | \$320.06    |
| <a href="#">Cisco Meraki MG Essentials - subscription license + Support - 1 license</a><br>Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET       | 4    | 8006106 | \$152.03   | \$608.12    |
| <a href="#">Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</a><br>Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 1    | 7989404 | \$1,208.46 | \$1,208.46  |
| <a href="#">Cisco Meraki MR Series - subscription license + Support - 1 license</a><br>Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET           | 1786 | 7990054 | \$50.70    | \$90,550.20 |

**QUOTE DETAILS (CONT.)**

|                                                                                                    |      |         |            |             |
|----------------------------------------------------------------------------------------------------|------|---------|------------|-------------|
| <a href="#"><u>Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</u></a> | 3    | 7989409 | \$72.02    | \$216.06    |
| Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</u></a> | 2    | 7989402 | \$160.03   | \$320.06    |
| Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MG Essentials - subscription license + Support - 1 license</u></a>     | 4    | 8006106 | \$152.03   | \$608.12    |
| Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</u></a> | 1    | 7989404 | \$1,208.46 | \$1,208.46  |
| Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MR Series - subscription license + Support - 1 license</u></a>         | 1786 | 7990054 | \$50.70    | \$90,550.20 |
| Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</u></a> | 3    | 7989409 | \$72.02    | \$216.06    |
| Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</u></a> | 2    | 7989402 | \$160.03   | \$320.06    |
| Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MG Essentials - subscription license + Support - 1 license</u></a>     | 4    | 8006106 | \$152.03   | \$608.12    |
| Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</u></a> | 1    | 7989404 | \$1,208.46 | \$1,208.46  |
| Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MR Series - subscription license + Support - 1 license</u></a>         | 1786 | 7990054 | \$50.70    | \$90,550.20 |
| Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |



**QUOTE DETAILS (CONT.)**

|                                                                                                    |      |         |            |             |
|----------------------------------------------------------------------------------------------------|------|---------|------------|-------------|
| <a href="#"><u>Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</u></a> | 3    | 7989409 | \$72.02    | \$216.06    |
| Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</u></a> | 2    | 7989402 | \$160.03   | \$320.06    |
| Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MG Essentials - subscription license + Support - 1 license</u></a>     | 4    | 8006106 | \$152.03   | \$608.12    |
| Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</u></a> | 1    | 7989404 | \$1,208.46 | \$1,208.46  |
| Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MR Series - subscription license + Support - 1 license</u></a>         | 1786 | 7990054 | \$50.70    | \$90,550.20 |
| Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</u></a> | 3    | 7989409 | \$72.02    | \$216.06    |
| Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</u></a> | 2    | 7989402 | \$160.03   | \$320.06    |
| Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MG Essentials - subscription license + Support - 1 license</u></a>     | 4    | 8006106 | \$152.03   | \$608.12    |
| Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</u></a> | 1    | 7989404 | \$1,208.46 | \$1,208.46  |
| Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MR Series - subscription license + Support - 1 license</u></a>         | 1786 | 7990054 | \$50.70    | \$90,550.20 |
| Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |

|                    |                     |
|--------------------|---------------------|
| <b>SUBTOTAL</b>    | \$464,514.50        |
| <b>SHIPPING</b>    | \$0.00              |
| <b>SALES TAX</b>   | \$0.00              |
| <b>GRAND TOTAL</b> | <b>\$464,514.50</b> |

| <b>PURCHASER BILLING INFO</b>                                                                                                                                                                            | <b>DELIVER TO</b>                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>ACCTS PAYABLE<br>2550 HARNISH DR<br>ALGONQUIN, IL 60102-6870<br><b>Phone:</b> (847) 426-1300<br><b>Payment Terms:</b> ERATE QUOTES ONLY | <b>Shipping Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>JULIA GESKE<br>2605 BUNKER HILL DR<br>ALGONQUIN, IL 60102-9780<br><b>Phone:</b> (847) 551-8301<br><b>Shipping Method:</b> ELECTRONIC DISTRIBUTION |
|                                                                                                                                                                                                          | <b>Please remit payments to:</b>                                                                                                                                                                                    |
|                                                                                                                                                                                                          | CDW Government<br>75 Remittance Drive<br>Suite 1515<br>Chicago, IL 60675-1515                                                                                                                                       |



### Sales Contact Info

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Convert Quote to Order

| QUOTE # | QUOTE DATE | QUOTE REFERENCE                | CUSTOMER # | GRAND TOTAL  |
|---------|------------|--------------------------------|------------|--------------|
| PHXM948 | 3/3/2025   | MERAKI LICENSE RENEWAL - 36 MO | 1330924    | \$275,302.11 |

IMPORTANT - PLEASE READ

Additional Information:  
Quote/Order Source: 695435

| QUOTE DETAILS                                                                                                                                                                   |      |         |            |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|------------|-------------|
| ITEM                                                                                                                                                                            | QTY  | CDW#    | UNIT PRICE | EXT. PRICE  |
| <a href="#">Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</a><br>Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET   | 3    | 7989409 | \$72.00    | \$216.00    |
| <a href="#">Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</a><br>Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 2    | 7989402 | \$160.08   | \$320.16    |
| <a href="#">Cisco Meraki MG Essentials - subscription license + Support - 1 license</a><br>Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET       | 4    | 8006106 | \$152.04   | \$608.16    |
| <a href="#">Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</a><br>Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 1    | 7989404 | \$1,215.89 | \$1,215.89  |
| <a href="#">Cisco Meraki MR Series - subscription license + Support - 1 license</a><br>Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET           | 1786 | 7990054 | \$50.06    | \$89,407.16 |

**QUOTE DETAILS (CONT.)**

|                                                                                                    |      |         |            |             |
|----------------------------------------------------------------------------------------------------|------|---------|------------|-------------|
| <a href="#"><u>Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</u></a> | 3    | 7989409 | \$72.00    | \$216.00    |
| Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</u></a> | 2    | 7989402 | \$160.08   | \$320.16    |
| Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MG Essentials - subscription license + Support - 1 license</u></a>     | 4    | 8006106 | \$152.04   | \$608.16    |
| Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</u></a> | 1    | 7989404 | \$1,215.89 | \$1,215.89  |
| Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MR Series - subscription license + Support - 1 license</u></a>         | 1786 | 7990054 | \$50.06    | \$89,407.16 |
| Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MV Large Essentials - subscription license + Support - 1 licen</u></a> | 3    | 7989409 | \$72.00    | \$216.00    |
| Mfg. Part#: E3N-MV-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Small Essentials - subscription license + Support - 1 licen</u></a> | 2    | 7989402 | \$160.08   | \$320.16    |
| Mfg. Part#: E3N-MX-S-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MG Essentials - subscription license + Support - 1 license</u></a>     | 4    | 8006106 | \$152.04   | \$608.16    |
| Mfg. Part#: E3N-MG-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |
| <a href="#"><u>Cisco Meraki MX Large Essentials - subscription license + Support - 1 licen</u></a> | 1    | 7989404 | \$1,215.89 | \$1,215.89  |
| Mfg. Part#: E3N-MX-L-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                   |      |         |            |             |
| <a href="#"><u>Cisco Meraki MR Series - subscription license + Support - 1 license</u></a>         | 1786 | 7990054 | \$50.06    | \$89,407.16 |
| Mfg. Part#: E3N-MR-E<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                     |      |         |            |             |

|                    |                     |
|--------------------|---------------------|
| <b>SUBTOTAL</b>    | \$275,302.11        |
| <b>SHIPPING</b>    | \$0.00              |
| <b>SALES TAX</b>   | \$0.00              |
| <b>GRAND TOTAL</b> | <b>\$275,302.11</b> |

| <b>PURCHASER BILLING INFO</b>                                                                                                                                                                            | <b>DELIVER TO</b>                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>ACCTS PAYABLE<br>2550 HARNISH DR<br>ALGONQUIN, IL 60102-6870<br><b>Phone:</b> (847) 426-1300<br><b>Payment Terms:</b> ERATE QUOTES ONLY | <b>Shipping Address:</b><br>COMMUNITY UNIT SCHOOL DIST NO. 300<br>JULIA GESKE<br>2605 BUNKER HILL DR<br>ALGONQUIN, IL 60102-9780<br><b>Phone:</b> (847) 551-8301<br><b>Shipping Method:</b> ELECTRONIC DISTRIBUTION |
|                                                                                                                                                                                                          | <b>Please remit payments to:</b>                                                                                                                                                                                    |
|                                                                                                                                                                                                          | CDW Government<br>75 Remittance Drive<br>Suite 1515<br>Chicago, IL 60675-1515                                                                                                                                       |



### Sales Contact Info

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Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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# CDW Government Overview

## CDW QUICK FACTS

HQ **Vernon Hills, IL**

2023 Net Sales **\$21B**

Coworkers **15,100**

U.S. Offices **43**

Customers **250,000+**

2023 Fortune 500 Rank **166**

CDW Government LLC (CDW•G) is the wholly owned subsidiary of CDW LLC, a leading multi-brand technology solutions provider to corporate and public sector customers in the U.S., U.K., and Canada. Founded in 1984, CDW currently employs 15,100 coworkers worldwide. Our broad array of offerings ranges from discrete hardware and software products to integrated IT solutions. We provide our products and solutions through our sales and service delivery teams, who are broken down by segment, and further organized into geographic regions. We have an expansive network of offices near major cities and a large team of customer-facing coworkers - including field sellers, technology specialists, and advanced delivery engineers - across the country.

### Products and Partnerships

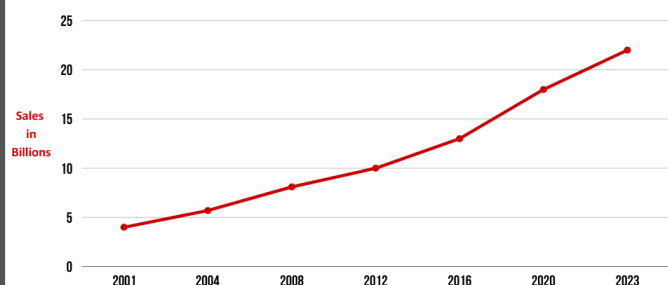
More than 100,000 products from more than 1,000 vendors including leading networking OEMs such as: APC, Cisco, Cradlepoint, Extreme, Fortinet, HP Aruba, IBM, Juniper, Kajeet, Leibert, Palo Alto, Rokus, and more.

### Total E-Rate Solutions

- **Category One**
  - Bus Wi-Fi
  - Wireless Hot Spots
- **Category Two**
  - Internal Connections
  - Basic Maintenance of Internal Connections
  - Managed Internal Broadband Services

Our sustainable growth and continued financial stability serve to assure Community Unit School Dist 300 that we are here to stay and can support you through the life of this contract and beyond. Of note, CDW is number four on CRN's 2023 Solution Provider 500 list that ranks the top integrators, service providers, and IT consultants in North America by services revenue.

## CDW Net Sales



## K-12 Education Expertise

CDW•G helps schools leverage technology to achieve great educational outcomes. With more than 200 government and education contracts, we are one of the nation's largest direct-response providers of multi-brand technology products and services. For more than 30 years, we have closely monitored emerging technologies to ensure our solutions are at the forefront of innovation. We proactively expand our offerings and certifications to support your evolving needs. We invest in the solutions that matter most to you, like classroom transformation, device ecosystem, cybersecurity, AI, and school safety.

**We are a trusted technology partner to more than 15,000 K-12 schools.**

### Resources - Education Strategy Team

**Education Strategists** work with you to understand your district's vision and goals to create customized solutions that improve teaching and learning.

**Classroom Modernization Specialists**, focused on audiovisual solutions and classroom design, can support you through trainings, consultative calls, webinars, and more.

We guide customers through decisions on the platforms that run your districts and drive transformation. We have dedicated in-house technical resources aligned to K-12 solution areas to help you better understand and integrate technology into your educational goals. Our K-12 Education Strategy Team – comprised of former leaders in education – support districts in implementing digitally-enhanced education and can help you develop a vision for lasting change.

**We are a premier provider of Chromebooks to K-12 schools in the U.S.**

In 2023, CDW•G deployed 1 out of every 3 Chromebooks into K-12 classrooms in the U.S. for a total of 2.5 million devices. We can support your full device lifecycle management needs and have experience handling complex deployments for the largest school districts in the country, even in adverse conditions.

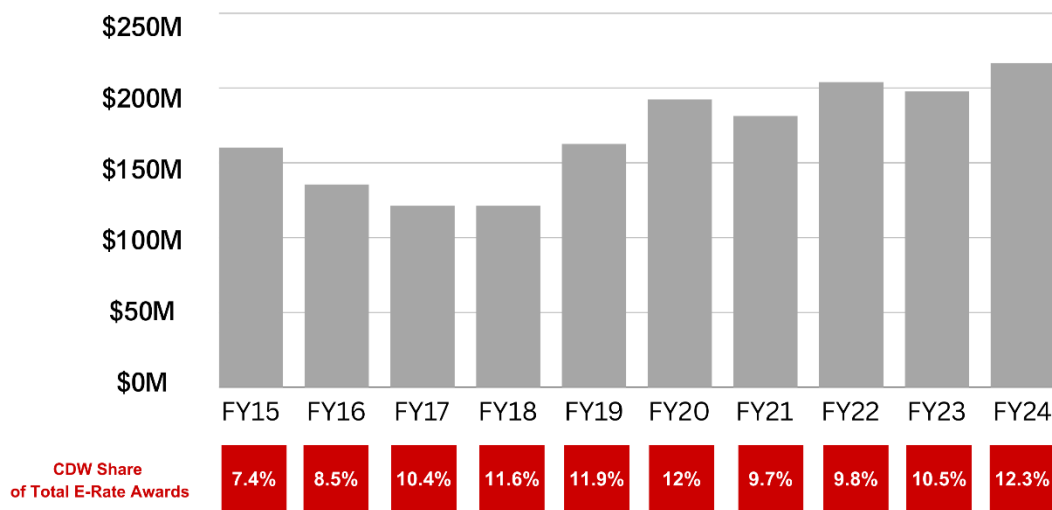
### A Partner You Can Trust – Even in Adverse Conditions

During a time of significant supply chain constraints, CDW•G delivered. One of the largest school districts in the country, Chicago Public Schools (CPS), relies on CDW Education to provide their students with Chromebooks. Like so many other districts across the nation, CPS needed to pivot to distance learning with the onset of COVID-19. To serve the needs of nearly 330,000 students, CPS required 1,000s of Chromebooks. Despite worldwide shortages, CDW•G was able to deliver 20,000 devices over four months on-site and on-time.

## A Powerful E-Rate Partner

We have nearly 30 years of experience delivering successful outcomes for E-Rate funded projects. Participating in E-Rate since our founding in 1998, we are the largest Category 2 provider nationwide, delivering two-times the amount of Category 2 E-Rate projects than our next closest competitor. Since the E-Rate Modernization in 2015, we have been awarded over 19,550 E-Rate projects totalling over \$790M in total equipment delivered to schools throughout the United States.

### CDW E-Rate Awards and Revenue



## Proven Management Approach

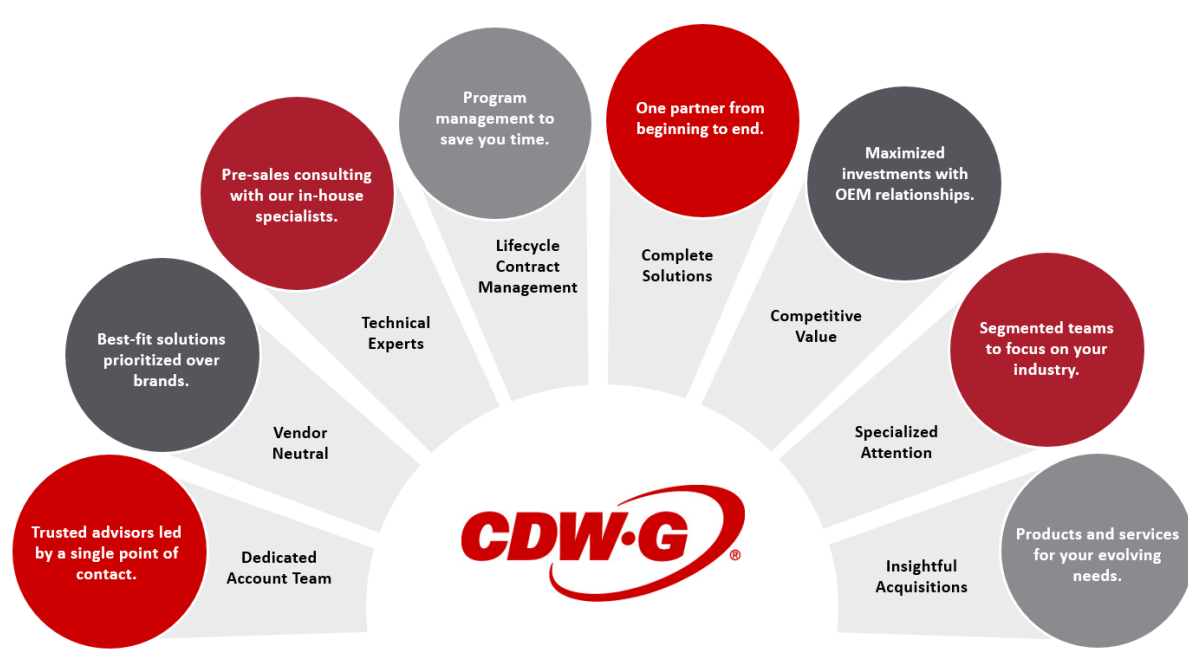
Due to our streamlined and best-practice system of checks and balances, **we have never lost funding for a school**, as substantiated by countless audits. Our dedicated internal K-12 and E-Rate resources help ensure accurate invoicing and contract compliance, as well as provide knowledgeable resources and guidance as you navigate your E-Rate journey.

- **E-Rate Program Management Team** offers knowledge, assistance, and advisement, as well as ensures contract compliance.
- **E-Rate Funding Team** ensures expert handling of both BEAR and SPI E-Rate invoicing by accounts receivable specialists.
- **K-12 Education Strategists** focus on helping you implement solutions attuned to your needs, with realistic budget constraints in mind, often in conjunction with E-Rate funding initiatives.



## Strengths, Best Practices, and Value

By aligning with CDW•G, your organization can take advantage of our strengths, best practices, and value-added services.



## Inventory Access and In-House Services

A significant advantage we offer Community Unit School Dist 300 is our ability to deliver the right products, at the right value, right when you need them. CDW has two large, strategically located distribution and configuration centers that ensure speed and accuracy throughout the procurement process. In addition, to supplement our direct purchasing model, CDW has strong affiliations with principal channel distributors, enabling us to quickly obtain competitively priced, non-stocked items.

|                                                                                                                                                                                         |                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>LAS VEGAS, NV</b><br/>513k square feet<br/>Capacity for up to 10K+ configurations per day</p> |  <p><b>VERNON HILLS, IL</b><br/>450k square feet<br/>Capacity for up to 10K+ configurations per day</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ISO 9001 Quality | ISO 14001 Environment | ISO 20243 Risk Management  
ISO 27001 Information Security | ISO 2800 Secure Supply Chain

## Support Resources for Community Unit School Dist 300

When you work with CDW•G, you have access to expertise that is not available within your organization. Our team of technology experts and dedicated account managers will tailor a piece of equipment or an entire network to deliver the most effective and sustainable results.

| Account Management Resources                                                                                              |                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Rafal Libelt</b><br>Client Executive<br>(847) 968-9511<br><a href="mailto:rafalib@cdwg.com">rafalib@cdwg.com</a>       | <b>Gabriela Rubeck</b><br>Sales Manager<br>(312) 705-8902<br><a href="mailto:gabiper@cdwg.com">gabiper@cdwg.com</a>       |
| <b>Todd Tysick</b><br>Account Manager Associate<br>(312) 705-3363<br><a href="mailto:toddtys@cdw.com">toddtys@cdw.com</a> | <b>Sean Dillon</b><br>Executive Account Manager<br>(847) 968-9304<br><a href="mailto:seandil@cdw.com">seandil@cdw.com</a> |

### E-Rate Program Management and Funding Solutions Team

Our **E-Rate Program Management** team offers eligible entities their knowledge, assistance, and advisement on E-Rate matters, including program compliance and adherence. The team prepares contract deliverable reports and makes modifications, as necessary, including price reductions, additions, discontinued products, replacements, and version changes. They ensure that price and supply agreements are in place from award through completion and that the E-Rate bidding, ordering, invoicing, and funding are all seamless and easy for you to complete.

| E-Rate Resources                                                                                                                                   |                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Yolanda Blomquist</b><br>Program Manager – E-Rate<br>630-531-5478<br><a href="mailto:yolanda.blomquist@cdwg.com">yolanda.blomquist@cdwg.com</a> | <b>Jeff Hagen</b><br>Manager, Program Management – K12<br>813-462-4055<br><a href="mailto:jeff.hagen@cdwg.com">jeff.hagen@cdwg.com</a> |

Our **Funding Solutions** team, and dedicated Education Funding Solutions Manager, can help E-Rate applicants understand compliance with rules and regulations throughout the process. They advise on the appropriate engagement after Form 470 filings and work with our operations teams to ensure E-Rate ordering, invoicing, and delivery are compliant.

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Additionally, our E-Rate Manager assists applicants with PIA reviews, preparation of Bulk Upload Attachments, and product eligibility reviews as part of the Form 471 process.

#### Additional E-Rate Resources

**Dave LeNard**, Business Development Manager, E-Rate  
**Amy Passow**, Senior Manager, Education Funding Solutions  
**Deb Orts**, Contract Analyst  
**Kim Klaus**, Account Receivable Consultant

## FCC FRN E-Rate Display System Status

The screenshot shows a web application interface for FCC FRN management. At the top, there is a breadcrumb trail: "C > FCC Registration > Manage Existing FRNs > FRN Financial". Below this, the title "FRN Financial" is displayed. On the left, there are two buttons: "Manage FRNs" and "FRN Financial". In the center, there is a "Show" dropdown menu set to "10" entries. Below this is a table with three columns: "FRN", "FRN Name", and "Red Light Status". The table contains one row with the following data: FRN "0012123287", FRN Name "CDW Government LLC", and Red Light Status "Green Light".

| FRN        | FRN Name           | Red Light Status |
|------------|--------------------|------------------|
| 0012123287 | CDW Government LLC | Green Light      |

The above screen shot is from **July 10, 2024**. CDW•G remains in **Green Light Status**.

Upon request, CDW•G can provide an updated screenshot.

**Spin #143005588**

**FCC Registration #0012123287**

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## Helpful Hints for Preparing Form 471

Things to consider when preparing your funding request (Form 471):

- Enter only one manufacturer part number per line item (do not bundle part numbers)
  - All software should be requested under IC, Software
- Even when bundled with warranty support from manufacturer for purchase, as long as warranty cannot be purchased on its own
- If you live in a state that has applicable taxes, such as AR, NC, CA, AZ, WA, make sure to include those taxes on your FCC Form 471.
- If warranty can be purchased separately, then it should be separated for funding request, and warranty funding requested under Basic Maintenance
- Warranty only part numbers should be requested under Basic Maintenance
  - List months of service, should only be for coverage July 1 – June 30 (Funding Year)
  - List hardware supported part number
  - List site where hardware sits

CDW•G can complete Bulk Submission Forms if chosen as the service provider for your funding request. Please email [E-Rate@cdw.com](mailto:E-Rate@cdw.com) for assistance.

Additionally, **please note** - upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to [rafalib@cdwg.com](mailto:rafalib@cdwg.com) and [470award@cdwg.com](mailto:470award@cdwg.com). Please see “E-Rate Order Process” information on the following page for further details.

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# E-Rate Order Process

1. **Ordering:** Purchase orders shall be submitted through electronic means (email, EDI, etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.
2. **Required Information:** All orders must include:
  - a. Contact name, Phone number
  - b. Purchase order number
  - c. Part number, Product description
  - d. Pre-discount and discounted product price
  - e. Percentage Customer owes and percentage SLD owes (SPI – Form 474 Method)
  - f. Ship to location, Bill to location
  - g. FCC Form 471 Number (also known as Application Number)
  - h. FRN for each part number
  - i. Billing method (BEAR – Form 472 or SPI – Form 474)
  - j. "Net 30 Terms"

**SEPARATE PURCHASE ORDERS SHOULD BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E- RATE FUNDING. ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY SELLER. PO TOTAL SHOULD REFLECT FULL PURCHASE PRICE OF ORDER.**

3. **Assistance With Order:** Customer may call 1-800-328-4239 for assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are not consistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall be null and void and shall not be applicable hereto or binding on Seller.

**IN THE CASE OF CHANGES TO PRODUCTS AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE**

---

**REASONABLE EFFORTS TO MAKE AVAILABLE TO THE CUSTOMER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE WHEN OR IF AVAILABLE, UPON APPROVAL FROM SLD ON PRODUCT SUBSTITUTION.**

**4. Price and Payment Terms**

**a. Price**

Price shall be as stated in the quotation attached hereto as Exhibit I by CDW-G account manager. Prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer. Any taxes will be listed separately on the invoice.

**b. Payment Terms (Customer must choose one)**

**i. Form 474 Service Provider Invoice (SPI) Method**

➤ Seller will invoice Customer for their portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (discounted amount owed by Customer) within thirty (30) days from date of invoice

**ii. Form 472 BEAR Method**

➤ Seller will invoice Customer for pre-discount portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (full amount owed by Customer) within thirty (30) days from the date of invoice.

**5. Payment Method:** In adherence to Federal E-Rate compliance regulations, CDW-G's quoted price is all-inclusive of any and all discounts, if applicable. No further discounts will be applied during time of invoice. All payments for both methods shall be submitted to the address presented below WHERE APPLICABLE:

|                                                                                             |                                |
|---------------------------------------------------------------------------------------------|--------------------------------|
| ACH PAYMENT INFORMATION:                                                                    | CHECK PAYMENT INFORMATION:     |
| E-mail Remittance To:<br><a href="mailto:gachremittance@cdw.com">gachremittance@cdw.com</a> | CDW Government                 |
| THE NORTHERN TRUST                                                                          | 75 Remittance Drive Suite 1515 |
| 50 SOUTH LASALLE STREET                                                                     | Chicago, IL 60675-1515         |
| CHICAGO, IL 60675                                                                           |                                |
| ROUTING NO.: 071000152                                                                      |                                |
| ACCOUNT NAME: CDW GOVERNMENT                                                                |                                |
| ACCOUNT NO.: 91057                                                                          |                                |

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable regulations.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF 100% THE PRICE OF PRODUCTS IN THE CASE WHERE CUSTOMER PLACES ORDER FOR PRODUCTS SLD DISALLOWS CUSTOMER'S REQUEST FOR**



---

**DISCOUNT AND REFUSES PAYMENT TO SELLER OF THE DISCOUNT AMOUNT FOR PRODUCTS. IF SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT CUSTOMER IS IN NO WAY REQUIRED TO PLACE ORDER FOR PRODUCTS.**

---

# Appendix

# Implementation Plan

## Tasks for First Two Weeks (Sample Version)

Upon award, your Account Management Team will remain in constant contact with key employee(s) at each location to implement the contract and ensure total satisfaction. CDW•G will make this process as seamless as possible and will follow the work plan that has been developed. In addition, if requested, CDW•G will facilitate any necessary meetings via teleconference, videoconference, or in person, pending appointment, at your location or ours, to ensure that the process meets your expectations.

While there can be challenges to implementing a project of any scale, CDW•G tries to minimize potential problems upfront. We will need Community Unit School Dist 300 to provide the following in a timely manner in order to facilitate the implementation process:

- Updated contact information for all key personnel
- Information regarding product forecasts
- Standardized product list
- List of authorized users and restrictions
- Imaging specifications
- Specific reporting requirements
- Permission for CDW•G to be listed on manufacturer agreements.

During the implementation process, any problems or concerns should be directed to your account manager for immediate resolution. The following implementation plan demonstrates how CDWG will work with you to successfully implement this project.

| Task                                                                                                                                                                                                                        | Week 1 | Week 2 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| <b>Account Management Set Up</b>                                                                                                                                                                                            |        |        |
| <ul style="list-style-type: none"><li>• <b>Introduce key customer contacts to CDW•G Account Team</b></li><li>• <b>Introductory letter/phone contact/ site visit</b></li></ul>                                               | X      |        |
| <ul style="list-style-type: none"><li>• <b>Gather/confirm general customer information</b></li><li>• <b>Contacts: phone, email, fax</b></li><li>• <b>Community Unit School Dist 300's locations and addresses</b></li></ul> | X      |        |

|                                                                                                                                                                                                                                                      |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <ul style="list-style-type: none"> <li>Outline customer's procedures and requirements, i.e. <ul style="list-style-type: none"> <li>Frequency of contact/schedule</li> <li>Turnaround expectations (quotes)</li> <li>Reporting</li> </ul> </li> </ul> | X |   |
| <ul style="list-style-type: none"> <li>Conduct walkthrough or webinar: Account Center</li> </ul>                                                                                                                                                     |   | X |
| <b>CDW•G Capabilities and Support</b>                                                                                                                                                                                                                |   |   |
| <ul style="list-style-type: none"> <li>Make contact with Account Specialists, as needed</li> </ul>                                                                                                                                                   |   | X |
| <ul style="list-style-type: none"> <li>Review technical support options</li> </ul>                                                                                                                                                                   | X |   |
| <ul style="list-style-type: none"> <li>Review customer service processes (i.e., returns)</li> </ul>                                                                                                                                                  | X |   |
| <b>Customer Financial Arrangements</b>                                                                                                                                                                                                               |   |   |
| <ul style="list-style-type: none"> <li>Complete forms for credit approval</li> </ul>                                                                                                                                                                 | X |   |
| <ul style="list-style-type: none"> <li>Complete financing application</li> </ul>                                                                                                                                                                     |   | X |
| <b>Product Specific Needs and Services</b>                                                                                                                                                                                                           |   |   |
| <ul style="list-style-type: none"> <li>Arrange conference call(s) with manufacturer(s)</li> </ul>                                                                                                                                                    | X |   |
| <ul style="list-style-type: none"> <li>Develop product forecasts</li> </ul>                                                                                                                                                                          | X |   |
| <ul style="list-style-type: none"> <li>Process and test image(s)</li> </ul>                                                                                                                                                                          |   | X |
| <ul style="list-style-type: none"> <li>Customize asset tag/schedule asset tagging</li> </ul>                                                                                                                                                         |   | X |
| <ul style="list-style-type: none"> <li>Input customer installation/configuration specifications</li> </ul>                                                                                                                                           |   | X |
| <b>Procurement and Management Systems</b>                                                                                                                                                                                                            |   |   |
| <ul style="list-style-type: none"> <li>Standardize products through your Account Center</li> </ul>                                                                                                                                                   |   | X |
| <ul style="list-style-type: none"> <li>Create bundles</li> </ul>                                                                                                                                                                                     |   |   |
| <ul style="list-style-type: none"> <li>Set up purchase authorizations and controls</li> </ul>                                                                                                                                                        |   | X |
| <ul style="list-style-type: none"> <li>Establish account linking</li> </ul>                                                                                                                                                                          |   | X |
| <ul style="list-style-type: none"> <li>Set up software license tracking system</li> </ul>                                                                                                                                                            |   | X |
| <ul style="list-style-type: none"> <li>Implement asset tracking system</li> </ul>                                                                                                                                                                    |   | X |
| <ul style="list-style-type: none"> <li>Investigate or link with e-procurement programs and third parties</li> </ul>                                                                                                                                  |   | X |
| <ul style="list-style-type: none"> <li>Utilize EDI for invoicing and/or ordering functions</li> </ul>                                                                                                                                                |   | X |
| <b>Pricing</b>                                                                                                                                                                                                                                       |   |   |
| <ul style="list-style-type: none"> <li>Have CDW•G listed on all manufacturer contracts</li> </ul>                                                                                                                                                    |   | X |
| <ul style="list-style-type: none"> <li>Enter pricing information into contract management system</li> </ul>                                                                                                                                          |   | X |
| <b>Optional Systems/Services</b>                                                                                                                                                                                                                     |   |   |
| <ul style="list-style-type: none"> <li>Finalize staging agreement</li> </ul>                                                                                                                                                                         |   | X |
| <ul style="list-style-type: none"> <li>Finalize minority/disabled small business partnership</li> </ul>                                                                                                                                              |   | X |
| <ul style="list-style-type: none"> <li>Arrange for onsite services</li> </ul>                                                                                                                                                                        |   | X |
| <ul style="list-style-type: none"> <li>Select appropriate training programs</li> </ul>                                                                                                                                                               |   | X |

|                                    |  |   |
|------------------------------------|--|---|
| • Set up Employee Purchase Program |  | X |
|------------------------------------|--|---|

## K-12 Funding and Other Resources

We know your need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor partner that shares a passion for education and continued development. Our teams, and our partners, are dedicated to supporting the full scope of Community Unit School Dist 300's technology and all your program goals. Following are highlights of the value-adds we offer our education customers.

### Get Ed Funding Overview

CDW•G sponsors [GetEdFunding.com](https://www.getedfunding.com), a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. Through sponsoring this resource, CDW•G's mission is to help educators and institutions discover the funds they need to supplement tight budgets to achieve your goals and take learning to the next level.

Monitored daily, [GetEdFunding.com](https://www.getedfunding.com) can reduce the energy your teachers are spending to search for programs and money. You can finetune your search based on key concepts and 21<sup>st</sup> century skills and themes. Once you are registered on the site, you can save the grants of greatest interest to return to later. The funding opportunities listed are already available and applicable to standard learning paths. For example, there are more than 60 STEM specific programs currently available for application. Please reach out to your account manager for more information.





## Community Unit School District 300

Carpentersville CUSD 300 - UPS Batteries

Form 470 # 250014116

2/6/2025

**Funding Year 2025-2026**

Digital Copy



**CDW Government LLC  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60061**



One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
Toll-free: 800.808.4239  
Web: cdwg.com

2/6/2025

Community Unit School District 300  
2550 Harnish Dr  
Algonquin, IL, 60102

**RE: CDW Government's Response to Community Unit School District 300's  
Carpentersville CUSD 300 - UPS Batteries, 470# 250014116**

Dear John Hummel,

Community Unit School District 300 is seeking to identify a reliable and experienced IT partner capable of managing your E-Rate initiative. Our response demonstrates CDW Government's unique ability to contribute to the overall success of this initiative.

CDW Government LLC (CDW•G) is a global systems integrator, impacting 75 million students across 34 countries. With over 30 years of experience, we are a trusted partner to more than 15,000 school districts nationwide. Benefits of partnering with us include:

- **History of Success:** CDW•G is a leading E-Rate provider with extensive experience and expertise in supporting K-12 customers since 1998. To date we have managed more than 19,550 E-Rate projects for schools and libraries nationwide.
- **Strong Partnerships:** We maintain strong relationships with more than 1,000 vendor partners to provide the best products, services, and support to our customers, including leading networking partners well-versed in Internal Connections (IC).
- **In-House Expertise:** We can support you on your E-Rate journey from beginning to end with our dedicated in-house resources and technical experts. Our E-Rate teams ensure contract compliance and expert handling of specialized E-Rate invoicing, as well as offer expert advice. Additionally, our presales IT specialists, can provide you with invaluable, ongoing consult.
- **Dedicated Account Team:** With CDW•G, you are supported by a highly trained and experienced account team, including a dedicated account manager, who serves as your primary point of contact, and is responsible for coordinating all your needs.

Please contact your Client Executive, **Rafal Libelt**, at **(847) 968-9511** or **rafalib@cdwg.com** with any questions. We thank you for the opportunity to participate in the 470 response process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

Justin Schwier  
Manager, Proposals  
CDW Government LLC



---

# Pricing Offer and E-Rate Purchase Agreement

Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to rafalib@cdwg.com and [470award@cdwg.com](mailto:470award@cdwg.com).

This E-Rate Customer Purchase Agreement (this “Agreement”) is entered into the date the contract is signed, and effective on April 1, 2025 (“Effective Date”) and is made by and between CDW Government LLC an Illinois limited liability corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 (“Seller”), and Community Unit School District 300 a non-profit school or library eligible for Universal Service funding, as defined below.

|                               |                                                                                          |                                         |                                                                         |
|-------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------|
| <b>E-Rate Contract Number</b> | 137178                                                                                   | <b>Spin #</b>                           | 143005588                                                               |
| <b>E-Rate Funding Year</b>    | <b>2025</b>                                                                              | <b>FCC Registration #</b>               | 0012123287                                                              |
| <b>Customer</b>               | Community Unit School<br>District 300<br><br>2550 Harnish Dr<br><br>Algonquin, IL, 60102 | <b>Seller</b>                           | CDW Government LLC<br>230 N. Milwaukee Avenue<br>Vernon Hills, IL 60061 |
| <b>Effective Date</b>         | April 1, 2025                                                                            | <b>Quoted Items (see<br/>exhibit 1)</b> | <b>470# 250014116</b>                                                   |

## 1. DEFINITIONS

As used in the Agreement, the following terms shall have the meanings set forth below:

- A. “Universal Service Administrative Co.” or “USAC” – The not for profit organization designated by the U.S. Federal Communications Commission (“FCC”) to administer and ensure compliance with the Universal Services Fund.
- B. “SLP” - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by USAC under the direction of the FCC.
- C. “E-Rate” – The education rate funding program that is a part of SLP that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.
- D. “Funding Commitment Decision Letter” or “FCDL” – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.
- E. “Products” – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.
- F. “Funding Year” – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products. FY 2025 is in reference to the program year.

## 2. TERMS AND CONDITIONS

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions on Seller’s website at <https://www.cdwg.com/content/cdwg/en/terms-conditions/sales-and-service-projects.html> (the “Sales and Service Projects”), unless otherwise stated herein.

### 3. PURCHASE AUTHORIZATIONS

#### A. E-Rate Status

- i. Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.
- ii. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY FCC.

#### B. E-Rate Purchases

- i. Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.
- ii. IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller. See Payment Terms for details.

### 4. ORDERING AND ASSISTANCE

#### A. Ordering

Purchase orders shall be submitted through electronic means (email, electronic data interchange (EDI), etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.

#### B. Other Requirements

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) CDW Part Number and OEM Part Number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; 10) BEAR or SPI Order; and 11) FCC Form 471 and Funding Request Number (FRN) number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.

- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:  
  
“The total cost of this purchase order is \$ \_\_\_\_\_. The E-Rate portion is \$ \_\_\_\_\_, and is committed by USAC. If there is any reduction or denial of payment with the E-Rate portion, Community Unit School District 300 accepts full responsibility for the cost of this purchase, \$\_\_\_\_\_.”
- iii. Should Customer choose to add Product or make substitutions to the Products originally sought, following USAC’s funding decision, Customer agrees it will be responsible for the amounts owed for the added or substituted Products in excess of its committed funding from USAC.
- iv. Customer must complete installation of Products ordered pursuant to this Agreement within thirty (30) days of delivery. In the event Customer, or a third party hired by Customer to complete the installation, fails to install the Products within the timeframe provided herein, the Parties acknowledge and agree that Customer will begin to accrue interest on the amounts owed for such Products in an amount of one and one-half percent (1.5%) per month, or the maximum rate permitted by applicable law.

#### C. Assistance with Order

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer’s purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP’S APPROVAL OF THE PRODUCT SUBSTITUTION. ANY INCREASE IN PRICE THAT CANNOT BE ABSORBED BY THE SELLER WILL BE THE RESPONSIBILITY OF Community Unit School District 300.

#### 5. PRICE AND PAYMENT TERMS

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller’s opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

**A. Price**

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

**Payment Terms**

- i. All payments, regardless of method, shall be submitted to "Accounts Receivable," please contact your account manager for payment method options.
- ii. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.
- iii. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.

**Form 474 Service Provider Invoice (SPI) Method**

Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice. There must be an approved FCC Form 486 prior to placing the SPI order.

**Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

- iv. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL and completed the FCC Form 486, Seller DOES NOT accept SPI orders before July 1 of the Funding Year, or prior to the Form 486 approval by USAC.

**6. NON-ASSIGNABILITY AGREEMENT**

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

The term of this Agreement shall commence on April 1, 2025 ("Effective Date") and be valid through the later of the Funding Year 2025 or 9/30/2026.

- i. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

- ii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

## 7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above

## 8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

## 9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

## 10. GOVERNING LAW

This Agreement will be governed by the laws of IL, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

## 11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.

---

CDW Government LLC

SPIN #143005588

2/6/2025

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250014116 furnished by Community Unit School District 300 are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

© CDW Government LLC 2025

**CDW Government LLC****Community Unit School District 300**

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*(Authorized Signature)**Jennifer Porter*B2B855FF728A002ABB1B5572D79A17DCONFIDENTIAL*(Authorized Signature)*

---

*Printed Name*

---

Jennifer Porter*Printed Name*Title: 

---

Title: Chief Financial OfficerDate: 

---

Date: 2025-03-21

**\*\* Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to [rafalib@cdwg.com](mailto:rafalib@cdwg.com) and [470award@cdwg.com](mailto:470award@cdwg.com)**

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## EXHIBIT I – Pricing Offer

**Pricing is pending board and E-Rate approval**





Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

JULIA GESKE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| PGTT359 | 1/24/2025  | ERATE APC UPS   | 1330924    | \$63,424.14 |

| QUOTE DETAILS                                                                                                                               |     |         |            |             |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------|-------------|
| ITEM                                                                                                                                        | QTY | CDW#    | UNIT PRICE | EXT. PRICE  |
| <a href="#">APC Replacement Battery Cartridge #115</a><br>Mfg. Part#: APCRBC115<br>UNSPSC: 26111710<br>Contract: MARKET                     | 43  | 2188421 | \$279.93   | \$12,036.99 |
| <a href="#">APC Replacement Battery Cartridge 143 with 2 Year Warranty</a><br>Mfg. Part#: APCRBC143<br>UNSPSC: 26111710<br>Contract: MARKET | 48  | 3301516 | \$379.00   | \$18,192.00 |
| <a href="#">APC Replacement Battery Cartridge #140</a><br>Mfg. Part#: APCRBC140<br>UNSPSC: 26111710<br>Contract: MARKET                     | 55  | 3598865 | \$582.77   | \$32,052.35 |
| <a href="#">APC Replacement Battery Cartridge 141 with 2 Year Warranty</a><br>Mfg. Part#: APCRBC141<br>UNSPSC: 26111707<br>Contract: MARKET | 4   | 4485666 | \$285.70   | \$1,142.80  |

SUBTOTAL \$63,424.14

SHIPPING \$0.00

SALES TAX \$0.00

GRAND TOTAL **\$63,424.14**

PURCHASER BILLING INFO

DELIVER TO

**Billing Address:**  
COMMUNITY UNIT SCHOOL DIST NO. 300  
ACCTS PAYABLE  
2550 HARNISH DR  
ALGONQUIN, IL 60102-6870  
**Phone:** (847) 426-1300  
**Payment Terms:** ERATE QUOTES ONLY

**Shipping Address:**  
COMMUNITY UNIT SCHOOL DIST NO. 300  
JULIA GESKE  
2605 BUNKER HILL DR  
ALGONQUIN, IL 60102-9780  
**Phone:** (847) 551-8301  
**Shipping Method:** TForce Freight, Dock to Dock

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Sean Dillon** | (866) 723-3622 | [seandil@cdw.com](mailto:seandil@cdw.com)

**Need Help?**



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

**REVISED 1-14-25**

**Spin#: 143005588**

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*Addendum No.:*

---

*Addendum Date:*

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*Acknowledged by Vendor:*

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1. Vendors shall include their name and E-rate Service Provider ID Number (SPIN#) in cells C2 and C3.
2. Vendor must complete this spreadsheet and provide as an attachment to the proposal
3. Vendors shall fill in Columns F through K on Sections A and B:
  - Column F - Erate Category
  - Column G - Equivalent Part Number *(if applicable)*
  - Column H - Equivalent Description *(if applicable)*
  - Column I - Unit Cost
  - Column J - Total Cost of Component Line Item ***(this will be automatically calculated with Unit Cost - Vendor should confirm)***
  - Column K - Component Erate Eligibility Percentage
4. If the proposed solution requires additional components, Vendors should utilize the available rows in Sections A & B.

|     |                                                |
|-----|------------------------------------------------|
| 30% | Price of E-rate Eligible Products and Services |
| 25% | Compatibility with Existing Equipment          |
| 20% | Experience with Vendor                         |
| 15% | Meets Technical Requirements                   |
| 5%  | Price of Ineligible Products and Services      |
| 5%  | Completeness of Proposal                       |

1. Generic hardware list provided, without identifying the specific solution to meet the requirements of this RFP
2. Proposal does not provide technical feature information
3. Proposal does not provide references
4. Incomplete Proposal

|                         |              |  |
|-------------------------|--------------|--|
| <b>Equipment</b>        | \$ 63,424.14 |  |
| <i>Shipping:</i>        |              |  |
| <i>Taxes:</i>           |              |  |
| <b>Equipment Total:</b> | \$ 63,424.14 |  |

|        |    |   |  |
|--------|----|---|--|
| TOTALS | \$ | - |  |
|--------|----|---|--|

# CDW Government Overview

## CDW QUICK FACTS

HQ **Vernon Hills, IL**

2023 Net Sales **\$21B**

Coworkers **15,100**

U.S. Offices **43**

Customers **250,000+**

2023 Fortune 500 Rank **166**

CDW Government LLC (CDW•G) is the wholly owned subsidiary of CDW LLC, a leading multi-brand technology solutions provider to corporate and public sector customers in the U.S., U.K., and Canada. Founded in 1984, CDW currently employs 15,100 coworkers worldwide. Our broad array of offerings ranges from discrete hardware and software products to integrated IT solutions. We provide our products and solutions through our sales and service delivery teams, who are broken down by segment, and further organized into geographic regions. We have an expansive network of offices near major cities and a large team of customer-facing coworkers - including field sellers, technology specialists, and advanced delivery engineers - across the country.

### Products and Partnerships

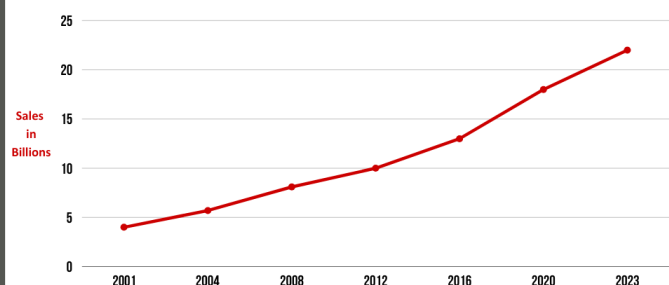
More than 100,000 products from more than 1,000 vendors including leading networking OEMs such as: APC, Cisco, Cradlepoint, Extreme, Fortinet, HP Aruba, IBM, Juniper, Kajeet, Leibert, Palo Alto, Rukus, and more.

### Total E-Rate Solutions

- **Category One**
  - Bus Wi-Fi
  - Wireless Hot Spots
- **Category Two**
  - Internal Connections
  - Basic Maintenance of Internal Connections
  - Managed Internal Broadband Services

Our sustainable growth and continued financial stability serve to assure Community Unit School District 300 that we are here to stay and can support you through the life of this contract and beyond. Of note, CDW is number four on CRN's 2023 Solution Provider 500 list that ranks the top integrators, service providers, and IT consultants in North America by

## CDW Net Sales



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services revenue.

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## K-12 Education Expertise

CDW•G helps schools leverage technology to achieve great educational outcomes. With more than 200 government and education contracts, we are one of the nation's largest direct-response providers of multi-brand technology products and services. For more than 30 years, we have closely monitored emerging technologies to ensure our solutions are at the forefront of innovation. We proactively expand our offerings and certifications to support your evolving needs. We invest in the solutions that matter most to you, like classroom transformation, device ecosystem, cybersecurity, AI, and school safety.

**We are a trusted technology partner to more than 15,000 K-12 schools.**

### Resources - Education Strategy Team

**Education Strategists** work with you to understand your district's vision and goals to create customized solutions that improve teaching and learning.

**Classroom Modernization Specialists**, focused on audiovisual solutions and classroom design, can support you through trainings, consultative calls, webinars, and more.

We guide customers through decisions on the platforms that run your districts and drive transformation. We have dedicated in-house technical resources aligned to K-12 solution areas to help you better understand and integrate technology into your educational goals. Our K-12 Education Strategy Team – comprised of former leaders in education – support districts in implementing digitally-enhanced education and can help you develop a vision for lasting change.

**We are a premier provider of Chromebooks to K-12 schools in the U.S.**

In 2023, CDW•G deployed 1 out of every 3 Chromebooks into K-12 classrooms in the U.S. for a total of 2.5 million devices. We can support your full device lifecycle management needs and have experience handling complex deployments for the largest school districts in the country, even in adverse conditions.

### A Partner You Can Trust – Even in Adverse Conditions

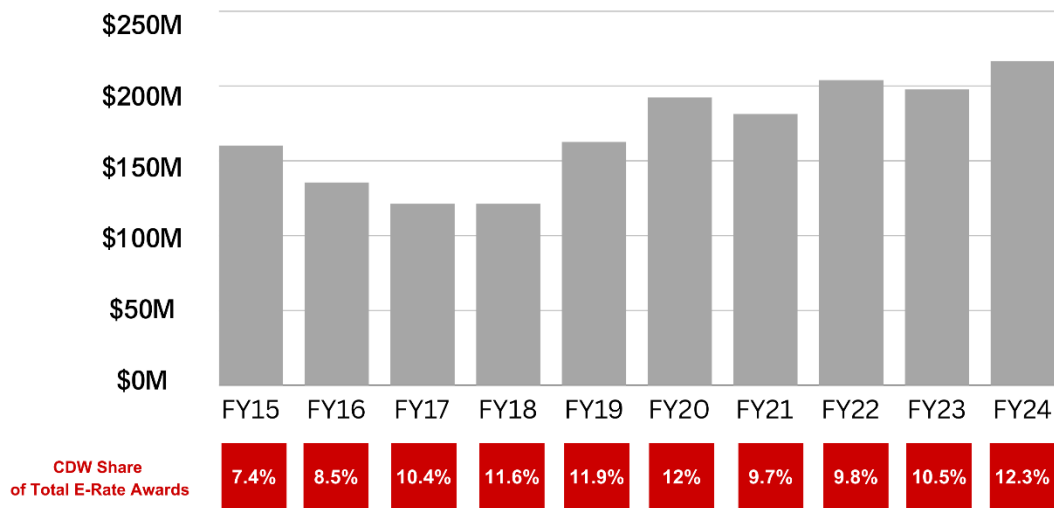
During a time of significant supply chain constraints, CDW•G delivered. One of the largest school districts in the country, Chicago Public Schools (CPS), relies on CDW Education to provide their students with Chromebooks. Like so many other districts across the nation, CPS needed to pivot to distance learning with the onset of COVID-19. To serve the needs of nearly 330,000 students, CPS required 1,000s of Chromebooks. Despite worldwide shortages, CDW•G was able to deliver 20,000 devices over four months on-site and on-time.

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## A Powerful E-Rate Partner

We have nearly 30 years of experience delivering successful outcomes for E-Rate funded projects. Participating in E-Rate since our founding in 1998, we are the largest Category 2 provider nationwide, delivering two-times the amount of Category 2 E-Rate projects than our next closest competitor. Since the E-Rate Modernization in 2015, we have been awarded over 19,550 E-Rate projects totalling over \$790M in total equipment delivered to schools throughout the United States.

### CDW E-Rate Awards and Revenue



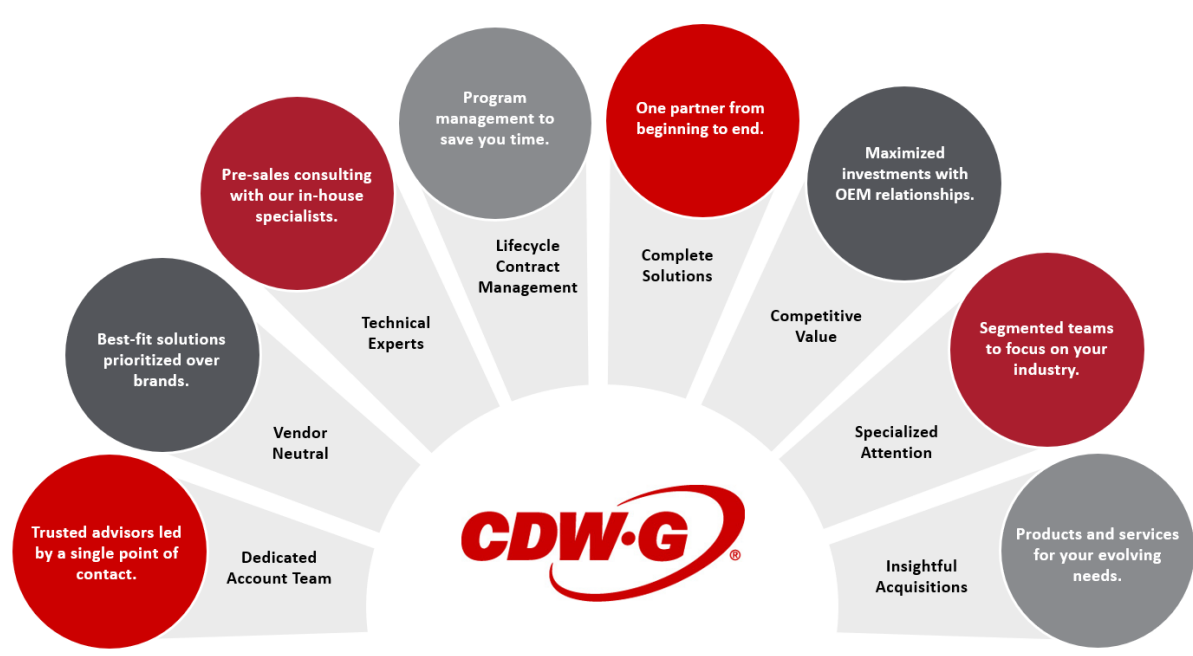
## Proven Management Approach

Due to our streamlined and best-practice system of checks and balances, **we have never lost funding for a school**, as substantiated by countless audits. Our dedicated internal K-12 and E-Rate resources help ensure accurate invoicing and contract compliance, as well as provide knowledgeable resources and guidance as you navigate your E-Rate journey.

- **E-Rate Program Management Team** offers knowledge, assistance, and advisement, as well as ensures contract compliance.
- **E-Rate Funding Team** ensures expert handling of both BEAR and SPI E-Rate invoicing by accounts receivable specialists.
- **K-12 Education Strategists** focus on helping you implement solutions attuned to your needs, with realistic budget constraints in mind, often in conjunction with E-Rate funding initiatives.

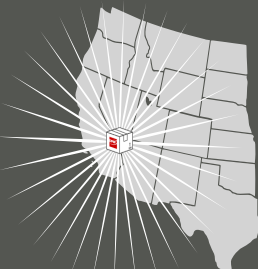
## Strengths, Best Practices, and Value

By aligning with CDW•G, your organization can take advantage of our strengths, best practices, and value-added services.



## Inventory Access and In-House Services

A significant advantage we offer Community Unit School District 300 is our ability to deliver the right products, at the right value, right when you need them. CDW has two large, strategically located distribution and configuration centers that ensure speed and accuracy throughout the procurement process. In addition, to supplement our direct purchasing model, CDW has strong affiliations with principal channel distributors, enabling us to quickly obtain competitively priced, non-stocked items.



**LAS VEGAS, NV**  
513k square feet  
Capacity for up to 10K+ configurations per day



**VERNON HILLS, IL**  
450k square feet  
Capacity for up to 10K+ configurations per day

ISO 9001 Quality | ISO 14001 Environment | ISO 20243 Risk Management  
ISO 27001 Information Security | ISO 2800 Secure Supply Chain



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## Support Resources for Community Unit School District 300

When you work with CDW•G, you have access to expertise that is not available within your organization. Our team of technology experts and dedicated account managers will tailor a piece of equipment or an entire network to deliver the most effective and sustainable results.

| Account Management Resources                                                                                              |                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Rafal Libelt</b><br>Client Executive<br>(847) 968-9511<br><a href="mailto:rafalib@cdwg.com">rafalib@cdwg.com</a>       | <b>Gabriela Rubeck</b><br>Sales Manager<br>(312) 705-8902<br><a href="mailto:gabiper@cdwg.com">gabiper@cdwg.com</a>       |
| <b>Todd Tysick</b><br>Account Manager Associate<br>(312) 705-3363<br><a href="mailto:toddtys@cdw.com">toddtys@cdw.com</a> | <b>Sean Dillon</b><br>Executive Account Manager<br>(847) 968-9304<br><a href="mailto:seandil@cdw.com">seandil@cdw.com</a> |

### E-Rate Program Management and Funding Solutions Team

Our **E-Rate Program Management** team offers eligible entities their knowledge, assistance, and advisement on E-Rate matters, including program compliance and adherence. The team prepares contract deliverable reports and makes modifications, as necessary, including price reductions, additions, discontinued products, replacements, and version changes. They ensure that price and supply agreements are in place from award through completion and that the E-Rate bidding, ordering, invoicing, and funding are all seamless and easy for you to complete.

| E-Rate Resources                                                                                                                                   |                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Yolanda Blomquist</b><br>Program Manager – E-Rate<br>630-531-5478<br><a href="mailto:yolanda.blomquist@cdwg.com">yolanda.blomquist@cdwg.com</a> | <b>Jeff Hagen</b><br>Manager, Program Management – K12<br>813-462-4055<br><a href="mailto:jeff.hagen@cdwg.com">jeff.hagen@cdwg.com</a> |

Our **Funding Solutions** team, and dedicated Education Funding Solutions Manager, can help E-Rate applicants understand compliance with rules and regulations throughout the process. They advise on the appropriate engagement after Form 470 filings and work with our operations teams to ensure E-Rate ordering, invoicing, and delivery are compliant.

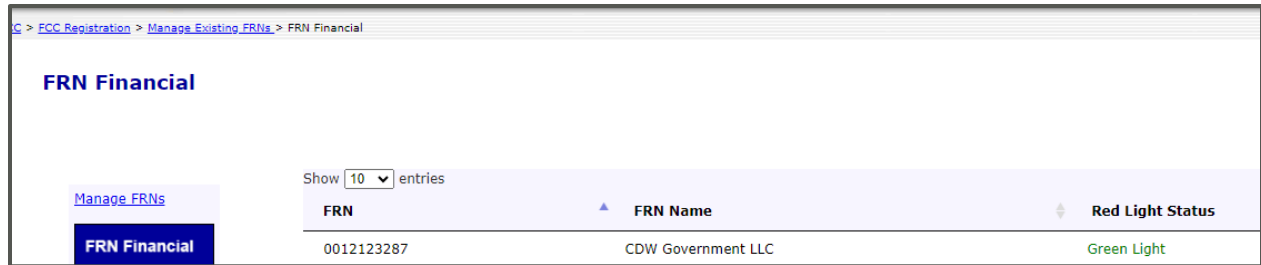
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Additionally, our E-Rate Manager assists applicants with PIA reviews, preparation of Bulk Upload Attachments, and product eligibility reviews as part of the Form 471 process.

#### Additional E-Rate Resources

**Dave LeNard**, Business Development Manager, E-Rate  
**Amy Passow**, Senior Manager, Education Funding Solutions  
**Deb Orts**, Contract Analyst  
**Kim Klaus**, Account Receivable Consultant

## FCC FRN E-Rate Display System Status



The screenshot shows a web application interface for FCC FRN E-Rate Display System Status. The breadcrumb trail at the top is "C > FCC Registration > Manage Existing FRNs > FRN Financial". The main heading is "FRN Financial". On the left, there are two buttons: "Manage FRNs" and "FRN Financial". The "FRN Financial" button is highlighted. The main content area displays a table with the following data:

| FRN        | FRN Name           | Red Light Status |
|------------|--------------------|------------------|
| 0012123287 | CDW Government LLC | Green Light      |

The above screen shot is from **July 10, 2024**. CDW•G remains in **Green Light Status**.

Upon request, CDW•G can provide an updated screenshot.

**Spin #143005588**

**FCC Registration #0012123287**

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## Helpful Hints for Preparing Form 471

Things to consider when preparing your funding request (Form 471):

- Enter only one manufacturer part number per line item (do not bundle part numbers)
  - All software should be requested under IC, Software
- Even when bundled with warranty support from manufacturer for purchase, as long as warranty cannot be purchased on its own
- If you live in a state that has applicable taxes, such as AR, NC, CA, AZ, WA, make sure to include those taxes on your FCC Form 471.
- If warranty can be purchased separately, then it should be separated for funding request, and warranty funding requested under Basic Maintenance
- Warranty only part numbers should be requested under Basic Maintenance
  - List months of service, should only be for coverage July 1 – June 30 (Funding Year)
  - List hardware supported part number
  - List site where hardware sits

CDW•G can complete Bulk Submission Forms if chosen as the service provider for your funding request. Please email [E-Rate@cdw.com](mailto:E-Rate@cdw.com) for assistance.

Additionally, **please note** - upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to [rafalib@cdwg.com](mailto:rafalib@cdwg.com) and [470award@cdwg.com](mailto:470award@cdwg.com). Please see “E-Rate Order Process” information on the following page for further details.

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# E-Rate Order Process

1. **Ordering:** Purchase orders shall be submitted through electronic means (email, EDI, etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.
2. **Required Information:** All orders must include:
  - a. Contact name, Phone number
  - b. Purchase order number
  - c. Part number, Product description
  - d. Pre-discount and discounted product price
  - e. Percentage Customer owes and percentage SLD owes (SPI – Form 474 Method)
  - f. Ship to location, Bill to location
  - g. FCC Form 471 Number (also known as Application Number)
  - h. FRN for each part number
  - i. Billing method (BEAR – Form 472 or SPI – Form 474)
  - j. "Net 30 Terms"

**SEPARATE PURCHASE ORDERS SHOULD BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E- RATE FUNDING. ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY SELLER. PO TOTAL SHOULD REFLECT FULL PURCHASE PRICE OF ORDER.**

3. **Assistance With Order:** Customer may call 1-800-328-4239 for assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are not consistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall be null and void and shall not be applicable hereto or binding on Seller.

**IN THE CASE OF CHANGES TO PRODUCTS AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE**

---

**REASONABLE EFFORTS TO MAKE AVAILABLE TO THE CUSTOMER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE WHEN OR IF AVAILABLE, UPON APPROVAL FROM SLD ON PRODUCT SUBSTITUTION.**

**4. Price and Payment Terms**

**a. Price**

Price shall be as stated in the quotation attached hereto as Exhibit I by CDW-G account manager. Prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer. Any taxes will be listed separately on the invoice.

**b. Payment Terms (Customer must choose one)**

**i. Form 474 Service Provider Invoice (SPI) Method**

➤ Seller will invoice Customer for their portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (discounted amount owed by Customer) within thirty (30) days from date of invoice

**ii. Form 472 BEAR Method**

➤ Seller will invoice Customer for pre-discount portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (full amount owed by Customer) within thirty (30) days from the date of invoice.

**5. Payment Method:** In adherence to Federal E-Rate compliance regulations, CDW-G's quoted price is all-inclusive of any and all discounts, if applicable. No further discounts will be applied during time of invoice. All payments for both methods shall be submitted to the address presented below WHERE APPLICABLE:

|                                                                                             |                                |
|---------------------------------------------------------------------------------------------|--------------------------------|
| ACH PAYMENT INFORMATION:                                                                    | CHECK PAYMENT INFORMATION:     |
| E-mail Remittance To:<br><a href="mailto:gachremittance@cdw.com">gachremittance@cdw.com</a> | CDW Government                 |
| THE NORTHERN TRUST                                                                          | 75 Remittance Drive Suite 1515 |
| 50 SOUTH LASALLE STREET                                                                     | Chicago, IL 60675-1515         |
| CHICAGO, IL 60675                                                                           |                                |
| ROUTING NO.: 071000152                                                                      |                                |
| ACCOUNT NAME: CDW GOVERNMENT                                                                |                                |
| ACCOUNT NO.: 91057                                                                          |                                |

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable regulations.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF 100% THE PRICE OF PRODUCTS IN THE CASE WHERE CUSTOMER PLACES ORDER FOR PRODUCTS SLD DISALLOWS CUSTOMER'S REQUEST FOR**

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**DISCOUNT AND REFUSES PAYMENT TO SELLER OF THE DISCOUNT AMOUNT FOR PRODUCTS. IF SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT CUSTOMER IS IN NO WAY REQUIRED TO PLACE ORDER FOR PRODUCTS.**



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# Appendix

# Implementation Plan

## Tasks for First Two Weeks (Sample Version)

Upon award, your Account Management Team will remain in constant contact with key employee(s) at each location to implement the contract and ensure total satisfaction. CDW•G will make this process as seamless as possible and will follow the work plan that has been developed. In addition, if requested, CDW•G will facilitate any necessary meetings via teleconference, videoconference, or in person, pending appointment, at your location or ours, to ensure that the process meets your expectations.

While there can be challenges to implementing a project of any scale, CDW•G tries to minimize potential problems upfront. We will need Community Unit School District 300 to provide the following in a timely manner in order to facilitate the implementation process:

- Updated contact information for all key personnel
- Information regarding product forecasts
- Standardized product list
- List of authorized users and restrictions
- Imaging specifications
- Specific reporting requirements
- Permission for CDW•G to be listed on manufacturer agreements.

During the implementation process, any problems or concerns should be directed to your account manager for immediate resolution. The following implementation plan demonstrates how CDWG will work with you to successfully implement this project.

| Task                                                                                                                                                                                                                            | Week 1 | Week 2 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| <b>Account Management Set Up</b>                                                                                                                                                                                                |        |        |
| <ul style="list-style-type: none"><li>• <b>Introduce key customer contacts to CDW•G Account Team</b></li><li>• <b>Introductory letter/phone contact/ site visit</b></li></ul>                                                   | X      |        |
| <ul style="list-style-type: none"><li>• <b>Gather/confirm general customer information</b></li><li>• <b>Contacts: phone, email, fax</b></li><li>• <b>Community Unit School District 300's locations and addresses</b></li></ul> | X      |        |

|                                                                                                                                                                                                                                                      |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <ul style="list-style-type: none"> <li>Outline customer's procedures and requirements, i.e. <ul style="list-style-type: none"> <li>Frequency of contact/schedule</li> <li>Turnaround expectations (quotes)</li> <li>Reporting</li> </ul> </li> </ul> | X |   |
| <ul style="list-style-type: none"> <li>Conduct walkthrough or webinar: Account Center</li> </ul>                                                                                                                                                     |   | X |
| <b>CDW•G Capabilities and Support</b>                                                                                                                                                                                                                |   |   |
| <ul style="list-style-type: none"> <li>Make contact with Account Specialists, as needed</li> </ul>                                                                                                                                                   |   | X |
| <ul style="list-style-type: none"> <li>Review technical support options</li> </ul>                                                                                                                                                                   | X |   |
| <ul style="list-style-type: none"> <li>Review customer service processes (i.e., returns)</li> </ul>                                                                                                                                                  | X |   |
| <b>Customer Financial Arrangements</b>                                                                                                                                                                                                               |   |   |
| <ul style="list-style-type: none"> <li>Complete forms for credit approval</li> </ul>                                                                                                                                                                 | X |   |
| <ul style="list-style-type: none"> <li>Complete financing application</li> </ul>                                                                                                                                                                     |   | X |
| <b>Product Specific Needs and Services</b>                                                                                                                                                                                                           |   |   |
| <ul style="list-style-type: none"> <li>Arrange conference call(s) with manufacturer(s)</li> </ul>                                                                                                                                                    | X |   |
| <ul style="list-style-type: none"> <li>Develop product forecasts</li> </ul>                                                                                                                                                                          | X |   |
| <ul style="list-style-type: none"> <li>Process and test image(s)</li> </ul>                                                                                                                                                                          |   | X |
| <ul style="list-style-type: none"> <li>Customize asset tag/schedule asset tagging</li> </ul>                                                                                                                                                         |   | X |
| <ul style="list-style-type: none"> <li>Input customer installation/configuration specifications</li> </ul>                                                                                                                                           |   | X |
| <b>Procurement and Management Systems</b>                                                                                                                                                                                                            |   |   |
| <ul style="list-style-type: none"> <li>Standardize products through your Account Center</li> </ul>                                                                                                                                                   |   | X |
| <ul style="list-style-type: none"> <li>Create bundles</li> </ul>                                                                                                                                                                                     |   |   |
| <ul style="list-style-type: none"> <li>Set up purchase authorizations and controls</li> </ul>                                                                                                                                                        |   | X |
| <ul style="list-style-type: none"> <li>Establish account linking</li> </ul>                                                                                                                                                                          |   | X |
| <ul style="list-style-type: none"> <li>Set up software license tracking system</li> </ul>                                                                                                                                                            |   | X |
| <ul style="list-style-type: none"> <li>Implement asset tracking system</li> </ul>                                                                                                                                                                    |   | X |
| <ul style="list-style-type: none"> <li>Investigate or link with e-procurement programs and third parties</li> </ul>                                                                                                                                  |   | X |
| <ul style="list-style-type: none"> <li>Utilize EDI for invoicing and/or ordering functions</li> </ul>                                                                                                                                                |   | X |
| <b>Pricing</b>                                                                                                                                                                                                                                       |   |   |
| <ul style="list-style-type: none"> <li>Have CDW•G listed on all manufacturer contracts</li> </ul>                                                                                                                                                    |   | X |
| <ul style="list-style-type: none"> <li>Enter pricing information into contract management system</li> </ul>                                                                                                                                          |   | X |
| <b>Optional Systems/Services</b>                                                                                                                                                                                                                     |   |   |
| <ul style="list-style-type: none"> <li>Finalize staging agreement</li> </ul>                                                                                                                                                                         |   | X |
| <ul style="list-style-type: none"> <li>Finalize minority/disabled small business partnership</li> </ul>                                                                                                                                              |   | X |
| <ul style="list-style-type: none"> <li>Arrange for onsite services</li> </ul>                                                                                                                                                                        |   | X |
| <ul style="list-style-type: none"> <li>Select appropriate training programs</li> </ul>                                                                                                                                                               |   | X |

|                                    |  |   |
|------------------------------------|--|---|
| • Set up Employee Purchase Program |  | X |
|------------------------------------|--|---|

## K-12 Funding and Other Resources

We know your need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor partner that shares a passion for education and continued development. Our teams, and our partners, are dedicated to supporting the full scope of Community Unit School District 300's technology and all your program goals. Following are highlights of the value-adds we offer our education customers.

### Get Ed Funding Overview

CDW•G sponsors [GetEdFunding.com](https://www.getedfunding.com), a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. Through sponsoring this resource, CDW•G's mission is to help educators and institutions discover the funds they need to supplement tight budgets to achieve your goals and take learning to the next level.

Monitored daily, [GetEdFunding.com](https://www.getedfunding.com) can reduce the energy your teachers are spending to search for programs and money. You can finetune your search based on key concepts and 21<sup>st</sup> century skills and themes. Once you are registered on the site, you can save the grants of greatest interest to return to later. The funding opportunities listed are already available and applicable to standard learning paths. For example, there are more than 60 STEM specific programs currently available for application. Please reach out to your account manager for more information.





# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** April 22, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Angela Marler Conner,  
Director of Federal Programs

Patricia Schmidt,  
Executive Director of School  
Improvement & Accountability

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   |           |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 4/22/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Consolidated District Plan FY26

### **Background**

The Consolidated District Plan is required under law for an LEA that receives Federal grants, including Title I, Title II, Title III (LIEP), Title IV, all ESSER, IDEA Flow-Through, and Preschool Dollars. The Consolidated District Plan is to be reviewed annually and approved by the Local School Board if and when significant changes are made. The Consolidated District Plan included below was reviewed and revised by district administrators, outlines how federal program funds will be used at the district level, and reviews the requirements needed to receive Federal Program dollars. In 2024-2025, the District Bilingual Plan was added to the Consolidated District Plan.

### **Administrative Recommendation**

The administration recommends that the Board approve the Consolidated District Plan for Federal Grants for the 2025-2026 School year.

## **D300 FY26 Consolidated District Plan**

### **Overview:**

The District Plan shall be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, other appropriate school personnel, and parents of children in schools served under the:

- **Every Student Succeeds Act** (ESSA) legislation, and as appropriate, is coordinated with other programs under ESSA,
- **Individuals with Disabilities Education Act** (20 U.S.C. 1400 et seq.),
- **Rehabilitation Act** of 1973 (20 U.S.C. 701 et seq.), the Strengthening
- **Career and Technical Education** for the 21st Century Act (20 U.S.C.2301 et seq.),
- **Workforce Innovation and Opportunity Act** (29 U.S.C. 3103 et seq.),
- **Head Start Act** (42 U.S.C. 9831 et seq.),
- **McKinney-Vento Homeless Assistance Act** (42 U.S.C. 11301 et seq.),
- **Adult Education and Family Literacy Act** (29 U.S.C. 3271 et seq.), and other Acts as appropriate.

### **Included Programs:**

ESSA, IDEA, Rehabilitation Act, CTE 21st Century, Head Start, McKinney Vento Act, American Rescue Plan, Adult Education and Family Literacy Act, Bilingual Education

### **Contact Information:**

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

CUSD 300 will ensure to the extent possible equitable access to, participation in, and appropriate educational opportunities for students served. Federally funded activities, programs and services will be accessible to all teachers, students, and other program beneficiaries with special needs, allowing them to participate fully in projects. CUSD 300 does not discriminate on the basis of age, color, religion, creed, disability, marital or veteran status, national origin, race or gender. The intent of the use of these funds is to eliminate access barriers to learning due to each student's individual learning needs.

## **D300 FY26 Consolidated District Plan**

### **Needs Assessment and Programs:**

1. Describe how the LEA will align federal resources, including but not limited to the programs in the CDP, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.

In collaboration with all departments (Federal Programs/Grants, Special Education, Assessment and Professional Development) through the Chief Academic and Chief Operations Officers, the departments meet on a bi-weekly basis and collaborate at least monthly to build in activities that align funding with our District Strategic Plan. The Strategic Plan is developed in collaboration with all administrative stakeholders, the school board, and community members. The Strategic Plan is aligned with current data, continuous improvement strategies, and best practices for students and staff.

2. Provide a Summary of the LEA's Needs Assessment.

The LEA has taken a comprehensive approach to assessing the needs of our students, staff and community. At the district level, the 5 year strategic plan has been developed by administrators with parent and community stakeholder input. It was put into action in the fall of 2022. Several parent and community groups provided input, including the African American Parent Committee, the Bilingual Parent Advisory Committee, and the District Parent Advisory Committee. Surveys are available on the district website so that all stakeholders can contribute to the decision making process. At the school level, each school completes the school improvement planning process and Title I schools complete the schoolwide planning process. For the IDEA grant, surveys are taken regarding required professional development. All of these resources are combined to determine the needs of our schools and the district overall.

### **Plan Specifics:**

#### **Needs Assessment Results:**

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.

1. Title I-A Improving Basic Programs  
Based on student achievement data and report card data, schoolwide programs are required to provide services, to increase achievement and close achievement gaps for low income, especially minority students and English



## D300 FY26 Consolidated District Plan

learners. Achievement gaps persist for low income students. Programs will be designed to address the needs of these groups of students, for instance, afterschool programs, summer school, and professional development. Supplemental materials and supplies will also benefit our students. Additionally, instructional coaches, interventionists, and family school liaisons will be part of all school wide Title I programs. Afterschool programs, summer school, and professional development will also be incorporated into Title I school plans.

### 2. Title I-A School Improvement

#### *\*Carpentersville Middle School*

Based on student achievement, programs to increase student academic success at Carpentersville Middle School will continue in the 2025-2026 school year. Carpentersville Middle School has a comprehensive professional development plan targeted for students with disabilities for both areas reading and math. Appropriate resources for students who receive additional academic support in smaller settings, as well as within the general education setting have been identified. Additionally, before and after school activities will focus on reading and math for students who need additional support.

#### *\*Parkview Elementary*

Based on an analysis of student achievement data, Parkview Elementary School will implement a strategic academic plan during the 2025-2026 school year to enhance student academic success. A comprehensive professional development plan has been established, with a specific focus on supporting black students and students with disabilities in the areas of reading and mathematics. Appropriate instructional resources have been identified to support students receiving additional academic interventions, both in small group settings and within the general education environment. Furthermore, before- and after-school programs will prioritize reading and mathematics instruction for students requiring additional academic support.

#### *Perry Elementary*

Based on an analysis of student achievement data, School will implement a strategic academic plan during the 2025-2026 school year to enhance student academic success. A comprehensive professional development plan has been established, with a specific focus on supporting students with disabilities in the areas of reading and mathematics. Appropriate

## **D300 FY26 Consolidated District Plan**

instructional resources have been identified to support students receiving additional academic interventions, both in small group settings and within the general education environment. Furthermore, before- and after-school programs will prioritize reading and mathematics instruction for students requiring additional academic support.

### *Lakewood Elementary*

Based on an analysis of student achievement data, School will implement a strategic academic plan during the 2025–2026 school year to enhance student academic success. A comprehensive professional development plan has been established, with a specific focus on supporting students with disabilities, English learners and low-socioeconomic status in the areas of reading and mathematics. Appropriate instructional resources have been identified to support students receiving additional academic interventions, both in small group settings and within the general education environment. Furthermore, before- and after-school programs will prioritize reading and mathematics instruction for students requiring additional academic support.

### 3. Title II-A

Professional development is linked to student performance data, staff surveys, professional development surveys, the district strategic plan activities and indicators, professional learning communities, the professional development plan. The district provides comprehensive professional development options to all teachers and instructional administrators. Teachers have access to full-district and teacher institute professional development activities that are systematically developed around key district targets. Teachers and administrators also have opportunities to learn through professional learning communities, workshops, teacher teams, and other differentiated and personalized learning opportunities. Professional development is delivered in a variety of formats including face to face, blended, and online. D300 supports membership in professional organizations; attendance at workshops and conferences; internal professional development activities and opportunities for teacher and administrator leadership. The areas of focus for 2025–26 are Professional Learning Communities, student voice, student safety, best practice learning strategies for all (centered on English learners and special education students); and coaching for all. All professional development will be centered

## **D300 FY26 Consolidated District Plan**

and linked to these five concepts so that there is coherence for teachers, instructional coaches and administrators.

### **4. Title III LIEP**

Based on student achievement data the district has continued to expand its dual language offerings across the district to serve more students. As part of the expansion, the district has established three dual language academies. We have explored and implemented a five day a week targeted language support for all non dual language students needing language support. AVID Excel has expanded at Carpentersville Middle School across sixth through eighth grade to help students academically and to increase their language acquisition. Supplemental materials are used across all grade levels to give ELs equitable access to the curriculum in their native language. Since the pandemic, the district has dedicated time to investigating and trying various technology features to increase our support for our families and students when there is a need for a remote learning environment. This exploration of resources has allowed us to open the line of communication with our families and be able to support them with native language support. Feedback on professional development forms as well as classroom observations provide the data needed to provide professional development to move our students forward academically. Feedback on Instructional coach support has helped with identifying areas of need for teachers as well. Our district is continuing to take a collaborative approach to ensure language is supported throughout all content areas.

### **5. Title III ISEP**

The needs under the Immigrant Education Program include assisting students with language acquisition, especially at the secondary level. Additionally, immigrant parents want to learn English to help them communicate in the community. Parents want to be able to help their child with homework. School personnel want to be able to assist newcomers and need EL strategies to help students academically. The district has strategically placed staff that speak Spanish to support students and their family communication in Spanish at different schools. Parents and students need help navigating the school system and want someone who they can communicate with at the school. Unaccompanied youth from other countries need a point person at the school who they can build a relationship with and to go to with questions especially at the secondary level. Parents have

## **D300 FY26 Consolidated District Plan**

requested language acquisition help as well as how to support their child in school. In addition, they want to know about community resources to assist their family with physical and mental health, clothing, food, transportation, nutrition and education for themselves.

### **6. Title IV Student Support & Academic Enrichment**

The need for mental health support is evident in the Kane County Health Surveys as well as school district data based on social work minutes, parent requests for support for their child in the area of social emotional, level of care referrals for students. Schools will be provided funding for assemblies, parent events, speakers to support increasing awareness of mental health and strategies for coping. To support schools' abilities to expose students to different college/trade school/universities money will be allocated for visits to these schools during the school day to allow students exploration of possibilities they may not be aware of as well as to provide opportunities to students who may not have parents capable of exploring these opportunities. To support teachers with professional development and refining of their curriculum, money will be used to support this curricular area. Extended day/year programs for students who need more support in our non-Title buildings are needed. These buildings have students who struggle academically but do not have the funds for programming beyond the school day. Programs supporting math and/or literacy will be offered to students who are below grade level expectations in one or both of these areas. Summer School offerings will be offered to all students. Due to the racial inequities, the need for SEL supports and summer school remain consistent.

### **7. IDEA Part B - Flow Through**

The needs assessment was used in the LEA needs process. CUSD 300 continues to focus on early intervening successes academically and behaviorally with the need to all students K-12. Based on the results of the March 2025 needs assessment, an ongoing need for: supporting students with anxiety, depression, DMDD and ADHD, Strategies for executive functioning, FA/BIP training, de-escalation strategies including CPI, Legal Updates, and nursing specific professional development. Buildings continue to request support including coaching, staff development and materials to support special education students in the general education setting. Professional development for IEP teams for staff to demonstrate appropriate

## **D300 FY26 Consolidated District Plan**

conversation and decisions being made at the IEP team meeting and development. This year, same as last year, will continue to work with IEP compliance and compliance will continue to be incorporated through online training-based-development with Schoology as well as face-to-face after school opportunities. Staff will receive additional support of reading to align with the ELA standards and Math standards. Goal is to update the curriculum to align with the science of reading. In addition to continuing to support low incidence and personal development for executive functioning skills. As test scores for students with disabilities are lower than expected to focus efforts to improve instruction to increase skills for students especially in math and reading. Science continues to align with general education with support for accommodations to meet needs. Staff feedback continues to indicate that teachers are still eager for professional development and materials on best practices, differentiation, assistive technology and ways of engaging students in classroom activities. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health, including behavior management.

### **8. IDEA Part B - Preschool**

Approximately 8% of preschool staff replied to the needs assessment. They indicated the same needs as the K-12 staff. Data indicates needs supporting students with DMDD, anxiety and depression, emotional regulation, functional analysis and behavior interventions and supporting students. In addition, legal updates for IEP and 504's especially with the state requirements of restraint and time out regulations. Another area of need is to continue to include professional development to meet a more inclusive setting. CUSD 300 will be undergoing a DMGroup program review to identify ways to improve overall Pre-K programming for students.

### **Stakeholders:**

1. *Teachers, Principals, School Leaders, Specialized Instructional Support, Parents, Parent Liaisons, Title I Director, Title II Director, Bilingual Director, Title IV Director, Special Education Administrators, Community Members.*
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

## **D300 FY26 Consolidated District Plan**

documentation of stakeholder engagement may be requested during monitoring; keep documentation on file.

Needs assessments from the community were used to develop the plan (Head Start, Kane County Health Department) as well as district needs assessments completed by teachers, administrators, para professionals, Family School Liaisons and parents. Non-public schools are met throughout the year as well as via email as needed. Community Engagement meetings are held monthly (third Wednesday) addressing the needs in the community. Agencies such as Girl Scouts, Rosecrance (mental health, substance abuse), Aunt Martha's Health and Wellness, Fox River Valley Libraries, Carpentersville Police Department address the needs of the community and are working on a process to decrease a person in need having to run agency to agency to get assistance. The needs of the schools are gathered during data meetings held two times each year. Principals present their student data including academic, attendance and behavioral. During the school leaders identify their greatest needs preventing students from being successful in school. This becomes a collaborative effort with district leaders. Parents and students participate through needs assessments as well as participation on Superintendent's Executive Cabinet - Monthly throughout the year - discussion and input used in the writing the plan

Superintendent's Cabinet - Monthly throughout the year Needs Assessment on Family Engagement - Fall 2024 - results used in writing the plan

Bilingual Parent Advisory Committee - regularly throughout the school year

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

Special Education engages parent feedback in the way during the IEP process, we partner with the Special Education Parent Network to host training and survey parents. In addition, the Parent Liaison has a D300 social media site to be able to gather parents input as well. Each school has a School Improvement Plan written with a team with parent representation. The School Improvement Plans are used in writing the various grants to meet the needs of each school. The Bilingual Parent Advisory Committee also plans educational and social activities for inclusion of Bilingual parents in the culture and climate of the schools, as well as planning for the education of students. Title I buildings have engaged parents in parent involvement

## **D300 FY26 Consolidated District Plan**

surveys and have completed parent engagement assessments. Title I parents are invited to participate annually in the Title I parent planning meetings.

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.

Special education partners with the Special Education Parent Network.

Through this network, parents have access to a parent liaison that will work with them to understand the IEP process and procedures. The Parent Network Liaison and CUSD 300 partner together to host quarterly, D300 Special Education Network meetings throughout the year. Topics include: Understanding the IEP Process and conflict Resolution, Fostering Growth and Mental Health for Children in Special Education, Executive Function Strategies, and Transition Planning/Guardianship and wills. At all trainings, parents complete a survey with the Parent liaison. \*\*BPAC plans for social and academic enrichment activities, including celebrations, field trips and events to participate in registration and documents.

### **Preschool Coordination:**

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.

Early childhood programs are funded through IDEA Pre-K grant, as well as through Federal and State preschool grants. Through the grant, IEP meetings and transition meetings are provided for students going to kindergarten. Staff meets with parents/guardians of students with IEPs to plan for student transitions into kindergarten. Using IDEA funds allow for students to have IEP needs met in the areas of academic, social emotional and developmental areas.

Staff hold conferences with parents/guardians of kinder-bound students in our PFA/PFAE programs at the end of each school year to share child strengths and give ideas for both academic and social emotional needs to parents of summer activities to support children in the transition to kindergarten

Early childhood programs are funded through Preschool For All Grant and the Expansion grant. Through those grants transition meetings are provided for students going to kindergarten. Though we hold a large preschool program, less

## **D300 FY26 Consolidated District Plan**

than 50% of our kindergartners in our Title I buildings attend preschool. Additionally, Title I funds may be used as needed to support preschool programs. Throughout the school year, family events are held to increase the knowledge and skills of families to support their child's academic and social emotional learning needs. Topics that have been covered include early literacy skills, math, supporting behavioral needs, and hands-on science activities.

### **Student Achievement:**

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).

The District 300 mission statement indicates: *District 300 will provide engaging and inclusive educational experiences that empower and equip all students to discover, innovate, and succeed now and in the future.* The vision statement indicates: *District 300 will empower and equip each student to reach their highest potential in their chosen pathway.* The strategic plan has a strong focus on student growth and achievement in the areas of both reading and math.

D300 also supports evidence-based instructional strategies which promote active learning and high levels of engagement for all learners. Quality instruction is supported by highly effective teachers and staff and is supported through a comprehensive professional development system. Instruction is designed using data and student learning is measured through a variety of assessments ranging from informal checks-for-understanding to standardized state and national testing. D300 curriculum frameworks support:

D300 curriculum frameworks are aligned to Illinois State Learning Standards and national standards. Engaging with the D300 curriculum prepares students for their postsecondary plans. The curriculum is evidence-based and vertically aligned PreK-12 and is reviewed through a continuous improvement process. D300 partners with families and parents to support the academic growth and well-being of their students. The curriculum focuses on the development of 21st century skills, preparing students for their postsecondary plans, and innovation. The curriculum is rigorous and relevant for all grade levels and diverse students of all abilities.



## **D300 FY26 Consolidated District Plan**

- Intentional alignment to standards
- Clear learning outcomes with aligned assessments
- Engaging learning experiences
- High-impact instructional strategies
- Sequenced units of study that serve as a detailed road map
- Focus on the development of the whole child

D300 is a Professional Learning Community (PLC). Through the professional learning community process the focus is on four guiding questions:

1. What do we want students to know?
2. How will we know when they know it?
3. What will we do when they don't know it?
4. What will we do when they do know it?

The PLC process also focuses on collaborative teams focusing on student learning by using protocols, norms, and data. Collaborative teams work to unpack standards, to identify learning targets, and to share instructional practices. Through a process of using common classroom assessments, teachers can advocate for what additional supports are needed for individual students or groups of students.

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.

In Kindergarten, interventionists should push into classrooms for small group instruction to help support early literacy and mathematics development through the first quarter. Then staff push in to support learning concepts in the kindergarten classrooms.

In grades 1-5, interventionists pull students together of like level, based upon identified needs and skill deficits. Interventionists may also need to run more than one group per grade level. Students receiving Tier 3 intervention need to receive the full core instruction from the general education teacher in the classroom and a Tier 2 intervention, in addition to the Tier 3 intervention. Students in grades 6-12 will receive full core instruction in their English and mathematics courses. Those who require Tier 3 support will receive scaffolded support in both Tiers 2 and 3. This intervention will be provided as

## **D300 FY26 Consolidated District Plan**

a course embedded as a class period into their daily schedule. In order to determine which students need interventions, staff review iReady diagnostics, summative assessments, class records and formative assessments to make that decision. Depending on the intervention resource selected, interventionists will utilize the diagnostic and placement assessment provided within the materials in order to determine where to begin instruction.

1. Administer the iReady Diagnostic
  2. Determine the student's scale score and skill deficit
  3. If the scale score and skill deficits are identified as being two or more grade levels below, refer to the MTSS Handbook entrance criteria to determine if the student will benefit from daily intervention provided by a reading or math interventionist 5 days per week, 30 minutes per session in small groups.
  4. If the scale score is within one grade level of proficiency, the classroom teacher will provide scaffolded Tier 2 support for the identified skill deficit.
  5. Progress monitor over time and make adjustments to intervention as necessary following the guidelines in the MTSS Handbook.
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.

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement model in which data based decision-making is practiced across all levels of the educational system for supporting students. MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to master grade level expectations. A Multi-Tiered System of Supports aligns academic and social emotional instruction implemented with fidelity and sustained over time, in order to enable every child to be college or career ready. This three-tiered model of support covers both the academic and social emotional learning associated with student success.

## **D300 FY26 Consolidated District Plan**

### **Tier 1 Instruction:**

- Focuses on all students receiving rigorous standards based curriculum.
- Ensures core curriculum is aligned with 21st century learning skills.
- Connects to district curriculum that is evidence-based, aligned to New Illinois Standards
- Incorporates differentiation and flexible grouping. Effective instruction includes:
  - Evidence-based core instructional programs aligned to standards
  - Flexible grouping and differentiation
  - Formative and summative assessments
  - 21st century learning skills
  - Enrichment and extension
  - Strategies to motivate and engage learners

### **Tier 2 Instruction:**

Tier 2 instruction is conducted within the classroom setting during the core instructional time or during Tier 2 time such as What I Need (WIN) time. Tier 2 is targeted instruction that is matched to a specific need of the students. Tier 2 targeted instruction can be delivered in 10-15 minutes in small groups. Tier 2 is not a program, but rather targeted instruction based on formative data. Understanding i-Ready Scaled Scores Scale scores allow us to put everything on a single continuum so that we can compare across grade levels. Scale scores are a metric indicating that a student has mastered skills up to a certain point, and still needs to work on skills that come after that point. The scale score is a common language across grades and schools. When looking at these scores, it's important to note that the first number in a scale score does not equate to a grade level.

### **Tier 3 Instruction:**

Literacy and Math Tier 3 instruction occurs outside the literacy and math block. Students receiving Tier 3 instruction, also need to receive Tier 2 instruction in the classroom with the classroom teacher. Tier 3 instruction may be delivered by an interventionist, a reading specialist, or special education teacher.

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

## **D300 FY26 Consolidated District Plan**

strengthen academic and language programs for English learners and immigrant students, as applicable.

Title III funds are used to support our students identified as needing language services in our non-title schools through paraeducator support. Bilingual paraeducators work with individual and small groups of students based on their academic needs. Para-educators help within the general education classroom for push-in support as well as provide additional language support outside of the classroom setting during the school designated differentiation time. Paraeducators work directly with the ESL teacher from their respective building to ensure all student's academic needs are met. Student needs are determined using Access testing and the Istation formative assessment. Coaches will also continue to work with teachers to strengthen their instructional practices to ensure language development is being addressed at all grade levels. Funds are also used to provide parent programming for EL parents and for BPAC functions.

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.

Community School District 300 does not hire out-of-field teachers. Due to the limited number of bilingually certified teachers, we hire teachers from Spain and Puerto Rico as well as inexperienced teachers who are properly certified. To help these teachers instructional coaches are hired to model and work with the teachers in their classrooms. Teachers meet in Professional Learning Communities to look at student work and discuss instructional strategies for teaching concepts. This helps inexperienced teachers increase their knowledge of strategies to use with students. In addition, they look at assessment data to identify students who are struggling. Teachers who are more experienced or whose students did well on an assessment share their teaching strategies. Students may also be grouped for re-teaching with the teacher whose students did well on the assessment. The district ensures that second language students in our Title I buildings are taught by teachers who are certified bilingual/ ESL teachers as appropriate. Teachers not certified to teach these students are often moved out of the buildings or their current grade level and are replaced with a bilingual/ESL certified teacher. Instructional coaching of

## **D300 FY26 Consolidated District Plan**

teachers and paras to increase the strategies they use with students including, but not limited to differentiation, scaffolding, WIDA standards for language acquisition, ESL strategies, comprehension strategies, the use of manipulatives and proven programs. Teachers are given coaching based on requests, inexperience, as well as recommendation from building and district administration based on walk-through data and formal observations. Length of coaching depends on the needs of the teacher and/or students. Coaching model is: I teach, we teach, you teach (gradual release).

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.

Board Policy 6:230 Library Media Program states the following:

The Superintendent or designee shall manage the District's library media program to comply with, (1) State law and Illinois State Board of Education rule, and (2) the following standards:

The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.

Financial resources for the program's resources and supplies are allocated to meet students' needs.

Students in all grades served have equitable access to library media resources. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals. Staff members are invited to recommend additions to the collection. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

7. Describe how the district will identify and serve gifted and talented students by using objective criteria.

District 300 complies with the Illinois Accelerated Placement Act (Public Act 100-0421). The District 300 Board of Education believes that all students should be challenged and supported based upon their individual needs in order to develop their full potential. This belief is supported by the District's

## **D300 FY26 Consolidated District Plan**

commitment to provide both enrichment and acceleration options for students.

Definitions:

"Accelerated placement" is the placement of a student at the instructional level that best matches that student's needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades than the student. Accelerated placement options must include, but need not be limited to, early entrance to kindergarten and first grade, individual subject acceleration, and whole grade acceleration. Accelerated placement is not limited to those students who have been identified as gifted and talented, but rather is open to all students who demonstrate high ability and who may benefit from accelerated placement. Eligibility for accelerated placement shall also be open to all students regardless of race, ethnicity, gender, religion, sexual orientation, disability, English language proficiency, or socioeconomic status.

"Early entrance to kindergarten" is the admission of a student to kindergarten who will not yet be five years old by September 1 of that school year.

"Early entrance to first grade" is the admission of a student to first grade who will not yet be six years old by September 1 of that school year, and who has not completed kindergarten. Students who are younger than six upon starting first grade but who were admitted early to kindergarten do not need to be reevaluated prior to admission to first grade.

"Individual subject acceleration" is the practice of assigning a student to specific content at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

"Whole grade acceleration" is the practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.

The referrer shall complete the referral form and submit it to the Principal.

The Principal shall then forward the referral form to the appropriate individuals so that the remaining sections may be completed. The submission of the referral intake form by the initial referrer starts the clock on the thirty (30) calendar day evaluation process.

## D300 FY26 Consolidated District Plan

Parental Consent is obtained via the referral form when the individual referring the student for evaluation is a student's parent or legal guardian. In the event the referral is made by school personnel, the school principal shall obtain written consent. The district shall evaluate all students who are referred for evaluation and whose parent(s) or legal guardian(s) have granted permission to evaluate the student for possible accelerated placement.

For students returning to the district, evaluation requests should be made in the fourth quarter of the previous school year, and the student shall be evaluated in advance of the start of the school year in order to start in the accelerated placement on the first day of school. In all other cases, including but not limited to students transferring into the district, evaluations of a referred student shall be completed within 30 calendar days of the referral. Placement in the accelerated setting shall be made for the current school year, if the referral is made within the first quarter. For all referrals submitted after the first quarter and approved for acceleration, student acceleration would not begin until the start of the next school year.

**Evaluation Process:** The team must utilize a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians. This multi-person evaluation team is responsible for gathering relevant, reliable and comprehensive data in order to determine whether and what type of accelerated placement is appropriate for that student.

Multiple Evaluators/Decision Makers

A diverse evaluation team shall consist of multiple participants.

Recommended team members include:

- Principal/assistant principal from the student's current school
- Most current teacher of that student
- School psychologist and/or school social worker
- District level administrator
- The student's parent/legal guardian shall be invited to participate in the evaluation process

**Multiple Evaluation Criteria:** The evaluation process shall include multiple valid, reliable indicators. For students referred for possible acceleration in an individual subject area, multiple assessments will be utilized, including, but

## **D300 FY26 Consolidated District Plan**

not limited to: iReady diagnostic, iStation diagnostic, Devereux Student Strengths Assessment (DESSA), and available district and state assessments. For students referred for possible whole grade acceleration, in addition to the assessments listed for individual subject area acceleration (above) the team will also use of the The Cognitive Abilities Test (CogAT), a multiple-choice K-12 assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. If any assessments are utilized as part of the evaluation process: A) the instruments shall be appropriate given the needs of the student (e.g., linguistically appropriate instruments should be used with English Learner students); B) any assessment accommodations to which the student may be entitled generally (e.g., by the terms of an IEP) shall be available during the evaluation for accelerated placement; and C) parents or guardians shall be notified about any assessments that will be conducted as part of the evaluation at the time that they are asked to consent in writing.

### **College and Career:**

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: Coordination with institutions of higher education, employers, and other local partners **and** increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.

**District 300 (D300) facilitates effective student transitions from middle school to high school and from high school to postsecondary education through a comprehensive system of academic programming, career exploration, and strategic partnerships with local institutions and employers.**

To support these transitions, D300 provides a PaCE-aligned scope and sequence beginning in 6th grade and continuing through 12th grade, utilizing *SchoolLinks*—a college and career readiness platform—across multiple courses as well as access for all students and instructional staff to support a school/district wide implementation. In middle school, students use *SchoolLinks* in courses such as AVID and College and Career Exploration. In



## **D300 FY26 Consolidated District Plan**

high school, it is integrated into AVID, Career and Technical Education (CTE), personal development, and College 101 courses.

D300 ensures students have broad exposure to postsecondary options and career pathways through both in-school and community-based experiences. Each high school hosts more than 80 college and military representatives annually, while local business leaders regularly engage students through career talks, classroom presentations, and mentorship programs. Middle schools also host annual career days with participation from local businesses, Chambers of Commerce, and community organizations.

To further enhance postsecondary readiness, D300 students are provided with opportunities to meet with various college representatives—both in and out of state, including public, private, junior, and community colleges. Additionally, the district has established a dedicated College and Career Counselor to coordinate and support initiatives such as FAFSA workshops, college application nights, and site visits to technical training institutions.

D300 has strong partnerships with local institutions of higher education. Through its collaboration with Elgin Community College (ECC), the district offers both full-time and part-time dual credit opportunities to juniors and seniors. These include general education courses that can lead to an associate degree as well as CTE pathways leading to industry certifications or certificates in fields such as HVAC, Certified Nursing Assistant (CNA), welding, and more. Students also have access to programs through the ABC School of Cosmetology, where they can pursue licensure in cosmetology, barbering, esthetics, or nail technology.

Together, these efforts ensure that all students in D300 are supported through key educational transitions with access to meaningful college and career readiness experiences.

2. Describe the district's support for programs that coordinate and integrate the following: Academic and career and technical education content through coordinated instructional strategies, that may incorporate experiential learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and work-based learning

## **D300 FY26 Consolidated District Plan**

opportunities that provide students in-depth integration with industry professionals and, if appropriate, academic credit.

D300 offers Career and Technical Education (CTE) courses at all three high schools in the areas of business, family and consumer science, and industrial technology education. Furthermore, D300 offers students internship opportunities, cooperative education work programs, and cooperative work experience programs to meet student needs. D300 collaborates with local businesses, Chambers of Commerce, and organizations to facilitate these learning opportunities. Student participation in these programs is complimented by classroom experiences and, upon successful completion, students earn credit toward graduation. As an early exposure to careers, D300 students can participate in Exploratory Middle School courses that align with the National Career Clusters. All programs are available to any D300 student and are supported by appropriate D300 staff.

### **Professional Development:**

For each program for which funding is anticipated for the 2025-2026 school year, provide a brief description of professional development activities to be funded by the program as applicable.

1. Title I Conferences regarding low income, low achieving, and at risk populations of students. Conferences to improve reading and math achievement as well as for Dual Language and English language learners. ESEA national conference, IL Association of Title I Directors.
2. Title II D300 offers multiple professional learning opportunities for certified teaching and administrative staff. Based on need and topic, both certified staff and administrators are able to attend various local and national conferences. To support the various professional learning opportunities, the district has contracts with Solution Tree and Frontline Evaluation and Professional Development Implementation software.
3. Title III - LIEP Conferences specific to Dual Language and English learner students. Coaching for dual language instruction.
4. Title III - ISEP Conferences specific to Dual Language and English learner students. Specific sessions for the rights of immigrant and Migrant students. Coaching for dual language instruction.
5. Title IV None

## **D300 FY26 Consolidated District Plan**

6. IDEA Part B Flow-Through Professional Development provided to District 300 special education staff is based on staff requests and the needs assessment completed. Funds for IDEA will be used to support professional conferences (for example ISHA, IASP, IAASE, vision conferences, hearing conferences, training for vision and hearing screening or topics of need). In addition, National conference for health services, LRP and CEC. Additional Professional Development topics of trauma informed practices, restorative practices, Love and Logic, PBIS, strengthening Families, CPI, executive functioning, and other requests. Professional development on compliance aligned with professional speakers for IEP compliance and substitute pay for compliance training support within the district. Allow for staff to have subs to learn from other teachers in the failed through mentoring and growth. Instructional practices improvement for zones of regulation, PLC's, math foundations, STARS curriculum, SRA, Barton, and other instructional materials. Will attend a vocational conference for staff. CEIS funds will be used to help support and grow general education teachers for special education support for students in the classroom through understanding of accommodations/instruction and social emotional needs of students.
7. IDEA Part B Preschool Professional Development provided to District 300 special education staff is based on staff requests and the needs assessment completed. Funds for Pre-K IDEA will be used to support professional conferences (for example ISHA, IASP, IAASE, vision conferences, hearing conferences, training for vision and hearing screening or topics of need). In addition, National conference for health services, LRP and CEC. Additional Professional Development topics of trauma informed practices, restorative practices, Love and Logic, PBIS, strengthening Families, and other requests. Professional development on compliance aligned with professional speakers for IEP compliance and substitute pay for compliance training support within the district. Allow for staff to have subs to learn from other teachers in the failed through mentoring and growth. Instructional practices improvement for zones of regulation, PLC's, Gold curriculum, STARS curriculum, and other instructional materials.

## **D300 FY26 Consolidated District Plan**

### **Safe Learning Environment:**

1. Describe the process through which the district will: reduce incidences of bullying and harassment, reduce the overuse of discipline practices that remove students from the classroom, reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of students as defined below.

- each major racial and ethnic group
- economically disadvantaged students as compared to students who are not economically disadvantaged
- children with disabilities as compared to children without disabilities
- English proficiency status
- Gender

District 300 prioritizes student health, welfare, and safety. The district educates students at all grade levels about bullying and harassment. Lessons are delivered to students through Social and Emotional lessons in the classroom along with educational speakers that focus specifically on these unacceptable behaviors. Students are informed how to report any instances they may experience and may do so anonymously if they prefer. The district administration reviews student discipline data regularly and monitors the various discipline practices administrators use. Focused training occurs quarterly with all administrators to educate and engage administrators in ways to continue reducing practices that remove students from the classroom. All administrators have been trained in Restorative Practices and use these practices to help students and staff resolve behavioral issues to keep students in the classroom more regularly. Restorative Practices, Love and Logic, and Crisis Prevention are all skills and strategies that the District supports and trains certificated and uncertificated employees that helps promote a more inclusive, safe and healthy environment for members of the school community. This coming year a push will be towards training staff in trauma informed practices with cultural awareness around DEI work.

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.

## **D300 FY26 Consolidated District Plan**

District 300 provides services to the children and youth who have been identified as homeless according to the McKinney-Vento Act to help them to overcome obstacles and barriers to receiving an education. These services include:

- Advocating and expediting school enrollment and services for homeless children and unaccompanied youth.
- Coordinating with registrars, FSL's, social workers and school staff in the district(s) to assist homeless students with obtaining documents necessary to attend school.
- Coordinating with the school district to provide transportation to and from school and school related activities.
- Providing and coordinating with registrars, FSL's social workers and school staff to assist with delivery of supplies to homeless children such as backpacks, school supplies, personal hygiene items, clothing, shoes, coats and boots at no expense to the families.
- Assisting with referrals to community resources for medical needs such as glasses, immunizations, dental and mental health needs that may that impair school performance
- Assisting with placing children in after school tutoring and after school programs free of charge for the families.
- Assisting and providing direct services to unaccompanied youth in an effort to support their continued education past high school graduation.
- Assisting parents in motels or doubling up with referrals for food, clothing, and shelter.

### **Title I Specific Pages:**

1. Describe, in general, the targeted assistance and/or schoolwide programs 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.

Lakewood School, Golfview Elementary School, Meadowdale Elementary School, Parkview Elementary School, Perry Elementary School, Lake in the Hills Elementary, Oak Ridge School, Dundee Crown High School and Carpentersville Middle School operate as schoolwide programs. Their goal is

## **D300 FY26 Consolidated District Plan**

to close the achievement gap for all of their sub groups as well as the entire school. Closing the achievement gap is done through data analysis. These schools consistently review their data at the school level as well as with the assistant superintendent for Title I schools. In addition they are given additional teachers who focus on closing the achievement gap through instructional coaching and small group instruction using proven intervention programs such as LLI (Leveled Literacy Intervention), Barton, and other proven programs as well as enrichment and reteach scheduled into the school day. In addition, before and/or after school programs are offered to students who have been identified as being below grade level and/or in need of additional social/emotional intervention. These students are enrolled in the additional programs based on their data. Summer school is also offered to students to reduce summer learning loss. Summer school may be but not limited to STEM Camp, Art Camp, Theater Camp and Music Camp. Research shows keeping students as active learners reduces summer learning loss. Field trips during the school year as well as in the summer are provided to increase students' background knowledge and increase their chances of making connections during their academic work in the areas of science, social studies and language arts. Field trips are aligned to the Common Core State Standards of each grade level and may address art and/or music. A family field trip may be offered in order to enrich the entire family and help parents support their child's learning. Schools conduct book studies to help the entire staff learn and move in the same direction. These books may address teaching strategies in academic areas, working with students of poverty, family engagement, professional learning communities, assessment and other areas addressed in the school's school improvement plan. Teachers work collaboratively on updating curriculum annually. The most effective model for instruction of English learners is dual language education. In a dual language program, students develop high levels of language proficiency in two languages (English and Spanish), they achieve above grade level on academic performance measures and they demonstrate positive cross-cultural attitudes and behaviors.

Family school liaisons (FSLs) are placed at each Title I school. Their role is to focus on family engagement. They interpret and translate to make sure parents are communicated with in their first language. FSLs work with parents with issues such as attendance, school communication, school

## **D300 FY26 Consolidated District Plan**

documents and paperwork, and provide information and explanations of school policy and procedures. Provides information for families and school district staff and faculty with situations involving attendance, late arrivals, truancy, grade, progress reports, teacher conferences, illness situations, and interaction with administration, special events, and any other situation warranting Liaison needs. Schedule, organize and promote school activities to increase participation in various activities such as Parent Nights, monthly family night, and other school events Assist families in crisis by securing basic need items for them; distribute donated clothing, food, seasonal gifts, and other items; conduct home visits to families. Assist families and students with the registration process and adapting to their new school. Recruit parents and community member volunteers and coordinate schedules to efficiently use volunteer time and services. Act as an advocate for families, educate parents and students of their rights, available services, and assist families in finding community resources. Provide information and assistance to families to increase their understanding of and participation in the educational process.

### **IDEA Specific Requirements:**

1. How was the comprehensive needs assessment information used for planning grant activities?

The needs assessment was used in the LEA needs process. CUSD 300 continues to focus on early intervening successes academically and behaviorally with the need to all students K-12. Based on the results of the March 2025 needs assessment, an ongoing need for: supporting students with anxiety, depression, DMDD and ADHD, Strategies for executive functioning, FA/BIP training, de-escalation strategies including CPI, Legal Updates, and nursing specific professional development. Buildings continue to request support including coaching, staff development and materials to support special education students in the general education setting. Professional development for IEP teams for staff to demonstrate appropriate conversation and decisions being made at the IEP team meeting and development. CUSD 300 continues to work with IEP compliance and will continue to be incorporated through online training based development with Schoology as well as face-to-face after school opportunities. Staff will receive additional support of reading to align with the ELA common core

## **D300 FY26 Consolidated District Plan**

curriculum, new elementary science curriculum and curriculum adoption with low incidence and personal development for executive functioning skills , and staff training as an identified need. Staff will participate in math, ELA and Science instruction with continued focus on appropriate use of manipulative and ELA with the focus on closing the reading gap. Staff feedback continues to indicate that teachers are still eager for professional development and materials on best practices, differentiation, assistive technology and ways of engaging students in classroom activities. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health.

### **Pre-K**

The needs assessment was used in the IEP needs assessment process. The most recent needs assessment via a program review, recommended to increase support for early childhood in the areas of professional development for compliance curriculum training. Other needs that came up with the professional development with supporting students with emotional regulation strategies , CPI, love and logic, and trauma informed practices. The review also recommended continued growth of the special education preschool instruction and environmental options with no-disabled peers resulting in continued support for pre-k. These continue to be discussed again at the early childhood collaborative council committee. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health.

In both pre-K and IDEA, we continue to recruit highly qualified diverse individuals for special education. First that are certified and second to represent our student population for diversity. While this continues to be a challenge for District 300 and the state we do remain committed to this. We have reached out for contract companies to continue to hire and provide support and services for students in hard to fill positions or unfilled positions.

2. Summarize the activities and programs to be funded within the grant application.

Professional development is based on the needs assessment and the general district plan aligned with the Strategic Plan. The goal of professional development is for staff to be able to continue to grow in the profession to best support students' academic, social, emotional and other needs. While



## **D300 FY26 Consolidated District Plan**

also making sure our staff is aware of the legal requirements of the IEP and IEP process. This can be done in a variety of methods of professional development, including conferences, training, webinars, speakers, webinars, book studies or online. Professional development focus on curriculum writing and training focus area in math, ELA and Science , Love and Logic materials and conference, CPI for ISBE requirements with restraints certification and materials; in addition covers the need of de-escalation of needs , transition services conferences, compliance training, PLC's, Illinois transition conference, autism conference, IAASE conference, CEC conference, LRP conference, ISHA, ISPA conference, Social thinking training, Zones of regulation training, Autism conference, legal presentations, SRA training, Barton Training, Foundations training, Assistive Technology conference, ITDHH Conference, hearing conference, vision conference, social work conferences, co-teaching training, diversity and equity training, disability awareness/acceptance, medical health training/workshops subs (including benefits) for staff to participate in all activities. Focus will continue to be on supporting students/staff in the areas of academics (math/ELA/science/vocational services) and social emotional supports/mental health impacts; specifically addressing behavior, executive functioning and sensory needs. An increase in the sensory needs has been evident following the pandemic for the continued need for sensory items and sensory rooms for students. In the area of vocational and transition planning to explore opportunities for students as students remain until the end of the school year of the 22nd birthday. Will expand in the support for assistive technology to support students access the curriculum and supports. As stated, staffing is a challenge for us as well as the state, we will continue to hire highly qualified diverse staff. However, when not able we will use funding to contract individuals to provide services.

3. Describe any changes in the scope or nature of services from the prior fiscal year.

The changes from this year have not changed significantly. The focus continues to be on improvement of instructional practices to increase students' achievement scores while meeting the needs of the students. Support the social emotional well being of students through emotional regulations and executive functioning. The compliance to have compliant IEP's and meet the ISBE indicator monitoring. One focus this year will

## **D300 FY26 Consolidated District Plan**

continue to be with CPI- behavior management, restorative practice, trauma informed practices, diversity/ equity, classroom management and trauma informed practices to align with ISBE ruling with isolation and restraints. In addition, with the recent legal changes of having students through the entire year of the 22nd birthday to explore more options and opportunities for students with transition/vocational services and the need for translation of IEP's for families' languages.

4. How are funds being used to support district performance on the State Performance Plan Indicators? Please provide a brief narrative below for each indicator that's applicable.

The IDEA flow through and the IDEA Pre-K funds are used to support the state performance indicators of academics through the IAR, DLM and SAT in the areas of math, reading and writing with the use of curriculum items. Funds also support the social emotional needs of students through behavior, executive functioning and sensory needs. Funds also align to support special education of special education indicators through transition and vocational planning for indicator 13, overall compliance through professional development for instruction and compliance. In addition to supporting the staffing needs for hard to fill areas; such as but not limited to speech services, psychological services. BCBA and OT/PT. IDEA funds will also be utilized for ESY services, supports and materials. As required, 5% of the grant will be utilized for professional development areas as stated above. CEIS funds will also be utilized for supporting identified strategic goal needs for all students. The proportionate share amount that will be established in the timely and meaningful consultation meeting in May will also be completed.

### **Youth In Care Stability Plan:**

#### **Best Interest Determination Plan**

1. Describe the process for determining the best interest of the affected student's placement if the student becomes a Youth in Care or changes residences while they are a Youth in Care. Include the positions of all district personnel and other stakeholders involved.

The LEA-POC, DCFS case manager, LEA Director of Transportation, the LEA direct contact staff and foster parents (if available) will discuss the specific needs of the student. The student's social emotional history, behavior,

## **D300 FY26 Consolidated District Plan**

attendance and academic performance will be considered when determining the best interest of the child. The factors to consider when developing the transportation procedures for a student in foster care are as follows:

- Safety
  - Duration
  - Time of placement change
  - Type of transportation available
  - Traffic patterns
  - Flexibility in School schedule
  - Impact of extracurricular activities on transportation options
  - Maturity and behavioral capacity
2. Describe any special considerations and legal requirements taken into account for children with disabilities under IDEA and students with disabilities under Section 504.  
Best practice, laws and guidelines under Section 504, IDEA will drive discussion and decisions.
  3. Describe any special consideration and legal requirements taken into account for children who are English learners.  
The student's background, including language spoken and understood, will be considered when determining the best plan for students.
  4. Describe the dispute resolution process should there be disagreement among education decision makers, and other stakeholders regarding the best interest determination.  
In the case of a dispute, the student will remain in their school of origin without interruption to transportation services while the dispute is being resolved. The LEA/POC and Transportation Director will meet with the DCFS case manager to come to an agreeable resolution. Should this not be the outcome, the LEA/POC will meet with the Superintendent of the Regional Office of Education and the Deputy of Education and Transition Services with DCFS until resolution is reached. If a resolution still has not been made, DCFS will have the final say.

### Youth in Care Transportation Plan

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.

## **D300 FY26 Consolidated District Plan**

The D300 LEA-POC, the DCFS case manager, school personnel, LEA-Transportation Director, and foster parents (if available) will consult to identify the best interest of the student. Consideration will be given to transportation needs specific to the student, mode of transportation and length of ride.

The following factors will be considered when developing the transportation procedures for a student in foster care:

- Safety
  - Duration of the need for services
  - The time/length of travel time for the student each day
  - Time of placement change
  - Type of transportation available (yellow school bus, taxi cab, etc.)
  - Traffic patterns
  - Flexibility in school schedule
  - Impact of extracurricular activities on transportation options.
  - Maturity and behavioral capacity of student
2. 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. Students will remain in their school of origin with transportation services being provided while the dispute is being resolved. The LEA-POC and Transportation Director will meet with the DCFS case manager to come to an agreeable resolution. Should this not be the outcome, the LEA-POC will meet with Kane County Regional Office of Education Assistant Superintendent and Deputy of Education and Transition Services with DCFS.
  3. 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.

The transportation plan will be shared in writing with any and all appropriate staff at the building or administration level. Verbal Communication of the plan will take place at building level meetings. Additionally, the foster care transportation plan will be included in the annual "Youth in Care" training that all registers and administrators participate in . If staff become aware of a student who is eligible, the building principal of the SOO will be immediately notified and the plan will be implemented.



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 5, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Deborah Mason,  
Director of Transportation & Food  
Service  
Jeffrey Ehardt, Director of Finance

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   | 5/5/2025  |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/5/2025  |
| BOE 2 <sup>nd</sup> Reading                  | 6/10/2025 |

**SUBJECT:** Student Fees & Meal Rates

### **Background** **Student Fees**

Per Board Policy 4:140 and as authorized by Section 5/10-22.25 of the Illinois School Code, the Administration will recommend the student fees charged for using textbooks, consumable materials, extracurricular activities, and other school fees tangential to the educational program.

A waiver for all PK-12 registration fees was approved for the 2021-2022, 2022-2023, 2023-2024, and 2024-2025 school years to relieve families, many of whom struggled financially during the pandemic. Out-of-district tuition is calculated from the ISBE Annual Financial Report - Per Capita Tuition Charge.

### **Meal Rates**

School Program regulations, 7 CFR 210.14(3e), require school food authorities (SFAs) to participate in the National School Lunch Program (NSLP) to ensure that sufficient funds are provided to the nonprofit school food service account for meals served to students who are not eligible for free or reduced-price meals. SFAs whose meal prices are less than the difference between federal per-meal reimbursements for free and paid lunches must increase their meal prices to an equitable level.

Annually, the District must review its paid lunch price to ensure compliance with the Paid Lunch Equity (PLE) requirement. When the average paid lunch price is less than the target weighted average cost for the new year, the District must determine how it will meet the requirement by increasing paid lunch prices by the State's required minimum of \$0.10 or by contributing non-federal funds to the nonprofit school food service account.

In July of 2024, paid meal prices for the 2024/2025 school year were approved as reflected below:

Student Lunches: \$3.20 / Student Breakfast: \$1.70  
Adult Lunches: \$4.10 / Adult Breakfast: \$2.20  
Milk: \$0.60

While we maintain a healthy balance in our non-profit food program account to support our program, we must ensure the fund is maintained during times of inflation and economic instability. We recommend the state-mandated increase of \$0.10 to the full-priced meal options.

Based on USDA guidance, school food authorities must ensure, to the extent possible, that the Federal reimbursements, children's payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. We used the PLE tool for Adult Lunch Pricing to set appropriate meal prices for adults, resulting in a \$0.10 increase in the cost of adult lunches.

The meal price recommendations for 2025/2026 are as follows:

Student Lunches: \$3.30 / Student Breakfast: \$1.80

Adult Lunches: \$4.20 / Adult Breakfast: \$2.20

Milk: \$0.70

### **Administrative Recommendation**

#### **Student Fees**

The Administration recommends extending the waiver of all PK-12 instructional registration fees for the 2025-2026 school year, continuing efforts to provide financial relief to families.

Additionally, we recommend maintaining the 2024-2025 fee rate schedule for all optional fees, such as Driver's Education, athletic fees, and parking, with two exceptions:

- The High School Summer Programming Registration Fee will return to its pre-pandemic rate of \$150. This adjustment is necessary due to reduced external funding support for summer programs, which requires the district to offset program costs through participant fees.
- The Heart Rate Monitor Fee will increase to \$65.00, reflecting adjustments based on current market rates.

Please note that these optional fees will continue to be assessed where applicable. The Proposed 2025-2026 Student Fee Schedule is attached for your review.

It is recommended that the administration review the student registration fees for the 2025-2026 school year to make recommendations for the 2026-2027 school year. Those recommendations will be brought forward in the spring of 2026.

#### **Meal Rates**

The Administration recommends approval of the 2025/2026 school year meal prices as presented above.

### **Fiscal Impact**

#### **Meal Rates**

Revenue: Student meal fees. State and Federal meal reimbursements through the School Nutrition Program.

The District has averaged a surplus of \$1.1M in funds available to support the meal service program over the last five years.



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT 300 STUDENT FEES 2025-2026 All Fees are Non-Refundable

Board approved 5/xx/2025

| PRE-KINDERGARTEN SCHOOL FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------|
| PRE-KINDERGARTEN (Pre-K) ANNUAL REGISTRATION FEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | WAIVED \$90.00  |
| ELEMENTARY SCHOOL FEES (K – 5TH GRADE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                 |
| KINDERGARTEN (Half Day) ANNUAL REGISTRATION/TECHNOLOGY FEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | WAIVED \$140.00 |
| KINDERGARTEN (Full-Day) – 5th GRADE ANNUAL REGISTRATION/TECHNOLOGY FEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | WAIVED \$170.00 |
| MIDDLE SCHOOL FEES (6 <sup>TH</sup> – 8TH GRADE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                 |
| 6-8 GRADE ANNUAL REGISTRATION/TECHNOLOGY FEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | WAIVED \$190.00 |
| *P.E. UNIFORMS & LOCK (\$12 shorts; \$6 shirt; \$7 lock)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | \$25.00         |
| HIGH SCHOOL FEES (9 <sup>TH</sup> – 12 <sup>TH</sup> GRADE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                 |
| 9-12 GRADE ANNUAL REGISTRATION/TECHNOLOGY FEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | WAIVED \$220.00 |
| *P.E. UNIFORMS & LOCK (\$12 shorts; \$6 shirt; \$7 lock)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | \$25.00         |
| OPTIONAL FEES – Fee payment due at start of course/sport season<br>*Additional Waivers may be available. Fee Waiver form found <a href="#">here</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                 |
| *MIDDLE SCHOOL ATHLETIC PARTICIPATION FEE (Per Sport - NO CAP - No Payment Plan)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | \$75.00         |
| *HIGH SCHOOL ATHLETIC PARTICIPATION FEE PER SPORT (Cap of 2 High School Sports per school year and or a family cap of 4 High School Sports per school year - No payment plan)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | \$150.00        |
| *DRIVER'S EDUCATION (Behind the Wheel fee must be paid in full prior to student taking permit test)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | \$300.00        |
| HIGH SCHOOL SUMMER PROGRAMMING REGISTRATION FEE- PER SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | \$150.00        |
| *FLEX CLASS REGISTRATION FEE (per Course; per Semester)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | \$150.00        |
| *FLEX PE HEART RATE MONITOR MATERIAL FEE (one-time fee assessed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | \$65.00         |
| PARKING PERMIT (To purchase a parking permit, all other fees must be paid in full.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | \$125.00        |
| PARKING PERMIT-1/2 year (To purchase a parking permit, all other fees must be paid in full.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | \$70.00         |
| I.D. REPLACEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | \$5.00          |
| YEAR BOOK PRICES SHOULD BE VERIFIED AT YOUR STUDENT'S SCHOOL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                 |
| FOOD SERVICE<br>Meal Accounts can be funded through <a href="http://www.pushcoin.com">www.pushcoin.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                 |
| BREAKFAST (Reduced \$0.30, Adult Breakfast \$2.20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | \$1.80          |
| LUNCH (Reduced \$0.40, Adult Lunch \$4.20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | \$3.30          |
| MILK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | \$0.70          |
| <b><u>Waiver of Fees (Board Policy 4:140)</u></b> Registration fees may be waived for students who qualify for free or reduced-price meals under the Illinois School Code. Applications for the Free & Reduced Meal Program are available at each building and on the <a href="#">District website</a> . Students who qualify for free meals will have the following fees waived: Registration Fee, Drivers Ed, Athletic Participation, P.E. Locks, P.E. Uniforms, and a basic graduation cap and gown. Students who qualify for reduced-price meals will have the following fees waived: Registration fee, Drivers Ed, and Athletic Participation. Students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment, and replacement PE heart monitors and straps. Waiver of the PE Uniform and lock(s) is granted one time for 'free benefits' during middle school (grades 6th-8th) and one time during high school (grades 9th -12th). |  |                 |
| <b><u>Payment:</u></b> Payment for District fees can be made via PushCoin at <a href="http://www.PushCoin.com">www.PushCoin.com</a> . Statements are sent via email on a monthly basis to the email address on file in the Parent Portal. All payments are applied to the oldest fee first and all payments are non-refundable. Payment in full of all District fees is strongly requested before official transcripts will be released. Payment plans for unpaid fees can be established by contacting <a href="mailto:Payments@d300.org">Payments@d300.org</a> . Outstanding fees are subject to collections.                                                                                                                                                                                                                                                                                                                                                                     |  |                 |
| <b><u>Types of Payment Accepted</u></b> via <a href="http://www.PushCoin.com">www.PushCoin.com</a> :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                 |
| <ul style="list-style-type: none"><li>• <b>Electronic check (eCheck).</b> The eCheck funding option is free to parents and to District 300.</li><li>• <b>Debit or Credit Card (Visa, MasterCard, Discover).</b> There is a 2.90% processing fee that is charged by the card processor and was approved as a pass-through fee by the Board of Education. The total fee is displayed prior to submitting your final payment.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                 |
| <b><u>Additional Fees:</u></b> There may be additional fees that may be assessed that are not registration-related and not represented on this schedule. Examples include but are not limited to the replacement of materials that may be broken, damaged, or not returned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                 |



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT 300 CUOTAS ESTUDIANTILES 2025-2026 Todas las Cuotas No son Rembolsables

Aprobado por la Junta 5/xx/2025

| CUOTAS ESCOLARES DE PREESCOLAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|
| PREESCOLAR (Pre-K) CUOTA DE INSCRIPCIÓN ANUAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | EXENCIONADA \$90.00  |
| CUOTAS ESCOLARES DE PRIMARIA (KINDER – 5º GRADO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                      |
| CUOTA DE INSCRIPCIÓN ANUAL DE KINDER (Medio Día) /CUOTA DE TECNOLOGÍA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | EXENCIONADA \$140.00 |
| CUOTA DE INSCRIPCIÓN ANUAL DE KINDER (Día Completo) – QUINTO GRADO/CUOTA DE TEC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | EXENCIONADA \$170.00 |
| CUOTAS ESCOLARES DE SECUNDARIA (6º – 8º GRADO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                      |
| CUOTA DE INSCRIPCIÓN ANUAL DE 6º- 8º GRADO/ CUOTA DE TECNOLOGÍA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | EXENCIONADA \$190.00 |
| UNIFORME DE EDUCACIÓN FÍSICA Y CANDADO (pantalones cortos \$12; camiseta \$6; candado \$7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | \$25.00              |
| CUOTA ESCOLARES DE PREPARATORIA (9º - 12º)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                      |
| CUOTA DE INSCRIPCIÓN ANUAL DE 9º- 12º GRADO/ CUOTA DE TECNOLOGÍA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | EXENCIONADA \$220.00 |
| UNIFORME DE EDUCACIÓN FÍSICA Y CANDADO (pantalones cortos \$12; camiseta \$6; candado \$7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | \$25.00              |
| <b>CUOTAS OPCIONALES - Pago de la cuota al inicio del curso/temporada deportiva</b><br><b>*Pueden haber exenciones adicionales disponibles. El formulario de exención de cuotas se encuentra <a href="#">aquí</a>.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                      |
| CUOTA DE PARTICIPACIÓN DEPORTIVA EN LA ESCUELA SECUNDARIA (Por Deporte – No Límite – No Plan de Pago)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | \$75.00              |
| PARTICIPACIÓN DEPORTIVA EN LA ESCUELA PREPARATORIA (Límite de 2 Deportes en la Preparatoria por año escolar y límite de 4 deportes por familia en la Preparatoria por año escolar – No hay plan de pago)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | \$150.00             |
| EDUCACIÓN VIAL (el curso de manejo debe ser pagado en su totalidad antes de tomar el examen para el permiso)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | \$300.00             |
| CUOTA DE INSCRIPCIÓN PARA LOS PROGRAMAS DE VERANO DE LA ESCUELA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | \$150.00             |
| CUOTA DE INSCRIPCIÓN PARA LA CLASE “FLEX” (por Curso; por Semestre)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | \$150.00             |
| CUOTA DEL MONITOR DE FRECUENCIA CARDÍACA PARA “FLEX P.E.” (se cobra una sola vez)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | \$65.00              |
| PERMISO DE ESTACIONAMIENTO (Para comprar un permiso de estacionamiento, todas las otras cuotas deben ser liquidadas en su totalidad)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | \$125.00             |
| PERMISO DE ESTACIONAMIENTO PARA MEDIO AÑO (Para comprar un permiso de estacionamiento, todas las otras cuotas deben ser liquidadas en su totalidad)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | \$70.00              |
| REPLAZO DE LA IDENTIFICACIÓN ESTUDIANTIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | \$5.00               |
| LOS PRECIOS DEL ANUARIO DEBEN SER VERIFICADOS EN LA ESCUELA DE SU ESTUDIANTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                      |
| SERVICIOS DE ALIMENTOS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                      |
| Las cuentas de comidas se pueden financiar a través de <a href="http://www.PushCoin.com">www.PushCoin.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                      |
| DESAYUNO (A Precio Reducido \$0.30, Para Adulto \$2.20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | \$1.80               |
| ALMUERZO (A Precio Reducido \$0.40, Para Adulto \$4.20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | \$3.30               |
| LECHE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | \$0.70               |
| <b>Exención de cuotas (Reglamento de la Junta 4:140)</b> Las cuotas de inscripción pueden ser exencionadas para aquellos estudiantes que califican para alimentos gratis o precio reducido bajo el Código de Escuelas de Illinois. La solicitud para el programa de almuerzo gratis o precio reducido está disponible en cada escuela y en el <a href="#">sitio web del Distrito</a> . Los estudiantes que calificaron para alimentos gratis tendrán las siguientes cuotas exoneradas: Cuota de Inscripción, Educación Vial, Participación Deportiva, Candado de Educación Física, Uniformes de Educación Física y toga y birrete básico de graduación. Los estudiantes que califican para alimentos a precio reducido tendrán las siguientes cuotas eximidas: Cuota de Inscripción, Educación Vial y Participación Deportiva. Los estudiantes no están exentos de cargos por perder y dañados a libros, candados, materiales, suministros, equipos y remplazo del monitor cardíaco y correa de PE. La exención del uniforme de educación física y candado se otorga una vez durante la escuela secundaria (grados 6º a 8º) y una vez durante la escuela preparatoria (grados 9º a 12º).<br><b>Pagos:</b> El pago de las cuotas del Distrito se puede realizar a través de PushCoin en <a href="http://www.PushCoin.com">www.PushCoin.com</a> . Los estados de cuenta se envían por correo electrónico mensualmente a la dirección de correo electrónico registrada en el Portal de Padres. Todos los pagos se aplican primero a la cuota más antigua y todos los pagos no son reembolsables. Se solicita encarecidamente el pago total de todas las cuotas del Distrito antes de que se entreguen los expedientes estudiantiles oficiales. Planes de pago para las cuotas no liquidadas se pueden establecer comunicándose con <a href="mailto:Payments@d300.org">Payments@d300.org</a> . Las cuotas pendientes están sujetas a cobros.<br><b>Tipos de pago aceptados</b> a través de <a href="http://www.PushCoin.com">www.PushCoin.com</a> : <ul style="list-style-type: none"><li>• <b>Cheque electrónico (eCheck).</b> La opción de financiación con eCheck es gratuita para los padres y para el Distrito 300.</li><li>• <b>Tarjeta de Débito o Crédito (Visa, MasterCard, Discover).</b> Hay una tarifa de procesamiento del 2.90% que cobra el procesador de la tarjeta y fue aprobada como cuota de transferencia por la Junta Educativa. La cuota total se muestra antes de enviar su pago final.</li></ul> <b>Cuotas Adicionales:</b> Es posible que se apliquen cuotas adicionales que no están relacionadas con la inscripción y no están descritas en este formulario. Los ejemplos incluyen, pero no se limitan al remplazo de materiales que se rompieron o no fueron devueltos por el estudiante. |  |                      |





# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 13, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Shelley Nacke, Assistant Superintendent  
of Education Services

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   |           |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Hearing Program & Lease Agreement (Renewal)

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### **Background**

Since May 2016, we have partnered with Northwestern Illinois Association for a Deaf and Hearing Program. In addition to those services, we provide classroom space and support for the program, which serves D300 students and students in our surrounding communities. This agreement is for the renewal of those services received from NIA for D300 deaf and hard-of-hearing students and for the space and support provided to NIA from D300. Students in this program are serviced by Westfield Community School, Hampshire Middle School, and Hampshire High School.

### **Administrative Recommendation**

The Administration recommends approving the revised NIA Hearing Program Agreements as presented.

### **Fiscal Impact**

There is no fiscal impact to D300 as this is a lease and cooperative services agreement. D300 invoices NIA for facility lease, supplies, and services. D300 students who attend the NIA Deaf and Hard of Hearing Program are accounted for in the normal outplaced tuition process.

**LICENSE AGREEMENT BETWEEN THE  
BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 300  
AND NORTHWESTERN ILLINOIS ASSOCIATION**

**THIS LICENSE AGREEMENT ("Agreement")** is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2025 by and between the Board of Education of Community Unit School District No. 300, Kane, DeKalb, Cook and McHenry Counties, Illinois ("**District 300**") and the Northwestern Illinois Association, DeKalb County, Illinois ("**NIA**"). NIA and District 300 shall be referred collectively as the "Parties".

**WITNESSETH:**

**WHEREAS**, District 300 is the owner of certain real property; and

**WHEREAS**, NIA desires to use certain portions of District 300's property for a fee; and

**WHEREAS**, District 300 wishes to permit NIA to use a portion of its property in accordance with the terms and conditions of this Agreement; and

**WHEREAS**, the Parties desire to enter into a written agreement defining their rights, duties and liabilities with respect to the granting of licenses to NIA for the locations identified on Exhibit A attached hereto and incorporated herein (collectively, the "**Premises**").

**NOW, THEREFORE**, based upon the terms and conditions contained herein and the mutual consideration of the parties, the sufficiency of which is expressly acknowledged by the parties, it is hereby agreed as follows:

1. **Incorporation of Preambles**. The preambles are incorporated into and made a part of this Agreement.

2. **Premises**. District 300 hereby grants NIA an exclusive non-permanent license to utilize the Premises specifically identified on attached Exhibit A. The license shall only be exclusive to NIA during its actual use of the Premises. NIA shall also have access to all common areas in which the Premises are housed, including, but not limited to, the restrooms, kitchen, cafeteria, and teacher and staff workrooms. Further, NIA shall be entitled to use of District 300's parking lots at the various Premises while using the Premises for the permitted uses hereunder.

3. **Term**. This Agreement shall commence on July 1, 2025 and shall continue until June 30, 2026.

4. **Fee**. NIA agrees to pay an annual fee **its use of the Premises**, at the rate of \$16.59 per square foot ("**Fee**"). The square footage of the Premises provided under this Agreement and the total annual fee is set forth on Exhibit A. The Fee shall be paid in four equal installments on a quarterly basis. District 300 will issue invoices to NIA with sufficient detail indicating the nature of the charge and the basis for the charge. NIA shall make payments in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.). If NIA disagrees with

the total square footage of any Premises, it shall notify D300 thereof and the Parties shall mutually agree on the disputed square footage of the Premises in question.

5. **Use.** The Premises shall be used for either special education services or office purposes (the classrooms shall be used for special education purposes and the office shall be used for office purposes). NIA shall restrict its use to such purposes and shall not use or permit the use of the Premises for any other purpose, while NIA is in actual possession of the Premises, without the written consent of District 300. Access to the Premises shall be available to NIA during normal school hours and as the office requires. District 300 shall at all times retain the right to inspect the Premises.

6. **Sublet and Assignment.** NIA shall not sublet the Premises or any part thereof, nor assign this Agreement without prior written consent of District 300.

7. **Utilities and Maintenance.** District 300, at no additional cost to NIA, shall furnish and supply the following to or in the Premises:

- a. All air conditioning (in those portions of the Premises that have central air conditioning) and heat reasonably required therein;
- b. All hot and cold water reasonably required therein;
- c. All electricity reasonably required therein; and
- d. Wi-Fi.

NIA shall assume the costs of all service charges associated with the operation of telephone services on the Premises used by NIA.

District 300 shall provide daily custodial services, garbage disposal, painting and window repair, including broken windows, district owned HVAC system repairs and general building maintenance (the aforementioned services are hereinafter collectively referred to as "**Custodial Services**"). District 300 shall have a custodian on duty to provide Custodial Services from 8:00 A.M. to 3:30 P.M. on all days when school is in session.

## **8. Government Regulations and Laws.**

8.1 NIA shall not use or occupy the Premises contrary to any applicable statutes, rules, orders, ordinances, requirements or regulations or in any manner which would violate any certificate of occupancy affecting the same, or which would cause structural injury to the improvements or cause the value or usefulness of the Premises or any part thereof to diminish, or which would constitute a public or private nuisance or waste. District 300 shall be responsible for any and all costs for bringing the Premises into compliance with the Americans with Disabilities Act (42 U.S.C. Sec. 12101 et seq.) and thereafter maintaining the Premises in compliance with the Act. Furthermore, District 300 shall also be responsible for ensuring the Premises comply with all other applicable laws, rules, regulations and ordinances, specifically including, but not limited to, the applicable Illinois Health and Life Safety Code.

8.2 Further, the Parties shall comply with all applicable laws, ordinances, rules, regulations and codes, including but not limited to, the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. and the provision of sexual harassment policies and procedures pursuant to Section 2-105 of that Act as well as Section 750.10 and Appendix A of the regulations of the Illinois Department of Human Rights, 44 Ill. Admin. Code 750.10, 750. Appendix A. The Parties also agree to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans with Disabilities Act, 42 U.S.C. Section 12101 et seq., and rules and regulations promulgated thereunder.

9. **Alterations.** NIA shall make no alterations to the Premises without prior approval of District 300.

10. **Insurance.** District 300 agrees to maintain insurance for the Premises; however, to the extent that NIA has insurance coverage for any loss for which NIA is responsible, NIA's insurance shall be primary to the extent permitted under the applicable insurance policy without invalidating or diminishing any insurance coverage thereunder. NIA shall provide at its own cost and expense, or NIA shall maintain for the term of this Agreement commercial general liability insurance in the minimum amount of \$1,00,000 per occurrence and \$2,000,000 in the aggregate.

11. **Condition of Premises.** NIA has inspected the Premises and accepts the same in the current condition.

12. **Care of Premises.** NIA shall be responsible for damage done to the Premises, including, but not limited to, furniture or equipment located in the Premises, which is caused directly by NIA's employees, agents, invitees or students, normal wear and tear excepted.

13. **Notices.** All notices required hereunder shall be in writing. They shall be effectively served by certified mail or personal delivery to the main office of NIA or District 300.

14. **Default.** If either party defaults in any of its obligation under this Agreement, then, the non-defaulting party shall provide the defaulting party within thirty (30) days written notice of said default. If the default has not been fully remedied within thirty (30) days of the receipt of the notice, or, in the event the default is of such a nature that it cannot reasonably be remedied within ten (10) days, the defaulting party has failed to take action to remedy the default within said thirty (30) days, the non-defaulting party shall be entitled to take such action as may be permitted in law or equity to enforce its rights hereunder.

15. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the respective parties hereto their heirs, administrators or executors, successors and assigns.

16. **Complete Understanding.** This Agreement contains the complete understanding between the parties and no oral representations, promises, or undertakings shall affect, vary, alter, or modify the terms of this document.

17. **Real Estate Taxes.** District 300 represents and warrants that the Premises are exempt from real estate taxes. To the extent that the Premises becomes subject to real estate taxes as a result of this Agreement, such taxes shall be the responsibility of District 300.

**IN WITNESS WHEREOF,** District 300 and NIA have caused this Agreement to be executed as of the day and year first above-written.

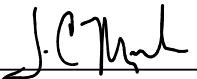
**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 300, KANE,  
DEKALB, COOK AND MCHENRY  
COUNTIES, ILLINOIS**

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

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

Title: \_\_\_\_\_

**NORTHWESTERN ILLINOIS ASSOCIATION**

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

Print Name: Jon Malone

Title: Chief Executive Officer

## EXHIBIT A

### DESCRIPTION OF SQUARE FOOTAGE AND PREMISES

Square Footage:

- Westfield Community School:

| Room Numbers                | Sq. Feet    |
|-----------------------------|-------------|
| 220                         | 840         |
| 173                         | 868         |
| 174                         | 895         |
| 175                         | 297         |
| 176                         | 928         |
| 200-A                       | 225         |
| <b>Total Square Footage</b> | <b>4053</b> |

- Hampshire Middle School:

| Room Numbers                | Sq. Feet       |
|-----------------------------|----------------|
| Room 21 Office              | 177            |
| Room 22 office              | 178.75         |
| Room 1A                     | 308            |
| Room 25                     | 575            |
| <b>Total Square Footage</b> | <b>1238.75</b> |

- Hampshire High School:

| Room Numbers                | Sq. Feet    |
|-----------------------------|-------------|
| Room 1005                   | 834         |
| Room 1006                   | 834         |
| 1015 office space           | 272         |
| 1015A                       | 114         |
| 1015 B                      | 114         |
| Room 1005                   | 834         |
| <b>Total Square Footage</b> | <b>2168</b> |

|                           |                    |
|---------------------------|--------------------|
| <b>Total Square Foot:</b> | 7459.75            |
| Cost/Square Foot          | \$16.59            |
| Total Annual Cost         | \$123,757.25       |
| <b>Cost per quarter</b>   | <b>\$30,939.31</b> |

**SERVICE AGREEMENT BETWEEN  
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 300  
AND NORTHWESTERN ILLINOIS ASSOCIATION**

**THIS AGREEMENT ("Agreement")** is entered into as of the effective date set forth in Section 4.16 of this Agreement, by and between the Board of Education of Community Unit School District No. 300, Kane, DeKalb, Cook and McHenry Counties, Illinois ("**District 300**") and the Northwestern Illinois Association, DeKalb County, Illinois ("**NIA**") (collectively, "**Parties**").

**WITNESSETH:**

**WHEREAS**, NIA has the resources and knowledge to provide certain services to students participating in its programs and has created a program to assist in the education of students that are deaf/hard of hearing ("**Deaf/HH Program**"); and

**WHEREAS**, District 300, as a member in NIA and a recipient of the services provided under the Deaf/HH Program, desires to provide certain resources and services to NIA to assist NIA in providing Deaf/HH Program services; and

**WHEREAS**, the Parties hereto have the authority to enter into this Agreement and to be bound by the terms hereof; and

**WHEREAS**, the Parties have determined that it is in the best interests of each party and the students they serve to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the terms and conditions contained in this Agreement, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

**ARTICLE I.  
TERM**

*Section 1.01. Term.* This Agreement shall commence on July 1, 2025 and shall continue through June 30, 2026.

**ARTICLE II.  
DISTRICT 300 SERVICES**

*Section 2.01. Staffing Services.* District 300 administrators and staff will provide administrative assistance to NIA in the coordination, operation, and supervision of the Deaf/HH Program at District 300 sites on a day-to-day basis by providing the services detailed in this Article II:

a. District 300 attendance center secretaries will work with the NIA Hearing Department secretary in recording and reporting daily Deaf/HH Program student attendance.

b. In the absence of an NIA supervisor in the building, the District 300 building administrator will clear Deaf/HH Program teachers to leave the building early or arrive late.

c. The District 300 building administrator will coordinate Deaf/HH Program teachers' participation in the necessary additional school duties agreed upon by the Parties (playground supervision, etc.).

d. The District 300 administration will collaborate with the NIA supervisor to inform Deaf/HH Program teachers of applicable District 300 building policies, rules and regulations and the teachers' obligation to comply with such policies, rules, and regulations. The NIA supervisor will provide supervision to Deaf/HH Program teachers and will assume responsibility for directing and evaluating Deaf/HH Program teachers to provide for compliance with applicable District 300 building and district policies, rules, and regulations. Notwithstanding the above, however, NIA staff working on the Premises shall be bound by NIA policies on employee benefits, salary, and the like (collectively, "**Employment Policies**"), and shall not be subject to any District 300 Employment Policies.

e. The District 300 building administrator will ensure that Deaf/HH Program students are enrolled at the appropriate school district after the beginning of the school year.

f. The District 300 building administrator will monitor and assist the NIA supervisor regarding transportation problems with Deaf/HH Program students.

g. An appropriate District 300 building administrator will attend educational staffing or service team meetings as deemed necessary for the purpose of placement, for the development and modification of the students' Individualized Educational Plan and, for the discussion of needs and results of specialized medical, educational, or diagnostic evaluations. These meetings will be called by the supervisor of the Deaf/HH Program. The District 300 administrator, nurse, teacher, support staff, and parents must be invited to attend such meetings. The Deaf/HH Program supervisor will write summaries of these meetings with input from the District 300 administrator.

h. The District 300 building administrator will attend parent conferences as scheduling allows, if requested by the Deaf/HH Program teacher or NIA supervisor.

i. The District 300 building administrator will attend the NIA teachers' meetings, as necessary.

*Section 2.02. Disciplinary Services.* A District 300 building level administrator will assist NIA in student disciplinary action when assistance is warranted or when it is requested by NIA staff. A staff person who communicates skillfully in sign language shall be included in all disciplinary actions. The student's parents and resident district will be notified by District 300 and/or NIA when disciplinary measures are taken against any Deaf/HH Program student. If suspension or expulsion of a Deaf/HH Program student is warranted, the appropriate building administrator and the NIA supervisor will notify and consult with the student's resident district, cooperate in the investigation process and the hearing, and the Parties shall comply with all applicable policies, procedures, and laws.



*Section 2.03. Health Care Services.* District 300 will provide routine health care and nursing services to the students in the Deaf/HH Program.

*Section 2.04. Transportation Services.* District 300 will provide transportation and bus services for students enrolled in the Deaf/HH Program for the purpose of field trips and community-based programming in conformance with District 300 policy.

*Section 2.05. Educational Services.* District 300 will, based upon availability, provide ancillary and supportive services (i.e., physical education, music, art, and tech lab) to students of the Deaf/HH Program.

*Section 2.06. Purchase of Supplies and Materials and Provision of Supplies and Materials.* District 300 shall permit NIA to purchase instructional supplies, including paper for copying and online programs/tools, from District 300 at the rates charged to District 300 by the vendor without any surcharge for NIA's operation of the Deaf/HH Program. NIA will process such supply requests based upon District 300's existing purchasing policies and procedures. District 300 will also provide the same general classroom materials and supplies to the students of the Deaf/HH Program that are provided to all other students who attend the schools of District 300. When requesting additional tools or curriculum, NIA will follow District 300's Technology Review and Curriculum Review Processes, which may be accessed by the NIA Supervisor through the District 300's Learning Management System. The NIA Supervisor will be provided access to the District 300's Learning Management System for the duration of this Agreement.

*Section 2.07. Mainstreaming of Deaf and Hard of Hearing Program Students.* District 300 will cooperate and permit the integration of deaf/hard of hearing children into mainstream classes in accordance with District 300's mainstreaming procedures. Students will also be integrated into other non-academic offerings within the respective facilities. Appropriate multidisciplinary staffing conferences will be held prior to such placements.

*Section 2.08. Computer and Internet Access.* NIA staff shall have full access to District 300's electronic network and limited access to District 300's computers. Any computers required by NIA staff to perform the services under this Agreement shall be provided by NIA. District 300 will allow NIA-issued computers to access the District 300 network, including access to printers from NIA-issued computers. NIA staff will be required to adhere to the policies and procedures of District 300 regarding the use of District 300's computers and electronic network. Additionally, Deaf/HH Program students shall have access to District 300's computers and electronic network in accordance with District 300 policies. District 300 shall provide NIA and its students reasonable technical support related to computer use and internet access as requested.

*Section 2.09. Access to Recreational Facilities.* NIA shall have access to District 300's recreational facilities for use by students of the Deaf/HH Program. Such facilities include, but are not limited to, gyms, sports fields, and the like. NIA may use such facilities as scheduling will allow.

*Section 2.10. Access to Storage Facilities.* Based upon availability, NIA shall be entitled to utilize storage facilities at District 300's schools for Deaf/HH Program equipment and materials.

*Section 2.11. Professional Development/Training.* NIA staff will provide, at no cost to District 300, and if requested by District 300, the following professional development to the District 300 staff assigned to the school building to which the NIA Deaf/HH staff member is assigned:

a. One in-service presentation on topics related to the education of the Deaf/HH Program student population, with topics mutually agreed upon by NIA and District 300.

b. One in-service presentation dedicated to sign-language instruction. NIA and District 300 shall mutually agree upon the dates and times of these two in-service presentations.

### **ARTICLE III. REIMBURSEMENT**

#### *Section 3.01. Reimbursement.*

a. *Staffing Costs and Purchased Services.* NIA will reimburse District 300 for the services provided under Article II based upon the percentage of Deaf/HH Program students at the school housing the Deaf/HH Program multiplied by the total District 300 annual salary and benefit costs of the respective administrators, nurses and educational support staff members providing services under this Agreement at the location where the Deaf/HH Program is located (“**District 300 Costs**”). By way of example, if for the 2025-2026 school year NIA places ten students in the Deaf/HH Program at Hampshire Middle School, and there are a total of one hundred students at Hampshire Middle School, including the Deaf/HH Program students, NIA’s reimbursement to District 300 for District 300’s services provided under this Agreement at Hampshire Middle School would be 10% of the District 300 Costs. District 300 shall provide NIA with the rate of reimbursement and the administrators' salary and benefits eligible for reimbursement on or before September 15th of each year of this Agreement, or at such time the administrators' contracts are issued or renewed.

NIA will also reimburse District 300 for the Adaptive Physical Education (“**APE**”) services provided to Deaf/HH students based on the percentage of the APE teacher's full-time duties that are devoted to providing APE to Deaf/HH Students. For example, if the APE teacher dedicates 50% or .5 of their Full-Time Equivalent (“**FTE**”) to providing APE instruction to Deaf/HH students, NIA shall reimburse District 300 for 50% or .5 of the APE teachers current salary.

In the event the inclusion of Deaf/HH Program students in a classroom triggers overload pay pursuant to the District 300 teachers' collective bargaining agreement, NIA shall reimburse District 300 for the cost of said overload pay. NIA will only be required to reimburse District 300 for the cost of overload pay if the triggering event for overload pay is the placement of a Deaf/HH Program student in a classroom. NIA will not be required to reimburse District 300 if the triggering event for overload pay is the placement of a new non-Deaf/HH Program student when a Deaf/HH

Program student is already placed in the classroom. District 300 shall notify NIA prior to placing a Deaf/HH Program student in a classroom if such placement will trigger overload pay.

b. *Transportation Costs.* District 300 will provide transportation for school trips involving Deaf/Hard of Hearing students through its established process. District 300 will bill NIA on a quarterly basis for any buses ordered.

c. *Materials and Supply Costs.* If NIA purchases supplies or materials in accordance with Section 2.06 of this Agreement, NIA shall reimburse District 300 for the purchase of such supplies at District 300's cost. Regarding the general materials and supplies that are provided to all students in District 300 including the students of the Deaf/HH Program, NIA shall reimburse District 300 at the annual rate established by the District 300 for the cost of such general materials and supplies based on the percentage figure established in Section 3.01(a) of this Agreement. For example, using the percentage calculated in the example in Section 3.01(a), if 10% represented the total percentage of Deaf/HH Program students at Hampshire Middle School, NIA would be responsible for 10% of the costs for the general materials and supplies purchased by District 300 for use at Hampshire Middle School.

d. *Recreational Facility Usage Fees.* To the extent that NIA uses any of the facilities described in Section 2.09 above, NIA will reimburse District 300 for its use of said facilities based upon the rates and fees as established by District 300 policy.

*Section 3.02. Billing.* District 300 shall invoice NIA on a quarterly basis. All invoices shall provide sufficient detail indicating the nature of the charge and the basis for the charge. NIA shall make payments in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

## **ARTICLE VI. MISCELLANEOUS**

*Section 4.01, Indemnification.* NIA and District 300 each agree to indemnify, defend, and hold harmless the other from and against all claims for death, injury to persons or damage or loss to property, and for any other claims, losses or damages arising out of or related to any negligent act or omission of a party hereto and related to this Agreement.

*Section 4.02. No Waiver.* No failure of either District 300 or NIA to exercise any power given in this Agreement or to insist upon strict compliance by the other party with any obligation hereunder and no custom or practice of District 300 or NIA at variance with the terms hereof shall constitute a waiver of the right of either party to demand exact compliance with the terms of this Agreement.

*Section 4.03. Successors and Assigns.* This Agreement shall be binding upon each party's successors in interest or assigns.

*Section 4.04. Notice.* Any written notices provided for in this Agreement and copies of all correspondence shall be transmitted to the Parties at the following addresses:

Community Unit School District No. 300  
2550 Hamish Drive  
Algonquin, Illinois 60102  
Attn: Superintendent

Northwestern Illinois Association  
245 West Exchange Street  
Sycamore, Illinois 60178  
Attn: Regional Director

Notices will be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; or (c) three calendar days after the sender deposits the notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested.

*Section 4.05. Complete Understanding and Amendment.* This Agreement shall constitute the full and complete understanding of the Parties. No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing and signed by all parties to this Agreement.

*Section 4.06. Counterparts.* This Agreement may be executed in multiple counterparts and by facsimile signature and each such counterpart and facsimile signature shall be deemed an original for all purposes.

*Section 4.07. Non-Discrimination Clause and Compliance with Laws.* The Parties hereto agree to fully comply with the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act as well as Section 750.10 and Appendix A of the regulations of the Illinois Department of Human Rights, 44 Ill. Adm. in. Code 750.10, 750, Appendix A. The Parties further agree to comply with all state and federal Equal Employment Opportunity Laws, including, but not limited to, the Americans with Disabilities Act, 42 U.S.C. Section 12101 et seq., and rules and regulations promulgated thereunder. Additionally, the Parties agree to comply with all applicable laws, rules, regulations, and ordinances which govern the services provided under this Agreement.

*Section 4.08. Third Parties.* This Agreement is between District 300 and NIA and is not intended whatsoever to grant any rights, privileges, or causes of action to any person or entity that is not a signatory hereto.

*Section 4.09. Assignment.* This Agreement may not be assigned by either party without the express written consent of the other party.

*Section 4.10. Authority.* The signatories hereto represent and warrant that they each have the power and authority to bind their respective entities to this Agreement.

*Section 4.11. Student Records.* Both District 300 and NIA shall maintain all student records in a confidential manner and may only release such records to the student's parents, legal guardians, or the student if he/she is over the age of eighteen (18) or as otherwise permitted by law. Further, both parties agree to comply with all laws and regulations pertaining to student and medical records to the extent such laws and regulations are applicable, which laws include, but are not limited to,

the Illinois Student School Records Act (105 ILCS 10/1 et seq.) and the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1 et seq.).

*Section 4.12. Insurance.* NIA and District 300 shall each carry, during the term of this Agreement, the following levels and types of insurance: (a) commercial general liability insurance, on an occurrence basis, in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, with molestation and sexual abuse coverage included in said policy; and (b) excess or umbrella insurance, on an occurrence basis, in the amount of at least \$5,000,000 per occurrence and in the aggregate, with the excess or umbrella insurance following the form of the underlying insurance in all respects. Each party hereto shall name the other party as an additional insured on a primary and noncontributory bases on its commercial general liability insurance coverage and umbrella and excess insurance. The insurance requirements herein shall not limit the liability of either party. To the fullest extent permitted under the applicable insurance policy without invalidating or diminishing the coverage thereunder, each party waives any rights of subrogation its insurer may have against the other party.

*Section 4.13. Certificate of Insurance Requirements.* Prior to commencing services under this Agreement, each party shall provide the other party with a certificate of the insurance evidencing the requirements of Section 4.12.

*Section 4.14. Governing Law.* This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

*Section 4.15. Incorporation of Recitals.* The recitals set forth above are incorporated in and made a part of this Agreement.

*Section 4.16. Effective Date.* This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

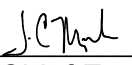
*Section 4.17. Criminal Background Checks.* Each party hereto shall ensure that its staff submits to and pass any applicable criminal background check required by the Illinois *School Code*, or otherwise required by law, prior such staff providing any services under this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have duly executed this agreement as of the day and year first written above.

Board of Education of Community Unit  
School District No. 300

Northwestern Illinois Association

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By:  Jon Malone  
Its: Chief Executive Officer  
Date: 4/16/2025



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 13, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Kristin Corriveau,  
Executive Director of Early Childhood

|                                           |           |
|-------------------------------------------|-----------|
| Presented at the following Board Meetings |           |
| Board Operations Committee                |           |
| Policy/Legislative                        |           |
| School Utilization                        |           |
| BOE 1 <sup>st</sup> Reading               | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading               | 5/13/2025 |

**SUBJECT:** Assessment Software - Birth to Kindergarten (Renewal)

### **Background**

The Teaching Strategies assessment software is an ongoing observational system for assessing children from birth through kindergarten. It helps teachers observe children in everyday experiences, which is an effective way to learn what they know and can do. Teachers can plan lessons directly within the state-approved preschool curriculum. This software allows teachers to directly communicate and share student work with each child's parent/guardian. The proposal is for a one-year agreement.

### **Administrative Recommendation**

The administration recommends approving the contract.

### **Fiscal Impact**

The one-year contract costs \$69,929.84 and will be funded by PFAE Grant and IDEA Prek Grants.

**TEACHING STRATEGIES, LLC ("TS")**

 80 M STREET, SE, SUITE 1010  
 WASHINGTON, DC 20003  
 301-634-0818

**Subscriber Name:** Community Unit SD 300  
**Subscriber Number:** 04DDL  
**Contact Name:** Kristin Corriveau  
**Contact Email:** kristin.corriveau@d300.org  
**Contact Title:** Director of Early Childhood Education

**Prepared by:** Kenneatha Williams  
 kenne.w@teachingstrategies.com  
 (240) 283-5658 10152  
**Expiration Date:** 07-08-2025  
**Subscription Term:** 08/01/2025 - 07/31/2026

| SUMMARY                                          |             |      |             |
|--------------------------------------------------|-------------|------|-------------|
| PRODUCT                                          | SALES PRICE | QTY  | TOTAL PRICE |
| 10GOLDPORT<br>GOLD™ Online Assessment Portfolios | \$24.07     | 826  | \$19,881.82 |
| 60ARCHIVE<br>GOLD Archives                       | \$0.00      | 8260 | \$0.00      |
| 40OPDCOACH<br>Coach Membership                   | \$1,618.59  | 2    | \$3,237.18  |
| PDOnlineSub<br>PD Teacher Membership             | \$363.50    | 35   | \$12,722.50 |
| 40ccdigital<br>Creative Curriculum® Cloud        | \$1,311.09  | 26   | \$34,088.34 |
| Subtotal:                                        |             |      | \$69,929.84 |
| Shipping:                                        |             |      | \$0.00      |
| Tax:                                             |             |      | \$0.00      |
| Total:                                           |             |      | \$69,929.84 |

If paying by credit card a 2.5% processing fee of \$1,748.25 will be added, which is to cover the cost of processing a credit or charge card transaction, for a Total Price of \$71,678.09. Only Visa, Mastercard, and American Express credit cards may be used. Please do not use debit cards. To avoid the processing fee, payment by ACH or wire is available.

**BILL TO**
**Billing Client:** Community Unit SD 300  
**Billing Street:** 2550 Harnish Drive  
**Billing City:** Algonquin  
**Billing State:** Illinois  
**Billing Postal Code:** 60102  
**Billing Country:** United States

Subscription Services Products

This Order is entered into by and between Subscriber identified above and TS. This Order incorporates the Subscription Services Terms and Conditions at <https://teachingstrategies.com/agreement-and-policies/> (together with this Order, the "Agreement"). The Agreement sets forth the terms pursuant to which TS will provide access to Subscription Services. Subscriber must sign and deliver a copy of this Order to receive access to the Subscription Services set forth in this Order.

The subscription period will begin on 08-01-2025 and expire on 07-31-2026 ("Term") unless noted otherwise in the subscription details below.

The administrator identified for this subscription is:

Kristin Corriveau

kristin.corriveau@d300.org

| Subscription Details               |      |            |            |
|------------------------------------|------|------------|------------|
| Product                            | Qty  | Start      | End        |
| GOLD™ Online Assessment Portfolios | 826  | 07/09/2025 | 07/31/2026 |
| GOLD Archives                      | 8260 | 07/09/2025 | 07/31/2026 |
| Coach Membership                   | 2    | 08/08/2025 | 07/31/2026 |
| PD Teacher Membership              | 35   | 08/08/2025 | 07/31/2026 |
| Creative Curriculum® Cloud         | 26   | 08/16/2025 | 07/31/2026 |

#### Online Professional Development and Training

Online training courses ("Online Training") will be made available to you through the website <https://my.teachingstrategies.com/> for use by personnel within your organization. Detailed instructions on how to access and allocate Online Training will be provided to you via email.

The course materials and content of Online Training, including its features and functionality, are and will remain the exclusive property of Teaching Strategies, LLC. This Training is protected by copyright, trademark, and other laws of the United States. The materials, content, features and functionality of Online Training may not be copied and/or republished in any format, in whole or in part. This includes, but is not limited to, copying text, copying pictures or video, copying images for use in brochures, websites or any other medium, copying review content (narrative, video or pictures), copying backgrounds and borders, or any other content.





# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 13, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Shelley Nacke, Assistant  
Superintendent of Education Services

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   |           |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Education Services Contracts (Renewals)

### **Background**

The following are contract renewal requests for Education Services Contracts for the 2025-2026 school year.

### **Center for SPED**

The Center for Special Education Services provides comprehensive psychological services to school districts and special education co-ops. Center for Special Education Services contracts with school districts to provide consultative services as well as direct services to assist school districts with psychoeducational assessments needed for students for IEP compliance and behavioral services.

This contract is for psychological testing, participation in evaluation meetings and the additional work needed such as data entry for 200 students. This contract is needed to cover open psychologist positions that we are unable to fill within the District.

### **Administrative Recommendation**

The administration recommends the approval of this contract.

### **Fiscal Impact**

- 200 Students Tested and Report Delivered: \$478,566.00
  - File review prior to domain meeting - Attendance at domain meeting - Completion of Domain paperwork relevant to clinician's field - Assessment and Rating Scales - Scoring, Interpretation and Report Write Up - 15 minutes consult with the school at clinician's convenience - Eligibility documents relevant to psych - Attendance at eligibility meeting - Completion of domain, eligibility and IEP related documents in IEP management software.
- Paid for with IDEA grant funds

### STAR Autism Support (SAS) Coaching Services

The District LEAP program has benefited from the implementation of STAR Autism Support (SAS) which provides curriculum materials, workshops and training to school staff who work with students with autism. STAR enables LEAP staff to successfully implement research-based applied behavior analysis (ABA) techniques. STAR helps school districts to develop the capacity to serve students with autism (PreK-Elementary) by providing sustainable local resources such as in district coaches, training sites and curriculum to assist with implementation of evidence-based practices.

The coaching plan includes:

- One one-day in-person STAR Overview Workshop for new users
- Two in person two-day coaching visits from a STAR trainer for new LEAP teachers.
  - Each visit will include focusing on program setup and environment, exposure to training model, fidelity checklist review, coaching certification, administrator checklist review and classroom implementation.
- Online subscription for each LEAP classroom

### Administrative Recommendation

The administration recommends the purchased services.

### Fiscal Impact

The cost of the professional development, coaching, curriculum and online subscription services plan is \$38,550 funded from the FY26 IDEA grant.



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### **SERVICES AGREEMENT**

THIS SERVICES AGREEMENT ("Agreement") is made on **April 17, 2025** ("**Effective Date**") by and between Center for Psychological Services, LLC d/b/a ***Center for Special Education Services***, an Illinois limited liability company ("CSES") and **District 300**, an Illinois school district ("CLIENT") (CSES and CLIENT are jointly sometimes hereinafter referred to as "Parties" and each, individually, sometimes hereinafter referred to as a "Party") is premised upon the following circumstances:

A. CSES is in the business of providing school related professional services (the "Services") and is willing to provide some or all of the Services to CLIENT;

B. CLIENT desires to retain CSES to provide some or all of the Services;

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CSES and CLIENT, intending to be legally bound, hereby agree as follows:

**1. DESCRIPTION OF SERVICES.** Beginning on April 17, 2025 to the extent requested by CLIENT and agreed by CSES in writing, CSES shall provide CLIENT with certain of the Services as set forth on Appendix A.

**2. PERFORMANCE OF SERVICES.** The Services to be performed pursuant to this Agreement will be provided by an independent contractor ("Contractor") designated by CSES unless specifically disapproved by CLIENT in writing stating the reasonable cause for such disapproval. The assignment and review of work performed pursuant to this Agreement shall be completed at CLIENT'S premises. The assigned Contractor or Contractors shall work as many hours as shall be agreed between the Parties from time to time. It is understood and agreed that the Contractor has full dominion and control over the means by which services are to be performed on behalf of CSES in connection with this Agreement and that any approval by CLIENT or CSES of reports, methods, or techniques or evaluation of the quality of Services being provided shall not be construed to alter the independent contractor status of the CSES Contractor. It is further understood and agreed that the Contractors may not serve in the capacity of an LEA representative at CLIENT IEP meetings, unless CLIENT executes Appendix B to this Agreement, entitled "Waiver for IEP Meetings."

### **3. MATERIALS.**

3.1 Evaluation materials, such as testing kits and protocols will be provided by CSES. In the event that CLIENT has available evaluation kits, CSES will only provide protocols.

3.2 CLIENT will adhere to the processes and procedures outlined within the onboarding documents shared during the onboarding meeting with CSES & CLIENT. An onboarding must be attended by CLIENT staff before services can proceed.

3.3 CLIENT will reimburse CSES for any damages of CSES and/or Independent Contractor property and/or testing materials (i.e. students damaging devices, testing kits, etc.).

### **4. PAYMENT.**

4.1 *Quote for Services.* An initial quote for requested services will be issued to CLIENT from CSES. Please refer to Appendix A of this Agreement, entitled “Scope of Service” for services included in purchase agreement. We may revise our rates annually which will be notified in an updated contract.

4.2 *Invoices.* CSES will bill CLIENT by issuing invoices on a bi-weekly basis for the Services performed incurred over the course of each applicable billing period. In accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., all fees due CSES shall be paid within sixty (60) calendar days from the date of receipt of the invoice.

4.3 *Late Payments.* Any fees remaining unpaid after the expiration of the sixty-day calendar period referred to above shall bear interest after the due date at the rate of one and one-half (1.5%) per month. CLIENT shall reimburse CSES for all costs incurred in collecting any late payments, including, without limitation, attorneys' fees. In addition to all other remedies available under this Agreement or at law (which CSES does not waive by the exercise of any rights hereunder), CSES shall be entitled to suspend the provision of any Services if the CLIENT fails to pay any amounts when due hereunder.

4.4 *Payment Obligations.* CLIENT’S obligation to pay CSES fees for Services rendered shall be unconditional and not subject to offset.

4.5 *Payment Options:* CLIENT is able to make payments through direct deposit (ACH) or physical check. All checks payable to: “Center for Psychological Services, LLC”.

### **5. TERM/TERMINATION.**

5.1 This Agreement will commence on the Effective Date and shall continue in full force and effect through the entirety of the current school year (“Initial Term”). This Agreement may be renewed by written agreement of the Parties. This Agreement may be terminated by either Party at any time and without cause by giving thirty (30) calendar days’ prior written notice to the other Party. In the event of termination of this Agreement, CLIENT will pay CSES

for all Services rendered through the date of termination. If subsequent Services are requested by CLIENT and Agreed to by CSES, such subsequent Services will be paid for by CLIENT in accordance with Section 4 of this Agreement regardless of any prior termination.

5.2 In the event that performance of Services is rendered impracticable as a result of an event outside of the control of either Party such as a government mandated extended school closure, the Parties agree that CLIENT will utilize its best efforts to continue to provide the Contractor with billable activities in connection with the Services otherwise to have been rendered. If CLIENT is unable to provide Contractor with sufficient billable activities, CSES may elect to provide CLIENT with ten (10) days written notice that CSES will remove a CLIENT's Contractor and assign that individual to another client. In this event, CLIENT will pay CSES for all Services rendered through the date of reassignment, and subsequent to the extent Services are rendered. Payment shall be made to CSES in accordance with Section 4 of this Agreement.

**6. RELATIONSHIP OF PARTIES.** It is understood by the parties that CSES is not an employee or agent of the CLIENT for any purpose whatsoever, but is an independent contractor. CLIENT will not provide fringe benefits, including health insurance benefits, paid vacation, nor any other employee benefit, for the benefit of CSES. The CLIENT shall not hold itself out as having any right, power or authority to create any contract or obligation, either express or implied, on behalf of, in the name of or binding upon CSES. As a result of the independent contractor relationship between CLIENT and CSES, CLIENT is bound by I.R.S. statutes to issue 1099 forms for services paid. CSES shall provide CLIENT with its federal tax identification number (F.E.I.N.).

**7. EMPLOYEES AND SUBCONTRACTORS.** CSES's Contractors shall meet all applicable professional licensing requirements and mandatory job qualification criteria, including those set forth by Executive Order of the Governor (e.g., vaccination/COVID-19 testing mandates) to perform the Services. All CSES Contractors are supervised by a licensed professional in their field of endeavor. CSES shall provide CLIENT with legally required professional references and comprehensive background checks, including fingerprints if requested at the CLIENT's expense (See Appendix G), for all Contractors who perform work pursuant to this Agreement.

**8. INSURANCE.** CSES acknowledges CSES's obligation to obtain appropriate insurance coverage, including professional liability insurance, for the benefit of CSES (and CSES's employees, independent contractors, and doctoral students, if any). CSES agrees to maintain in full force and effect liability insurance covering the Services with limits of not less than One Million Dollars (\$1,000,000.00). CSES shall list CLIENT as a named insured on a primary basis under the CSES's insurance policy to the extent applicable to the specific Services to be performed. Upon request from CLIENT, CSES will provide CLIENT with a certificate of insurance complying with the foregoing.

**9. INDEMNIFICATION.** Parties agree to indemnify, defend and hold harmless each other, and each other's officers, principals, employees, and agents, from and against any and all liability, claims, losses, expenses, fees, including, but not limited to, attorneys' fees, and

judgments that may arise out of any lawsuit or proceeding by or against either party for any acts, omissions, or breach of covenants under this Agreement, including alleged negligence or professional malpractice, and for the acts or omissions of either party's employees and/or agents, if any.

## **10. LIMITED WARRANTY.**

10.1 CSES warrants that it shall perform the Services using personnel of industry standard skill, experience, and qualifications and in a timely, workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

10.2 CSES MAKES NO WARRANTIES REGARDING THE SERVICES AND ALL WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

## **11. LIMITATION OF LIABILITY.**

11.1 IN NO EVENT SHALL CSES BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT CSES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

11.2 IN NO EVENT SHALL CSES'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO CSES PURSUANT TO THIS AGREEMENT.

11.3 CLIENT shall have six (6) months from the date of any breach of this Agreement or of the relationship to bring a cause of action against CSES.

## **12. CONFIDENTIALITY.**

12.1 CSES acknowledges and agrees that CLIENT is the owner of its students' records, and all records assigned to CSES are the property of CLIENT. However, during the term of this Agreement, and any renewal thereof, the Parties acknowledge and agree that CSES is responsible for maintaining, disclosing, storing, and retaining student records under their control in compliance with applicable federal and state law and the relevant code of conduct of the profession. CSES may remove records of only those students assigned to CSES from the premises of CLIENT for the sole purposes of conducting Services. CSES shall store physical information pursuant to its current practices and applicable law.

12.2 During the term of this Agreement, any renewal thereof, and even after the termination or expiration of this Agreement, CSES will uphold and abide by the federal and state confidentiality laws, including the provisions of the Federal Family Educational Rights and

Privacy Act (“FERPA”), the Illinois School Student Records Act (“ISSRA”), and the Illinois Mental Health and Developmental Disabilities Confidentiality Act (“IMHDDCA”) as related to rendering Services under this Agreement and the use and disclosure of student records. CSES agrees herein that it has no proprietary interest in any of the confidential information concerning CLIENT’s students.

**13. RETURN OF RECORDS.** Upon the expiration or termination of this Agreement, CSES shall return provide digital copies of all confidential information and records pertaining to CLIENT students, if not already done so, including all records, notes, documentation and other items that were used, created, or controlled by CSES during the term of this Agreement except for the personal notes of the CSES Contractor, to the Client. Any physical information stored by CSES pursuant to its current practices shall only be released pursuant to a court order and CSES shall immediately provide written notice to Client of such court order.

**14. NON-CIRCUMVENTION AGREEMENT.** Recognizing that CSES has a legitimate business interest in preventing unfair competition from its Contractors, CLIENT agrees and covenants that during the period of this Agreement and for a period of one year following the termination of this Agreement, whether such termination is by expiration or otherwise voluntary or involuntary, CLIENT shall not contract with any of Contractor heretofore assigned to provide Services for CLIENT without the prior written consent of CSES. In the event that CLIENT hires a CSES contractor as an employee or contractor during this exclusionary period of one year, it shall pay a finder’s fee of \$10,000.00 to CSES. Further, in the event of a breach or threatened breach by CLIENT of the provisions of this Section, CSES shall be entitled to an injunction, without bond, restraining the CLIENT from further violating this Section 14. CLIENT shall reimburse the CSES for all costs, including reasonable attorneys’ fees, related to or arising out of the enforcement of this Section. Nothing herein shall be construed as prohibiting CSES from pursuing any other remedies available to CSES for such breach or threatened breach, including the recovery of damages. The provisions of this Section shall survive any termination of this Agreement for any reason whatsoever.

**15. INTELLECTUAL PROPERTY.** All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, derivative works and all other rights in and to all documents, work product and other materials that are delivered to CLIENT under this Agreement or prepared by or on behalf of the CSES in the course of performing the Services, including any items identified as such in the Statement of Work, shall be owned by CSES.

**16. ASSIGNMENT.** Neither this Agreement nor any interest in this Agreement nor any claim arising under or in connection with or relating to this Agreement may be assigned by either Party without the other Party’s prior written consent, and any attempted assignment without such consent will be void and may be cause for termination of this Agreement.

**17. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, certified with postage prepaid, addressed as follows:

IF for CLIENT:

*District 300*  
Jennifer Porter  
Chief Financial Officer  
2550 Harnish Drive  
Algonquin, IL 60102

IF for CSES:

*Center for Special Education Services, LLC*  
Adam Kredow  
Chief Executive Officer  
400 Skokie Boulevard, Suite 245  
Northbrook IL 60062

Such names and addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

**18. ENTIRE AGREEMENT.** This Agreement, including and together with any related Statements of Work, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

**19. AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**20. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**21. WAIVER OF CONTRACTUAL RIGHT.** The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**22. APPLICABLE LAW.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.

**23. LITIGATION.** Subject to Sections 4, 9, 11, 12 and 14, in the event of any litigation between the Parties hereto relative to the interpretation and/or enforcement of any of the provisions of this Agreement, the prevailing party shall be entitled to recover all costs thereof including, without limitation, reasonable attorneys' fees.



**24. COUNTERPARTS.** This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

[Signature Page to Follow]

**IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day and year first above written.**

CENTER FOR SPECIAL EDUCATION  
SERVICES, an Illinois Limited Liability  
Corporation

DISTRICT 300, an Illinois School District

Adam Z. Kredow

Jennifer Porter

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Chief Executive Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

4/17/2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix A – Scope of Service

### **CSES Scope of Services 25/26**

**Below outlines the scope of work provided by CSES personnel. Please disseminate this document to all district staff working with CSES personnel.**

#### **Comprehensive Evaluation Package**

##### **Psych, SLP, PT or OT**

- Pre Evaluation Meeting Attendance\*
- Documentation and Data Entry\*
- Psych, SLP, PT or OT Assessment\*
- Post Evaluation Meeting Attendance\*

#### **Individual Services**

##### **Psych, SLP, PT or OT Assessment: Referral required a minimum of 30 days prior to due date**

- Brief check in with district prior to evaluation
  - Confirm testing date/time
  - Email addresses/contacts for rating scales
  - Clarify domain requirements as needed
- Evaluation Components
  - Electronic record review of documents provided at referral
  - Completion of testing domains specific to area of practice
    - Cognitive Domain (Psychological Evaluation)
    - Academic Domain (Psychological Evaluation)
    - Functional Domain (Psychological Evaluation)
      - Behavior, executive functioning or adaptive rating scales
      - Either a 15 minute anecdotal or a 15 minute time on task observation
    - Social Emotional Domain (Psychological Evaluation)
    - Communication Domain (Speech Language Assessment)
    - Motor Domain (Occupational Therapy Assessment/Physical Therapy)
  - Specific instruments selected at the discretion of practitioner
- Rating Scales
  - 3 Rating Scale Instruments per CSES assigned domains;

**Psych, SLP, PT or OT Assessment:** Referral required a minimum of 30 days prior to due date

- Up to 4 raters per survey
- Report
  - Brief file review of electronic documents if provided at referral
    - Initial evaluation: Outside evaluation reports
    - Reevaluation: Previous evaluation(s), Outside evaluation reports
  - Interpretation of evaluation components
  - Interpretation of rating scales when returned to CSES staff within 3-5 business days
- Up to 15 minute consult w/ school at clinician's convenience
  - Phone/email review of preliminary findings with one district contact without predetermination
- Student Absences
  - After 3 attempts to test, contractor will proceed with file review with district approval (see below)
- This Service Does **Not** Include
  - Participation in FBA's (see below)
  - Scheduling District meetings
  - Scheduling Testing with Parents
  - Reviewing, Scanning, and Collecting Paper Files including but not limited to Medical Documentation, Progress Monitoring, or Rating Scales
  - Enforcing or Following District Policies not listed within the scope of service

**Pre-Evaluation Meeting Attendance:** Referral a minimum of 14 days prior to meeting date

- Electronic record review
  - Accessing electronic IEP system
  - Reviewing previous evaluation and annual review documentation within the electronic system
- Virtual Attendance at pre-evaluation meeting
  - Facilitation of meeting or discussion of relevant domains of testing
  - Calendar invite and video conference link should be provided to CSES assigned contact.
- This Service Does **Not** Include
  - Conducting parent interviews for Social Developmental History (SDS)
  - Collecting consent signatures from parents and district staff
  - In-person meeting attendance
  - Scheduling of district meeting
  - Collect and/or document evaluation domains for other providers

**Pre-Evaluation Meeting Attendance:** Referral a minimum of 14 days prior to meeting date

- Reviewing, Scanning, and Collecting Paper Files including but not limited to Medical Documentation, Progress Monitoring, or Rating Scales

**Eligibility Meeting Attendance (Includes 2 hours of attendance):** Referral required 14 days prior to meeting date

- Virtual Attendance at meeting
  - Facilitation of meeting or discussion of evaluation results only
  - Calendar invite and video conference link should be provided to CSES assigned contact.
- This Service Does *Not* Include
  - Collecting consent signatures from parents and district staff
  - In-person meeting attendance
  - Scheduling of district meeting
  - Collect and/or documentation of evaluation results for other providers/specialists (e.g., SLPs, OTs, ec)
  - Reviewing, Scanning, and Collecting Paper Files including but not limited to Medical Documentation, Progress Monitoring, or Rating Scales

**File Review:** Requested via initial meeting or after 3 unsuccessful testing attempts

- Review of electronic documents accessible via electronic record system.
  - Initial evaluation: Outside evaluation reports
  - Reevaluation: Previous evaluation(s), Outside evaluation reports
- Completion of report summarizing findings listed above.
- Up to 15 minutes consult w/ school at clinician's convenience post-testing.
  - Phone/email review of preliminary findings with one district contact without predetermination

**Bilingual Assessment**

- Includes all services listed under assessment with a bilingual evaluator
- Assessments completed in one or both languages based on clinician judgement

### Documentation & Data Entry

- Completion of the documentation within the electronic data management system, including:
  - Documentation of Results for evaluation components completed by CSES contractor
  - *Draft* of Inclusionary and Exclusionary criteria with information garnered by CSES evaluation
    - Data Sources: Record Review, Current CSES Evaluation Components
  - *Draft* of Adverse Impact Statement for Evaluation Components Completed by CSES
    - Data Source: Current CSES Evaluation Components
    - Final Statement is created after all domain areas have reported findings
  - Documentation of Evaluation Results for LD
    - Problem ID Statement
    - Plan Development (Problem Solving Method) for ***Re-evaluations only***
    - Plan Development (Intervention) for ***Re-evaluations only***
    - Plan Evaluation (Educational Progress) ***Re-evaluations only***
    - Plan Evaluation (Discrepancy)
    - Plan Evaluation (Instructional Needs)
    - General statement imputed by CSES as this is a Team Discussion

### Social Work Assessment Only

- Observations
- Student and parent interview
- Rating scales
- Scoring, Interpretation and Report Write Up

15 minute consult w/ school at clinician's convenience

### ECAT Team Evaluation

- Play-based evaluation completed by
  - School Psychologist
  - Occupational Therapist
  - Speech Language Pathologist
- Combined and integrated report
- Interpretation of evaluation components

### ADOS-2 Team Evaluation

- ADOS-2 evaluation completed by:
  - School Psychologist
  - Speech Language Pathologist
- Combined and integrated Report
- Interpretation of evaluation results
- Up to 15 minute consult w/ school at clinician's convenience
  - Phone/email review of preliminary findings with one district contact without predetermination

### ADOS-2 Group Professional Development/Training

- 2 Day Group training led by ADOS-2 certified clinical instructor
- Review of skills required to administer ADOS-2 Modules
- Training materials and protocols for each participant
- Certificate of completion

### FBA/BIP Services

All observations, meetings, documentation, and consultation for FBAs/BIPs will be billed at an hourly rate.

\*If ***additional services*** are required outside the scope of service, additional charges may apply. This includes all meetings, documentation, and consultation outside the scope of service(s).

Initials: \_\_\_\_\_

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

## **Appendix B – LEA Waiver for IEP Meetings**

Pursuant to the Individuals with Disabilities Education Improvement Act (“IDEIA”), 20 U.S. Code, Section 1414(d)(1)(B)(iv), and conforming Illinois law, school districts are responsible for ensuring that a representative from the local education agency (“LEA”) is present at all IEP meetings. That section reads in pertinent part:

*(B) Individualized education program team. The term “individualized education program team” or “IEP Team” means a group of individuals composed of—  
(iv) a representative of the local educational agency who—  
(I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;  
(II) is knowledgeable about the general education curriculum; and  
(III) is knowledgeable about the availability of resources of the local educational agency;*

CSES recognizes that there may exist circumstances where CLIENT may request a CSES Contractor to serve in the capacity as an LEA representative.

CLIENT, by signing below, agrees to assume any risk associated with assigning a CSES Contractor to serve as an LEA representative at an IEP meeting and releases CSES from any and all causes of actions, claims and damages, including attorney’s fees, whether known or unknown, that may arise from this circumstance; but this assumption of risk and release shall not extend to any liability pertaining to Contractor’s performance of the services separate from IEP meeting representation.

Initials: \_\_\_\_\_

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

### **Appendix C – No Show Policy and Unexpected Closure Policy**

*Testing Cancellation by CLIENT:* At CSES, we value the time and expertise of both CSES and CLIENT staff, and last-minute cancellations limit our ability to allocate resources effectively. If a CLIENT needs to reschedule a students' evaluation, **a minimum of at least 48 hours' notice is required** prior to the scheduled evaluation date and time. If the CLIENT does not meet these requirements, **a fee of \$200 will be charged**. This policy ensures that resources are allocated efficiently while maintaining our commitment to providing timely and effective services.

*Student No Show for Testing:* On the day of testing, if the CLIENT'S student(s) are not in attendance resulting in no students available for testing on a scheduled day (due to a CLIENT cancellation or no-show), **a fee of \$200 per day will be charged**. If a minimum of one (1) scheduled student is tested on any given workday, this fee will be waived. This policy is not meant as punitive to the CLIENT but rather ensures CSES contract staff are compensated fairly for days reserved by the CLIENT.

*Student Not Made Available For Testing:* On the day of testing, if the CLIENT prohibits or otherwise prevents an evaluation for a student who is present, **a fee of \$200 per student will be charged**. If a minimum of one (1) scheduled student is tested on any given workday, this fee will be waived. This policy is not meant as punitive to the CLIENT but rather ensures CSES contract staff are compensated fairly for days reserved by the CLIENT.

*CLIENT Cancellation or Family No Show for IEP Meetings:* CSES requires any IEP meeting cancellation be within 48 hours of the scheduled time. In the event that an IEP meeting is cancelled by the CLIENT outside of the 48 hour window, **the CLIENT will be charged the full amount of the meeting cost**. In the event the family does not show up to the IEP meeting, **the CLIENT will be charged the full amount of the meeting cost**.

*Emergency School Closure:* In the event that the CLIENT must close on a scheduled calendar day, CSES must be notified within 48 hours when scheduled for assignment. In the event that a service is cancelled by the CLIENT outside of the 48 hour window, the CLIENT will be charged **a fee of \$200 per tester scheduled on that day and \$150 per meeting cancelled**.

Initials: \_\_\_\_\_

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



## **Appendix D - File Review**

**When time allows**, CSES will make three (3) attempts at in-person testing a student before writing a file review. These attempts will be made within a reasonable time frame. There may be circumstances when a file review must be done when there is insufficient time for rescheduling to meet CLIENT deadlines. *For information on what constitutes a File Review, please see “Scope of Services” in Appendix A.*

Initials: \_\_\_\_\_

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

### **Appendix E - Rush Charge Fees - (Late Testings/Meetings)**

*Rushed Evaluation:* If the CLIENT uploads student information for testing with less than fourteen (14) calendar days from the due date, **there will be a \$200 fee** applied to the CLIENT.

*Late Meeting Invite:* CSES requires advanced notice for a meeting invite at forty eight (48) hours prior to said meeting. When a CLIENT does not meet the forty eight (48) hour window to send a meeting invite, scheduling issues may arise. If the CLIENT sends a late invite outside the window, **there will be a \$100 fee** applied to the CLIENT.

Initials: \_\_\_\_\_

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

## **Appendix G - Background Checks**

If the background checks conducted by CSES for its independent contractors do not meet the CLIENT'S specific compliance requirements, the CLIENT shall be responsible for any additional costs associated with further onboarding, screening, or compliance measures.

Initials: \_\_\_\_\_

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

# TRAINING SERVICES AGREEMENT

This Training Services Agreement ("Agreement") entered into as of this 1st day of April, 2025 ("Effective Date"), is made by and between **STAR AUTISM SUPPORT, INC**, an Oregon corporation ("SAS"), and CUSD 300 ("Client"). SAS and Client are collectively referred to in this Agreement as the "Parties."

## BACKGROUND

- A. SAS provides training, workshops and consultation services in the field of special education.
- B. Client desires to engage SAS for the purpose of providing the services that are described in the attached **Exhibit A** (the "Services"), which is incorporated into this Agreement by this reference.
- C. SAS desires to provide the Services according to the terms and conditions expressed herein.

**Now, therefore**, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. **Incorporation of Background**. The foregoing Background Section is incorporated into this Agreement by this reference.
2. **Engagement**. Client engages SAS as an independent contractor to provide or perform the Services.
3. **Client's Obligations**. Client agrees to provide facilities, seating, tables, projectors, televisions, and handouts for each participant as may be appropriate in order for SAS to provide the Services.
4. **Compensation**. Client agrees to compensate SAS for performance of the Services, and reimburse SAS for expenses, as outlined in the invoice attached hereto as **Exhibit B**. 25% of total fees will be required prior delivery of services. Remainder of invoice will be due following completion of services.
5. **Use of Materials**. Client acknowledges that SAS owns or has permission to use any and all copyrighted materials that SAS will use in performing the Services, whether or not such materials carry a formal copyright notice.
  - 5.1 **License Grant**. SAS grants to Client a limited, nonexclusive, non-sublicenseable, non-transferable license to use, display and make copies of any handouts, displays, lesson plans, presentations, pictures, videos, DVDs, or any other materials owned by SAS (the "Materials") solely as may be necessary for the successful completion of the Services. Any copies of the Materials shall include the following copyright notice: "© 2011 Star Autism Support, Inc. All rights reserved."
  - 5.2 **Restrictions on Use**. Unless otherwise specifically authorized in writing by SAS and except as allowed in the license grant above, Client shall not, for any purpose, reproduce, copy, distribute, perform, display, or create derivative works of the Materials. Client also agrees not to use the Materials in any manner whatsoever that would derogate or detract from the reputation of SAS or the Material.

**6. Use of SAS's Marks.** Client acknowledges that SAS is the sole owner of trademarks and service marks including, but not limited to, "STAR" and "STAR AUTISM SUPPORT" (the "Marks").

**6.1 License Grant.** Subject to the terms and conditions of this Agreement, SAS grants to Client a limited, nonexclusive, non-sublicenseable, non-transferable license to use the Marks for the exclusive purpose of promoting, marketing and advertising the Services.

**6.2 Restrictions on Use.** Unless specifically authorized in writing by SAS, Client shall not use any of the Marks for any purpose except as authorized in the license grant above. Without limiting the generality of the foregoing and for purposes of example only, Client shall not use any of the Marks to promote, market or advertise any workshop, training, program, or class in which SAS is not involved. Client also agrees not to use the Marks in any manner whatsoever that would derogate or detract from the reputation of SAS or the Marks.

**6.3 Guidelines; Pre-Approval.** When preparing any marketing or promotional material for the Services, Client shall include a "®" symbol on any registered Mark and a "™" symbol on any unregistered Mark when such marks are used to promote the training. SAS shall provide information on which marks are registered and which are not registered upon written request. In addition, the footer of any promotional material shall identify the Marks used and include a statement indicating that such Marks "are the sole property of Star Autism Support, Inc." Any marketing, promotional or advertising materials related to the Services must be pre-approved, in writing, by SAS.

**6.4 Acknowledgement.** Client hereby covenants not to directly or indirectly challenge (including to oppose or attempt to cancel) any rights of SAS to the Marks or to adopt or attempt to register any mark that is the same as or similar to any of the Marks in any country. Client also acknowledges and agrees that the use of any Marks licensed under this Agreement will inure to the benefit of SAS. Nothing contained in this Agreement shall provide Client any proprietary right in or to any Mark.

**7. Independent Contractor Relationship.** SAS's relationship with Client is that of independent contractor, and nothing in this Agreement is intended, or should be construed, to create a partnership, joint venture, or employer-employee relationship. Client and its personnel are not the agents of SAS and are not authorized to make any representation, contract or commitment on behalf of SAS, and vice versa.

**8. Remedies.** The Parties agree that any breach of this Agreement by Client may cause irreparable harm, the dollar amount of which would be impossible to ascertain, and that there is no adequate remedy at law for a breach by Client of this Agreement. Therefore, in addition to any other rights or remedies it may have, SAS shall have available the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any provision of this Agreement. Client further agrees that no bond or other security shall be required in obtaining such equitable relief and consents to the issuance of such injunction and to the ordering of specific performance.

**9. Indemnification.** "Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in

connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

**10. Assignment.** SAS has entered into this Agreement in contemplation of personal performance by Client, and it is SAS's intention that a transfer of the licenses or rights not occur without SAS's express written consent. Accordingly, neither this Agreement nor any licenses or rights hereunder, in whole or in part, shall be assignable or transferable by Client (by operation of law or otherwise) without SAS's express written consent. Any purported assignment or transfer by Client (by operation of law or otherwise) without SAS's necessary consent shall be void without affecting any other licenses or rights hereunder.

**11. Term.** The term of this Agreement shall be one (1) year commencing on the date set forth above unless otherwise terminated as provided herein. This Agreement -at the customer request may renew for an additional term of one (1) year. Either Party may terminate this Agreement at any time, with or without cause, by giving at least sixty (60) days' advance written notice to the other Party, subject to the terms of Section 12 below. Sections 5 through 10 and 15 through 21 shall survive any termination of this Agreement.

**12. Cancellation; Termination Fee.** Client may cancel the Services with no cancellation fee by delivering written notice to SAS sixty (60) days prior to the first date scheduled for performance of the Services. If Client desires to cancel the Services within sixty (60) days, but shall pay a cancellation fee according to the table below:

| <u>Written Cancellation Postmarked</u>    | <u>Cancellation Fee</u>                  |
|-------------------------------------------|------------------------------------------|
| 30-60 Days Prior to Scheduled Performance | \$500                                    |
| 14-30 Days Prior to Scheduled Performance | 25% of Fee Plus Travel Expenses Incurred |
| 0-14 Days Prior to Scheduled Performance  | 50% of Fee Plus Travel Expenses Incurred |

**13. Unavoidable Circumstances.** If, due to no fault or negligence on the part of SAS, SAS is unable to perform its obligations under the terms of this Agreement, either in whole or in part, as a result of any fire, riot, storm, natural disaster, act of God, act of the public enemy, war, epidemic, labor dispute, strike, or other similar unforeseeable cause beyond the reasonable control of SAS, the Parties shall be excused from their obligations under the terms of this Agreement to the extent the Parties are unable to reschedule performance of the Services.

**14. Governing Law, Disputes, and Venue.** Except for issues preempted or controlled by federal law, any dispute arising with respect to this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois exclusive of its conflict of laws provisions. The place for resolution of any dispute shall be in a court of competent jurisdiction located in County of Kane , Illinois..

**15. Severability.** The invalidity or unenforceability of any provision within this Agreement shall in no way affect the validity or enforceability of the remainder of this Agreement or any other provision hereof.

**16. Modification; Waiver.** No oral modifications of this Agreement shall be effective, and no delay or failure on the part of either party to insist on compliance with any provision hereof shall constitute a waiver of such party's right to enforce such provision.

**17. Integration.** This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of such taken together shall constitute only one Agreement, superseding all prior understandings, oral or written. It is expressly understood and agreed that this Agreement controls the independent contractor relationship between the Parties for all work performed by SAS for Client during the term of this Agreement. Additional terms, conditions and requirements that are specific to any particular project may be set out in writing so long as such terms, conditions and requirements are not inconsistent with the terms of this Agreement.

**18. Attorneys' Fees.** In the event litigation shall be initiated to enforce any provision of this Agreement, the prevailing Party in such litigation shall be entitled to recover reasonable attorneys' fees and expenses incurred in such litigation in addition to any other recovery to which such party may be legally entitled.

**19. Disclaimer.** SAS makes no representations nor extends any warranties of any kind. Except as specifically stated in this Agreement, SAS assumes no responsibility or obligations whatsoever, and SAS confers no right by implication, estoppel or otherwise.

**20. Independent Counsel.** Client acknowledges that it has carefully read and fully understands all provisions of this Agreement and that this Agreement governs its relationship with SAS. Client acknowledges that this Agreement was drafted by counsel for SAS. In executing this Agreement, Client acknowledges it has sought independent legal advice or has waived such right after being given adequate time to seek such advice.

**21. Dispute of Terms.** In the event the terms of this Agreement are disputed by the Parties, both Parties agree that the terms shall not be interpreted against the SAS merely because the Agreement was drafted by SAS's counsel.

**22. Notice.** Any notice under this Agreement to either Party shall be delivered via certified United States Postal Service mail or via overnight carrier at the addresses listed below.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement as of the date written above.

SAS  
Star Autism Support, Inc.  
6663 SW Beaverton Hillsdale Hwy #119  
Portland, OR 97225

Client  
CUSD 300 on behalf of deLacey Family Ed Center  
2550 Harnish Drive  
Algonquin, IL 60102

By:

By:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**EXHIBIT A**  
**Description of Services/Products**

**2025-26 Training Plan**



# CUSD 300, 2025-26 Pricing

## Training & Curriculum

| Quantity   | Item                                                                    | Pricing Formula/<br>Per Day/Unit | PRICE       |
|------------|-------------------------------------------------------------------------|----------------------------------|-------------|
| Workshops  |                                                                         |                                  |             |
| 1 day      | STAR Overview Workshop for New Users (In-Person)                        | \$2,950.00                       | \$2,950.00  |
|            |                                                                         | Workshop Total:                  | \$2,950.00  |
|            |                                                                         |                                  |             |
| Coaching*  |                                                                         |                                  |             |
| 2 days     | Visit 1 STAR Training Site and Coach Development (1 trainer, in-person) | \$2,950.00*                      | \$5,900.00  |
| 2 days     | Visit 2 STAR Training Site and Coach Development (1 trainer, in-person) | \$2,950.00*                      | \$5,900.00  |
| 2 days     | Visit 3 STAR Training Site and Coach Development (1 trainer, in-person) | \$2,950.00*                      | \$5,900.00  |
| 2 days     | Visit 4 STAR Training Site and Coach Development (1 trainer, in-person) | \$2,950.00*                      | \$5,900.00  |
|            |                                                                         | Coaching Total:                  | \$23,600.00 |
|            |                                                                         |                                  |             |
| Curriculum |                                                                         |                                  |             |
| Unlimited  | STAR Primary Online, Districtwide 1-Year License                        | 20,000*.60                       | \$12,000.00 |
|            |                                                                         | Curriculum Total:                | \$12,000.00 |

|              |             |
|--------------|-------------|
| GRAND TOTAL: | \$38,550.00 |
|--------------|-------------|

\*Daily coaching rates include all travel expenses.



# DISTRICT 300

## COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

**DATE:** May 8, 2025

**TO:** Dr. Martina Smith, Superintendent  
Board of Education

**FROM:** Joseph Sieczkowski  
Director of CTE, Pathways, and  
College & Career Readiness

|                                              |           |
|----------------------------------------------|-----------|
| Presented at the following<br>Board Meetings |           |
| Board Operations Committee                   |           |
| Policy/Legislative                           |           |
| School Utilization                           |           |
| BOE 1 <sup>st</sup> Reading                  | 5/13/2025 |
| BOE 2 <sup>nd</sup> Reading                  | 5/13/2025 |

**SUBJECT:** Out of District Student Travel

### **Background**

Per Board Policy 6:240, Board approval is required when student travel is to a state not contiguous with Illinois or outside the continental U.S. Each trip authorization shall be based on the written rationale of the travel's educational value and the safety and welfare of the students involved.

This year, Hampshire High School proudly participated in the Illinois SkillsUSA State Leadership Conference—one of the largest Career and Technical Student Organizations (CTSOs) in the nation, with nearly half a million students and educators involved nationwide.

Among approximately 2,000 student competitors in Illinois, Hampshire High School achieved outstanding results, earning two first-place team finishes and one third-place team finish.

As a result, our Welding Fabrication team has qualified to represent Illinois at the SkillsUSA National Leadership Conference and Championships in Atlanta, Georgia. Three students and one administrator will attend this prestigious national event.

### **Administrative Recommendation**

The administration recommends approval of the request as presented for student travel as follows:

- Hampshire High School - CTE (Welding) Competition, Atlanta, Georgia, June 23-28, 2025

### **Fiscal Impact**

The total estimated trip cost is \$12,532 to be paid through the District CTE budget.