Board of Education Business Meeting

Tuesday, June 24, 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. Litigation 2(c)(11); and 3. 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**

5. **Approval of the Agenda**

6. **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**

9.1. Master Facility Plan Update

9.2. Superintendent Student Advisory Council

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 13, 2025, May 19, 2025, and June 10, 2025

11.2. Approval of Disposal Report

11.3. Approval of Bills Payable

11.4. Approval of Treasurer's Report

11.5. Approval of Donation Report

11.6. Approval of Human Resources Report

11.7. Approval of Employee Handbooks - Administrators and NUG 2025-2026

11.8. Approval of Freedom of Information Act Report

12. **Consent Items >$35K**

12.1. Approval of Waste & Recycling Services (Extension)

12.2. Approval of Weed, Fertilizer, and Insect Control Bid

12.3. Approval of Academic Progress Monitoring Suite Contract (Renewal)

12.4. Approval of Behavioral Services Contract (Renewal)

12.5. Approval of Copier Maintenance Contract (Extension)

12.6. Approval of Dual Language Reading Program Contract (Renewal)

12.7. Approval of Education Services Contracts 25-26 (Renewals)

12.8. Approval of Employee Benefits Contract (Renewal)

12.9. Approval of Professional Development Services Contract (Renewal)

12.10. Approval of Technology Services Contracts (Renewals)

12.11. Approval of Temporary Staffing Services Contracts (Renewals)

12.12. Approval of Universal Screener Contract (Renewal)

12.13. Approval of Change Orders

13. **Roll Call Action Items**

13.1. Approval to Purchase Supplemental Materials for Targeted Schools

13.2. Appointment of Board Treasurer

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. Litigation 2(c)(11); and 3. 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
06/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
5/7/2025	JHS	VCR/DVD player	Magnavox	Magnavox DV225MG9	D23988658	3.0007E+13	Broken	Tech Recycle
5/13/2025	JHS	Hotspot	T Mobile	T9 Franklin hotspot	n/a	T163700	Broken	Tech Recycle
5/13/2025	JHS	Hotspot	T Mobile	T9 Franklin hotspot	TTKC1262055	T163751	Broken	Tech Recycle
5/13/2025	JHS	Hotspot	T Mobile	T9 Franklin hotspot	TTKC1261800	T163738	Broken	Tech Recycle
5/13/2025	JHS	Hotspot	T Mobile	T9 Franklin hotspot	TTKC1261989	T163765	Broken	Tech Recycle
5/13/2025	JHS	Hotspot	T Mobile	T9 Franklin hotspot	TTKC1261798	T163739	Broken	Tech Recycle
5/13/2025	JHS	Hotspot	T Mobile	T9 Franklin hotspot	TTKC1261830	T163764	Broken	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		22201	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T29036	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T25397	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T009134	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T017416	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T015203	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T016376	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T006848	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T006838	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T016364	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T015207	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T006839	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		na	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	HP Monitor		na	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		na	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T017415	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		20107	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T26082	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T015313	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T004965	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor		T004893	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	ELO	ELO touch monitor		T85784	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	ELO	ELO touch monitor		T85786	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	ELO	ELO touch monitor		T85787	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	ELO	ELO touch monitor		T85788	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	ELO	ELO touch monitor		T85783	Obsolete	Tech Recycle
5/13/2025	JHS	Monitor	Dell	Dell Monitor	CN02H2VM641801B12WAL		Obsolete	Tech Recycle
5/13/2025	JHS	Scanner	Kodak	Kodak scanner	57006266		Broken	Tech Recycle
5/13/2025	JHS	Scanner	Kodak	Kodak scanner	57006866	T54081	Broken	Tech Recycle
5/13/2025	JHS	projector	infocus	infocus projector	AULC71500395		Broken	Tech Recycle
5/13/2025	JHS	projector	epson	epson projector	MT5F050695L	T26069	Broken	Tech Recycle
5/13/2025	JHS	projector	nec	nec projector NP-M323X	NP-M323X 6601395RD	T65986	Broken	Tech Recycle
5/13/2025	JHS	tablet	wacom	Wacom tablet		T166430	Broken	Tech Recycle
5/13/2025	JHS	tablet	wacom	Wacom tablet		T166899	Broken	Tech Recycle
5/13/2025	JHS	tablet	wacom	Wacom tablet		T166900	Broken	Tech Recycle
5/13/2025	JHS	tablet	wacom	Wacom tablet		T166431	Broken	Tech Recycle
5/13/2025	JHS	tablet	wacom	Wacom tablet		T166902	Broken	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUSKV200MJ0CAAWF	T99306	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUSKV200MJ0CAAX5	T99301	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUS9RL00MJ08WE73	T89437	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUSKV200MJ0CAAWB	T99299	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUSKV200MJ0CAAX9	T99302	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUS9RL00MJ08WE72	T89456	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUS9RL00MJ08WE75	T89436	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUSKV200MJ0CAAXC	T101181	Obsolete	Tech Recycle
5/13/2025	JHS	desktop	lenovo	Lenovo desktop	1S10SUSKV200MJ0CAAWV	T99307	Obsolete	Tech Recycle
5/13/2025	JHS	miscellaneous	miscellaneous	Box of miscellaneous parts / cabling			Broken	Tech Recycle
5/13/2025	JHS	speakers	epson	epson Speakers 13 sets - missing parts			Broken	Tech Recycle
5/13/2025	JHS	cabling	epson	epson speaker cables box			Broken	Tech Recycle
5/13/2025	JHS	speakers	dell	dell speakers			Broken	Tech Recycle

5/13/2025	JHS	toner	HP	old toner 4 boxes			Broken	Tech Recycle
5/21/2025	JHS	Printer	HP	M555	NA	T116980	Broken	Tech Recycle
5/21/2025	JHS	Printer	HP	P3005X	NA	T003353	Broken	Tech Recycle
5/21/2025	JHS	Printer	HP	P2015dn	NA	T006186	Broken	Tech Recycle
5/21/2025	JHS	Printer	HP	4250n	NA	T003483	Broken	Tech Recycle
5/21/2025	JHS	MISC BOX (5)	NA	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Printer	Ricoh	Aficio SP4100N	NA	T017005	Broken	Tech Recycle
5/29/2025	HHS	Printer	Ricoh	Aficio SPC400DN	Q6888700133	T017101	Broken	Tech Recycle
5/29/2025	HHS	Toner	HP	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Toner	HP	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Dock	Lenovo	ThinkPad 40AG	1S40AGM5G00P5N	NA	Broken	Tech Recycle
5/29/2025	HHS	Headphones	Califone	3068AV	NA	T79861	Broken	Tech Recycle
5/29/2025	HHS	Headphones	Califone	3068AV	NA	T79849	Broken	Tech Recycle
5/29/2025	HHS	Document Camera	Avermedia	AverVision CP130	55874 08040P	NA	Broken	Tech Recycle
5/29/2025	HHS	Document Camera	Avermedia	AverVision U50	4.01022E+12	T54893	Broken	Tech Recycle
5/29/2025	HHS	Document Camera	Avermedia	AverVision U50	4.01022E+12	T54862	Broken	Tech Recycle
5/29/2025	HHS	AC Adapter	Lenovo	65W	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Keyboard	Lenovo	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Keyboard	Lenovo	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Keyboard	Lenovo	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Keyboard	Lenovo	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Mouse	Lenovo	NA	NA	NA	Broken	Tech Recycle
5/29/2025	HHS	Laptop	Lenovo	L14 Gen1	NA	T107620	Broken	Tech Recycle
5/29/2025	HHS	Laptop	Lenovo	L14 Gen1	1s20U2S97100PF2ZSP9J	T115289	Broken	Tech Recycle
5/29/2025	HHS	Laptop	Lenovo	L480	1s20LTS24V00PF1NPTBN	T89112	Broken	Tech Recycle
5/29/2025	HHS	Laptop	Lenovo	L14 Gen2	PF3WG84Y	T166065	Broken	Tech Recycle
5/29/2025	HHS	Laptop	Lenovo	L14 Gen2	PF3V3978	T166700	Broken	Tech Recycle
5/29/2025	HHS	Laptop	Lenovo	L14 Gen2	NA	T165678	Broken	Tech Recycle
5/29/2025	HHS	Monitor	Lenovo	VA2456	VC4243521219	T172891	Broken	Tech Recycle
5/2/2025	DCHS	Projector Remote	NEC	RD-469E	NA	NA	Obsolete	Tech Recycle
5/2/2025	DCHS	Projector Remote	NEC	RD-469E	NA	NA	Obsolete	Tech Recycle
5/8/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM641801AA0BZS	NA	Broken	Tech Recycle
5/13/2025	DCHS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25JSJ2	T101404	Broken	Tech Recycle
5/22/2025	DCHS	AC/DC Power Adapter	ASUS	ADP-40KD BB	43KW73H0F2E	T77011	Broken	Tech Recycle
5/22/2025	DCHS	AC/DC Power Adapter	ASUS	ADP-40KD BB	3ASW63403RW	T73737	Broken	Tech Recycle
5/29/2025	DCHS	Phone	Mitel	5312	1TKFW18370LZ	NA	Broken	Tech Recycle
5/30/2025	DCHS	Handset x4	Mitel	NA	NA	NA	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L450	1s20DSS0J600PF0A6V7W	T34599	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L470	1s20J5S1UD00PF1035PR	T64030	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L450	1s20DSS1MK00PF0ET8BN	T37486	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L450	1s20DSS0J600PF0A7KJ1	T36008	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L450	1s20DSS0J600PF0A8W95	T36070	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L470	1s20J5S1UD00PF104WEX	T63535	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25JY0J	T101350	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L14	PF3TYYVV	T166435	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25K4WT	T101227	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	T14	1s20S1SFQG00PF36Q95G	T115573	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L490	1s20Q6S2NS00PF1TKN6F	T101725	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L14	PF3VNQZG	T165347	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25JN5H	T101321	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25K4T9	T101239	Broken	Tech Recycle
5/27/2025	CMS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25K0B5	T101287	Broken	Tech Recycle
5/27/2025	CMS	3 boxes of misc chargers	ACER				Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRY5	T118172	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP3H	T173446	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNY5	T190424	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BL9X	T126267	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP91	T118424	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160M5G	T124206	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BQYQ	T124305	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MCT	T122317	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G6Y1	T122373	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01689Q8	T122596	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168BZ7	T180433	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162Y7N	T126512	Broken	Tech Recycle

5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135BGW	T126527	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160LGP	T175446	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160P5Q	T118719	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMDG	T126703	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01689QQ	T126701	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160QSZ	T126824	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PTF	T122758	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160Q7K	T122783	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160QZN	T122798	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BN28	T124756	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160RSB	T124775	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPYY	T174675	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0163169	T120428	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP1N	T173439	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YBS	T123060	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162Z7C	T123077	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016898W	T180482	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0165J0M	T120577	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BL7R	T174418	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016897Y	T120603	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162ZJL	T180843	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01689TF	T125202	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135HYG	T173139	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BM5B	T125323	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRYV	T174488	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01631XZ	T174165	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160P1Y	T174482	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YG8	T174738	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BQ0M	T119777	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168B9F	T127756	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168B9N	T127809	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168C9T	T119908	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP7P	T127904	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162Z9J	T171925	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168CBP	T158254	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MTT	T158335	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PJD	T174445	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP05	T162394	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016898G	T120951	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016897M	T120956	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BQV7	T120917	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRW7	T174038	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRGX	T121103	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168B1W	T158896	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01631LS	T123980	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01631J6	T123977	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMMK	T156616	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NT4	T156666	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRL6	T160575	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162ZPK	T177955	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPKF	T156829	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRLV	T156995	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRKX	T156982	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD13BNVD	T156943	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRYL	T154321	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168843	T154340	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BSCK	T173113	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BL1D	T157540	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688BJ	T157424	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PDD	T161099	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016310K	T157971	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688YL	T153050	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160P9B	T153036	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP9R	T174897	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMY3	T154741	Broken	Tech Recycle

5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PTZ	T130160	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168C7H	T130214	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01631LV	T128196	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135HXX	T130270	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160LZ7	T130241	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MB3	T128578	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD015J66Q	T156348	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135GNZ	T160207	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BN4K	T160240	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD015J78S	T160275	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BQ0Z	T159559	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNVW	T159728	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMKR	T174358	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPQC	T180349	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NCR	T159955	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168BYF	T152532	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168BPK	T121869	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YZQ	T121344	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160QLT	T152098	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162Y87	T180612	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162XDM	T152107	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YVS	T121406	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135F1V	T152122	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G702	T174245	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01630NX	T159490	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162ZS8	T162595	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BM4R	T162683	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BN6G	T162841	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160N9W	T156128	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016325X	T153197	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135C94	T154978	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160Q8Z	T138219	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G5XM	T138265	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLY3	T155048	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BL8Z	T161497	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135J34	T153342	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01631LX	T161567	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD015JBXJ	T174254	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD015J6F9	T138523	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNL3	T171891	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0165HP4	T174969	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135CRR	T131538	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168B25	T129371	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNCK	T174624	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YC7	T171932	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135F5R	T175826	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135F5X	T174623	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135FYZ	T153567	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PNB	T161847	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688ZY	T161813	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160R2J	T136492	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135GHJ	T138834	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YQ4	T155697	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135J1R	T136713	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BL9P	T139048	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NCW	T174857	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160M57	T138866	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MV7	T181014	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168CJP	T155827	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135F2F	T139314	Broken	Tech Recycle

5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135D6D	T155996	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135GLT	T155986	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135D6C	T139386	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLXS	T139553	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLBG	T128774	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135H40	T183143	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168BWF	T130812	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0165HYJ	T128887	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0163283	T128914	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNZ7	T174867	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BP0D	T128952	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135F52	T131040	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PS7	T129261	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YM9	T139597	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688DP	T137178	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688JY	T174708	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0165JHT	T173393	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRC1	T137487	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PL4	T140374	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMPZ	T142681	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160L51	T141034	Broken	Tech Recycle

5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160N93	T175905	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLZ5	T137997	Broken	Tech Recycle
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5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135HXM	T142932	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168BF2	T141353	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G6PL	T135338	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMZY	T135350	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NSJ	T149445	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016FG6P	T149597	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLM8	T135458	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135BHF	T174510	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135BMN	T149938	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G66M	T135810	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLKK	T146279	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135GSW	T146300	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPPG	T146334	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLY1	T146519	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BN78	T135883	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BS91	T144405	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BL1Y	T144390	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162X7W	T135967	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMG3	T146984	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRW9	T146751	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G65D	T147101	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMJ3	T147191	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPBR	T171739	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNY0	T147517	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135DY2	T147349	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160RY8	T147555	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BMPQ	T144832	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NRY	T171889	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MK5	T147655	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135HXR	T174648	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPGL	T151235	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRYD	T141653	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD015J5ZW	T151398	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BN3P	T177905	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRFN	T180428	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01631RF	T141903	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BQL1	T174536	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRLC	T143575	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160LQK	T146144	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLHB	T151604	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MKT	T141985	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BRG6	T143689	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0135FV4	T144161	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01630SX	T146260	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016313S	T144295	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160Q7M	T151832	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MQ1	T173239	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PG2	T175852	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NHP	T146878	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MXG	T177873	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168BVB	T147340	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BNG6	T144725	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G6LQ	T144782	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0165KLD	T145102	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLJL	T174939	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BLKH	T145115	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PVY	T174258	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MP3	T144941	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688BF	T171915	Broken	Tech Recycle

5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162HC6	T126843	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688FX	T174956	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688X4	T127162	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01688LT	T127158	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160MHQ	T127137	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0168C05	T119194	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160NNK	T177934	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YS1	T183171	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160PCH	T127350	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0162YW2	T119356	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G722	T127378	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013BPQX	T127404	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD01689V9	T127470	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G6QX	T119484	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD013G6QF	T174884	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD016311K	T127517	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD0160LTG	T147935	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1110Z9P	T176030	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD110N544	T183244	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1110Z7L	T174780	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1110Z37	T176342	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1110ZV5	T176453	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD109GVLX	T177193	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD111DK0C	T177676	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD111DMQT	T177518	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1117ZTX	T179537	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1117ZZ7	T167921	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD111FJL7	T179970	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1109X34	T167947	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1117ZQF	T179433	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD110G4DW	T167989	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD1117ZP2	T178314	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD111L7CW	T178578	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD111DLV3	T179233	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	5CD110G494	T178119	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T124584	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T190397	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T177133	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T173450	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T1574456	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T146559	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T154959	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T128489	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T123131	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T147315	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T135790	Broken	Tech Recycle
5/27/2025	Techwarehouse	Chromebook	HP	HP Chromebook 11 G8 32GB 1A762UT HP	N/A	T176317	Broken	Tech Recycle
5/27/2025	Techwarehouse	Box of lenovo batteries	Lenovo	Mixed models	N/A	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM3G01A2H	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM5G00R3V	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AHM3F0852D	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM5G000R7	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM3G012YR	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM5G000GH	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40A2M2A06TFN	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM3G011LE	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM3G012Z2	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM3G01A29	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM2G000W6	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AJM5H0P4GK	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AGM3G012DE	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Docking station	Lenovo	Thinkpad basic docking station	1S40AJM5H0P5AP	N/A	Broken	Tech Recycle
5/27/2025	Techwarehouse	Switch	Linksys	SRW2048	0014BF55BBDA	T005771	Broken	Tech Recycle
5/28/2025	CMS	Monitor	Dell	E2011Hc	CN02H2VM641801A9275M	N/A	Broken	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1909wf	CN0C730C716230AD1461	T015974	Obsolete	Tech Recycle

5/28/2025	CMS	Monitor	Dell	1708pt	CN0C182J7444597FB9ZS	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	P1911t	S11070C0001	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708pt	7738001650P0A	T010597	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Acer	V183hv	ETLKS0D0022140F9668505	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	P1911b	N/A	T24558	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	viewsonic	vs16489	UNN184932273	T65472	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Acer	al1716f	ETL510857881603CDE425D	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1909wb	N/A	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	P1911t	CN0C730C7162316D0231	T24574	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p1913b	CN0DT0PH742612AQ42GL	T30113	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p1913b	CN0DT0PH742612A42WTM	T28318	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p1911b	N/A	T27601	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p1911b	N/A	T24565	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	ax510	CN0C730C7162305D4744	T006641	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1707fpc	CN0CC3526418063F2Y7S	T005767	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1909wf	FSS1101700100096N0133A	T25932	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p1911t	S11070C0001	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	e178fpc	CN0TP2196418076C32XS	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p1911t	S11070C0001	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	e2011hc	CN02H2VM6418019719XM	T25236	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	viewsonic	vs16489	UNN184932272	T65471	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1907fpt	CN0DC32371618632BCRH	T005841	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	e2011hc	CN02H2VM6418019S13JS	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	e2011hc	CN02H2VM641801B30FTL	T25237	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpt	CN0KU789716187B2GDEP	T006813	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	e2011hc	CN02H2VM641801AQ188M	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	viewsonic	va2445m-led	TSR1439A0766	T34333	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Lenovo	lt1952pwd	v9-vmfxo	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	n/a	u41-zt150dr-sbl	999999B	T85763	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpt	CN0D548H7161886CBGEMA00	T010511	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpb	CN0G302H7426187J1JTAA00	T017406	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	p170st	N/A	N/A	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpt	CN0UH8374822065D06RB	T008977	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpb	CN0FP8167426185R0K9A	T017457	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpt	CN0D548H71618866AC7KA00	T010215	Obsolete	Tech Recycle
5/28/2025	CMS	Monitor	Dell	1708fpt	CN0CC280716186CNAN7B	T003013	Obsolete	Tech Recycle
5/29/2025	CMS	Laptop	Lenovo	L480	1s20LTS24V00PF1NPTAE	T89166	Broken	Tech Recycle
5/29/2025	CMS	Laptop	Lenovo	L480	1s20LTS24V00PF1513JC	T79763	Broken	Tech Recycle
5/29/2025	CMS	Laptop	Lenovo	L480	1s20LTS24V00PF1NP59K	T89230	Broken	Tech Recycle
5/29/2025	CMS	Laptop	Lenovo	L480	1s20LTS24V00PF1NPX5J	T89151	Broken	Tech Recycle
5/29/2025	CMS	Laptop	Lenovo	L480	1s20LTS24V00PF1S7BA6	T89693	Broken	Tech Recycle
5/29/2025	CMS	Laptop	Lenovo	L480	1s20LTS24V00PF1515HB	T79762	Broken	Tech Recycle
5/29/2025	CMS	Monitor	Dell	1707PFc	CN0CC3526418063F307S	T005692	Obsolete	Tech Recycle
05/23/2025	DCHS	Cell Phone	Apple	iPhone 8	FFNZPLT2JC6C	T67121	Obsolete	Tech Recycle
5/29/2025	CMS	Projector	NEC	M333XS	201J-DXM8-7Q54-BR58	T39787	Broken	Tech Recycle
5/29/2025	CMS	Projector	NEC	NP-UM361X	5Y00383EB	T39550	Broken	Tech Recycle
5/29/2025	CMS	Projector	NEC	NP-M333XS	5Z00275RA	T39774	Broken	Tech Recycle
5/29/2025	CMS	Monitor	Dell	1707fpt	CN0CC2807161866 2CJWJ	T005502	Obsolete	Tech Recycle
5/29/2025	CMS	Projector	EPSON	H671A	VF2F1X0079L	T115963	Broken	Tech Recycle
5/29/2025	CMS	Projector	NEC	NP-M333XS	6100437RA	T39459	Broken	Tech Recycle
5/29/2025	CMS	Projector	NEC	NP-UM361X	5Y00388EB	T39558	Broken	Tech Recycle
5/29/2025	CMS	Computer Desktop	Lenovo	ThinkCentre M73	1S10B4S1Y600MJ02HHV6	T36079	Broken	Tech Recycle
5/2/2025	DMS	Motorola Radios	Motorola	CP200d	752TSMF909	109294	Broken	Tech Recycle
5/2/2025	DMS	Motorola Radios	Motorola	CP200d	752TSMF946	110025	Broken	Tech Recycle
5/2/2025	DMS	Radio	Motorola	100d	752TUSP989	none	Broken	Tech Recycle
5/2/2025	DMS	radio	Motorola	200	018TGGD442	T018280	Broken	Tech Recycle
5/2/2025	DMS	headphones	?	?	?	117197	Broken	Tech Recycle
5/12/2025	LES	1,619 weeded library books	various	various	various	various	Obsolete	Recycle
5/14/2025	LITH	742 weeded library books	various	various	various	various	Obsolete	Recycle
5/14/2025	PES	924 weeded library books	various	various	various	various	Obsolete	Recycle
5/14/2025	LWS	833 weeded library books	various	various	various	various	Obsolete	Recycle
5/16/2025	LPES	158 weeded library books	various	various	various	various	Obsolete	Recycle
5/16/2025	ADMIN	littleBits STEM Kits	Sphero	various	various	See Attached List	Obsolete	Tech Recycle
5/16/2025	JHS	Tenor Saxophone	Beucher	Aristocrat	660564	118338	Broken	Refuse
5/16/2025	JHS	Alto Saxophone	Selmer	Bundy II	1185789	118310	Broken	Refuse

5/19/2025	WCS	Wood/Metal Book shelving units, Circulation desk	n/a	n/a	n/a	n/a	Obsolete	Metal Recycle
5/21/2025	HES	3077 weeded library books	various	various	various	various	Obsolete	Recycle
5/21/2025	EVES	515 weeded library books	various	various	various	various	Obsolete	Recycle
5/21/2025	CMS	4/4 Violin	NA	NA	NA9	118544	Broken	Refuse
5/23/2025	WCS	Cello	Engelhardt	cello	66048	117726	Broken	Refuse
5/23/2025	WCS	4/4 violin	Mathias Toma	none	1124	117753	Broken	Refuse
5/23/2025	WCS	4/4 violin	Herman Beyer	E201/4	6024713	117755	Broken	Refuse
5/23/2025	WCS	3/4 cello	Quinlan and Fabish	cello 3/4	Q40424	124694	Broken	Refuse
5/23/2025	CMS	Oboe	Cabart	Step Up Oboe	2979	118296	Broken	Refuse
5/23/2025	GDW	YAMAHA FOOT PEDAL (x2)	YAMAHA	FC3 SUSTAIN FOOT PEDAL	NA	NA	Broken	Metal Recycle
5/27/2025	JHS	3 Tier Cart	N/A	N/A	N/A	107844	Obsolete	Auction
5/27/2025	JHS	stainless stell cart for trays	N/A	N/A	N/A	N/A	Obsolete	Auction
5/27/2025	JHS	3 well dry hot table	N/A	N/A	N/A	107456	Obsolete	Auction
5/27/2025	JHS	red cambrio cart	N/A	N/A	N/A	010298	Obsolete	Auction
5/27/2025	JHS	cold well	N/A	N/A	N/A	107458	Obsolete	Auction
5/27/2025	JHS	cold well	N/A	N/A	N/A	001590	Obsolete	Auction
5/27/2025	JHS	cold well	N/A	N/A	N/A	N/A	Obsolete	Auction
5/28/2025	HES	Walkie Talkies	Motorola	Motorola XPR6100	106954	106954	Broken	Tech Recycle

*Supporting documentation available in the Purchasing Department.

Diane C. White

Diane C. White, Director of Purchasing

06/01/2025

Date

Community Unit School District 300

A/P Board Bill Listing for June 24, 2025

Fund		Amount
Educational	$	2,651,955.31
Health Insurance Fund	$	3,701,307.75
Grant Fund	$	333,605.26
COVID 19 Fund		
Operations & Maintenance	$	949,976.91
Bond & Interest	$	3,699,479.58
Transportation	$	170,431.55
Site & Construction	$	165,457.27
Impact Fees	$	-
Tort Immunity Fund		
Total All Funds	$	11,672,213.63

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

Date: _____

Signed: _____ _____

President Secretary

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	0282	Wire Transfer	AMALGAMATED BANK OF CHICAGO	3,699,479.58
06/24/2025	0283	Wire Transfer	COMCAST	7,500.00
06/24/2025	0284	Wire Transfer	CSG FORTE PAYMENTS INC	9,853.32
06/24/2025	0285	Wire Transfer	FLEETMATICS USA LLC	1,308.58
06/24/2025	6432	Check	1-800MD LLC	1,195.20
06/24/2025	6433	Check	4IMPRINT	999.76
06/24/2025	6434	Check	ADESTA LLC	2,292.07
06/24/2025	6435	Check	ADVENTIST GLENOAKS HOSPITAL	17,620.63
06/24/2025	6436	Check	AL WARREN OIL COMPANY INC	65,205.40
06/24/2025	6437	Check	ALARM DETECTION SYSTEMS INC	3,520.23
06/24/2025	6438	Check	AMERICAN TAXI DISPATCH INC	38,553.00
06/24/2025	6439	Check	AMS STORE AND SHRED LLC	1,000.00
06/24/2025	6440	Check	APPLIED COMMUNICATIONS GROUP	960.00
06/24/2025	6441	Check	AUTOMATIC FIRE SYSTEMS INC	2,933.00
06/24/2025	6442	Check	BARNES AND NOBLE BOOKSELLERS	1,198.50
06/24/2025	6443	Check	BARTH, ANNE L	17.64
06/24/2025	6444	Check	BATTERIES PLUS 1028	184.26
06/24/2025	6445	Check	BAYCOM INC	5,510.00
06/24/2025	6446	Check	BECKERS SCHOOL SUPPLIES	879.72
06/24/2025	6447	Check	BOOKS BY THE BUSHEL LLC	177.10
06/24/2025	6448	Check	BOONE-WINNEBAGO REGIONAL OFFICE OF EDUCATION #4	50.00
06/24/2025	6449	Check	BOTTS WELDING & TRUCK SVC INC	55.00
06/24/2025	6450	Check	BRAND ADVANTAGE GROUP	968.59
06/24/2025	6451	Check	BRIGHTMONT ACADEMY	9,837.03
06/24/2025	6452	Check	BSN SPORTS LLC	2,097.90
06/24/2025	6453	Check	BUIRGE, JERRY R	81.90
06/24/2025	6454	Check	CANDOR HEALTH EDUCATION	1,200.00
06/24/2025	6455	Check	CINTAS CORPORATION	17,443.19
06/24/2025	6456	Check	CITICARE SERVICES LLC	5,020.10
06/24/2025	6457	Check	CLARE WOODS ACADEMY	37,641.66
06/24/2025	6458	Check	CLASSROOM CONNECTION DAY SCHOO	17,275.86
06/24/2025	6459	Check	COLLEGE OF WILLIAM AND MARY	700.00
06/24/2025	6460	Check	COLLEY ELEVATOR	3,226.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	6461	Check	CONNECTION DAY SCHOOL	4,963.84
06/24/2025	6462	Check	CONSERV FS	2,938.00
06/24/2025	6463	Check	CONSTELLATION COLLECTIVE PLLC	850.20
06/24/2025	6464	Check	CONTECH MSI CO	1,085.00
06/24/2025	6465	Check	CRAIG R ELLIOTT	405.00
06/24/2025	6466	Check	CRYSTAL LAKE SOUTH HIGH SCHOOL	75.00
06/24/2025	6467	Check	DAWNMARIE BORDERS	1,300.00
06/24/2025	6468	Check	DECKER INC	3,424.29
06/24/2025	6469	Check	DELTA DENTAL PLAN OF ILLINOIS	17,248.95
06/24/2025	6470	Check	DEMCO INC	174.21
06/24/2025	6471	Check	DIAMOND GRAPHICS OF ALGONQUIN	22,687.50
06/24/2025	6472	Check	DICK POND ATHLETICS INC	400.00
06/24/2025	6473	Check	DOERRFELD, PAUL J	700.00
06/24/2025	6474	Check	DRIVELINE BASEBALL	374.70
06/24/2025	6475	Check	DUNDEE-CROWN HIGH SCHOOL	2,701.23
06/24/2025	6476	Check	DURHAM SCHOOL SERVICES	1,132.05
06/24/2025	6477	Check	EDS RENTAL AND SALES INC	510.60
06/24/2025	6478	Check	ELGIN COMMUNITY COLLEGE	10,227.20
06/24/2025	6479	Check	ELGIN COMMUNITY COLLEGE	155,067.84
06/24/2025	6480	Check	EQUIPMENT DEPOT OF ILLINOIS	3,253.24
06/24/2025	6481	Check	ESSCOE LLC	750.00
06/24/2025	6482	Check	EXCELL AUTOMOTIVE EQUIPMENT	2,513.42
06/24/2025	6483	Check	FELICITY SCHOOLS	4,387.87
06/24/2025	6484	Check	FERGUSON ENTERPRISES INC	1,733.57
06/24/2025	6485	Check	FERGUSON ENTERPRISES INC	2,036.29
06/24/2025	6486	Check	FLAIRTY, SHANNON M	7.70
06/24/2025	6487	Check	FLOLO CORPORATION	3,344.29
06/24/2025	6488	Check	FOLLETT CONTENT SOLUTIONS LLC	7,410.77
06/24/2025	6489	Check	FOX TECH CENTER	13,706.91
06/24/2025	6490	Check	FRANKLIN COVEY CO.	59,844.70
06/24/2025	6491	Check	GARCIA, DAVID	71.47
06/24/2025	6492	Check	GERTZ, STEVEN L	336.00
06/24/2025	6493	Check	GOOBER PRINTS LLC	7,024.90

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	6494	Check	GORDON FOOD SERVICE INC	1,004.59
06/24/2025	6495	Check	GRANDZIEL, VICTORIA L	54.39
06/24/2025	6496	Check	GREY TAXON MUSIC	500.00
06/24/2025	6497	Check	GROOT INC	17,251.56
06/24/2025	6498	Check	GUTIERREZ, INEABELLE	150.21
06/24/2025	6499	Check	HAASE, TONYA M	141.40
06/24/2025	6500	Check	HASTINGS, DARICE A	56.56
06/24/2025	6501	Check	HAWTHORN ASSOCIATED OF LAKE CO	38,305.90
06/24/2025	6502	Check	HELM MECHANICAL	26,849.00
06/24/2025	6503	Check	HENNESSY, PATRICIA L	29.75
06/24/2025	6504	Check	HEY AND ASSOCIATES INC	1,497.00
06/24/2025	6505	Check	HFO CHICAGO LLC	1,169.50
06/24/2025	6506	Check	HILDEBRANDT, DANIELLE M	18.20
06/24/2025	6507	Check	HOLIAN INSULATION COMPANY INC	616.98
06/24/2025	6508	Check	HOMEPRO VACUUM LLC	1,019.33
06/24/2025	6509	Check	HOPE LEARNING ACADEMY	8,418.30
06/24/2025	6510	Check	HOPKINS-MUEHL, CHRISTINE L	513.37
06/24/2025	6511	Check	HUNTLEY COMM SCHOOL DIST 158	105.65
06/24/2025	6512	Check	HUNTLEY FORD	612.65
06/24/2025	6513	Check	IL SCHOOL VISUALLY IMPAIRED	1,158.00
06/24/2025	6514	Check	ILLINOIS HIGH SCHOOL ASSN	580.50
06/24/2025	6515	Check	ILLINOIS MUSIC EDUCATION ASSOC	20.00
06/24/2025	6516	Check	IMPERIAL DADE	7.57
06/24/2025	6517	Check	INFINITY TRANSPORTATION MANAGE	1,185.49
06/24/2025	6518	Check	INSECT LORE	172.71
06/24/2025	6519	Check	ITR SYSTEMS	1,599.00
06/24/2025	6520	Check	JC LICHT	3,954.83
06/24/2025	6521	Check	JOHNSON CONTROLS	5,888.00
06/24/2025	6522	Check	JOHNSON CONTROLS FIRE PROTECTI	8,045.72
06/24/2025	6523	Check	JW PEPPER	2,617.70
06/24/2025	6524	Check	KANE COUNTY REGIONAL OFFICE ED	4,374.60
06/24/2025	6525	Check	KAPLAN COMPANIES INC	5,230.54
06/24/2025	6526	Check	KELLE CO	1,527.51

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	6527	Check	KIRHOFERS SPORTS INC	600.00
06/24/2025	6528	Check	KNAPHEIDE EQUIPMENT CO	591.60
06/24/2025	6529	Check	KRIHA BOUCEK LLC	8,216.00
06/24/2025	6530	Check	LAKESHORE LEARNING MATERIALS	91.98
06/24/2025	6531	Check	LANDSCAPE STRUCTURES INC.	124,981.00
06/24/2025	6532	Check	LEARNWELL	24,858.33
06/24/2025	6533	Check	LED RITE LLC	12,410.60
06/24/2025	6534	Check	LIBERTYVILLE TILE AND CARPET	26,627.47
06/24/2025	6535	Check	LOVE YOUR CLASSROOM LLC	9,766.80
06/24/2025	6536	Check	LUCKY LOCATORS INC	810.00
06/24/2025	6537	Check	LUMEN ACADEMY	31,612.56
06/24/2025	6538	Check	MAKINDE, OLUTOLA	87.00
06/24/2025	6539	Check	MARKLUND	29,523.15
06/24/2025	6540	Check	MATTER HACKERS INC	267.50
06/24/2025	6541	Check	MELISSA SIGLER, O.D.	477.00
06/24/2025	6542	Check	METALCRAFT INC	1,665.70
06/24/2025	6543	Check	MIDWEST AIR FILTER	36.42
06/24/2025	6544	Check	MIDWEST COMPUTER PRODUCTS	125,653.44
06/24/2025	6545	Check	MIDWEST PRINCIPALS' CENTER	2,513.00
06/24/2025	6546	Check	MORENO, ALYSSA M	27.09
06/24/2025	6547	Check	MOULTON, ROB F	455.00
06/24/2025	6548	Check	MURNANE PAPER COMPANY	2,858.40
06/24/2025	6549	Check	MURPHY, KELLEY S	194.60
06/24/2025	6550	Check	NAPA ELGIN HAWKS AUTO PARTS	8,829.14
06/24/2025	6551	Check	NATIONAL STEM HONOR SOCIETY	395.00
06/24/2025	6552	Check	NEURORESTORATIVE CHICAGO	19,871.76
06/24/2025	6553	Check	NEW CONNECTIONS ACADEMY	7,271.40
06/24/2025	6554	Check	NEW LEADER ACADEMY	12,771.99
06/24/2025	6555	Check	NORTH AMERICAN CORPORATION	54,229.45
06/24/2025	6556	Check	OAK FIRE & SECURITY SYSTEMS	330.00
06/24/2025	6557	Check	ON TARGET SALES	6,459.00
06/24/2025	6558	Check	ORIENTAL TRADING CO.	436.63
06/24/2025	6559	Check	PADDOCK PUBLICATIONS	59.40

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	6560	Check	PARKLAND PREPARATORY ACADEMY SOUTH INC	17,906.56
06/24/2025	6561	Check	PAULY'S CUSTOM APPAREL COMPANY	426.50
06/24/2025	6562	Check	PETERSEN FUELS INC.	327.90
06/24/2025	6563	Check	PLAINFIELD SCHOOL DISTRICT 202	1,200.00
06/24/2025	6564	Check	PORTER PIPE AND SUPPLY CO	1,597.07
06/24/2025	6565	Check	POSITIVE PROMOTIONS	4,553.63
06/24/2025	6566	Check	PRO-ED	138.60
06/24/2025	6567	Check	PUSHCOIN	4,313.00
06/24/2025	6568	Check	RACE TIME INC	967.16
06/24/2025	6569	Check	REDSHELF INC	70.99
06/24/2025	6570	Check	REPROGRAPHICS	41.28
06/24/2025	6571	Check	RICOH USA INC	14,864.05
06/24/2025	6572	Check	RIDDELL ALL AMERICAN	14,004.34
06/24/2025	6573	Check	RIEKE SEPTIC SERVICE	920.00
06/24/2025	6574	Check	RIVERA, LUIS R	42.98
06/24/2025	6575	Check	RODRIGUEZ, JAHAN A	638.40
06/24/2025	6576	Check	ROPER, CARTER	25.00
06/24/2025	6577	Check	SCHNEIDER ELECTRIC BUILDINGS	5,034.00
06/24/2025	6578	Check	SCHOLASTIC INC	210,466.42
06/24/2025	6579	Check	SCHOOL HEALTH CORPORATION	2,825.97
06/24/2025	6580	Check	SCHOOL SPECIALTY, LLC	18,423.17
06/24/2025	6581	Check	SCHOOLBELLS LTD	2,583.00
06/24/2025	6582	Check	SEAL OF ILLINOIS	207,083.80
06/24/2025	6583	Check	SITEONE LANDSCAPE SUPPLY LLC	775.73
06/24/2025	6584	Check	SMITHEREEN COMPANY	1,030.00
06/24/2025	6585	Check	SPECIAL EDUCATION SERVICES	82,715.10
06/24/2025	6586	Check	SPECIAL EDUCATION SERVICES	26,291.79
06/24/2025	6587	Check	SPECIAL EDUCATION SYSTEMS	9,632.07
06/24/2025	6588	Check	SPECIAL EDUCATION SYSTEMS	15,646.53
06/24/2025	6589	Check	STATE INDUSTRIAL PRODUCTS	1,460.80
06/24/2025	6590	Check	STATE INDUSTRIAL PRODUCTS	117.51
06/24/2025	6591	Check	STENSTROM PETROLEUM SERVICES G	524.06
06/24/2025	6592	Check	STREAMWOOD BEHAVIORAL HEALTH	13,957.68

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	6593	Check	SWEETWATER SOUND INC	1,888.52
06/24/2025	6594	Check	T S LIVINGSTON INC	1,050.00
06/24/2025	6595	Check	TEACHER CREATED MATERIALS	46,059.67
06/24/2025	6596	Check	TEACHER DIRECT	135.96
06/24/2025	6597	Check	TEAM FITZ GRAPHICS LLC	15,045.00
06/24/2025	6598	Check	TECHNO WELD CONSULTANTS	13,000.00
06/24/2025	6599	Check	TEMPERATURE EQUIPMENT CORP	11.75
06/24/2025	6600	Check	THE EDGE SPORTS APPAREL	260.99
06/24/2025	6601	Check	THE HORTON GROUP	7,000.00
06/24/2025	6602	Check	THE STEPPING STONES GROUP	80,224.00
06/24/2025	6603	Check	THERMFLO INC	16,053.00
06/24/2025	6604	Check	TLK MARKETING & SPORTS	1,440.00
06/24/2025	6605	Check	TRANE COMPANY	13,475.50
06/24/2025	6606	Check	TREES R US INC	20,520.00
06/24/2025	6607	Check	TROPHIES BY GEORGE	30.30
06/24/2025	6608	Check	ULINE SHIPPING SUPPLY	2,814.30
06/24/2025	6609	Check	VALACH, ZACHERY	150.00
06/24/2025	6610	Check	VALDES LLC	5,193.00
06/24/2025	6611	Check	VCP INC	143.75
06/24/2025	6612	Check	VILLAGE OF CARPENTERSVILLE	50.00
06/24/2025	6613	Check	VILLAGE OF HAMPSHIRE	112,091.05
06/24/2025	6614	Check	VILLAGE OF WEST DUNDEE	52,500.00
06/24/2025	6615	Check	VISION SERVICE PLAN	18,199.01
06/24/2025	6616	Check	VT SERVICES INC	115.00
06/24/2025	6617	Check	WAKOH WEAR	904.00
06/24/2025	6618	Check	WALTON, TRACY K	48.30
06/24/2025	6619	Check	WARDS NATURAL SCIENCE EST IN	33.36
06/24/2025	6620	Check	WAREHOUSE DIRECT INC	7,902.15
06/24/2025	6621	Check	WARNEKE, ROBERT J	19.98
06/24/2025	6622	Check	WARRIOR TIMING LLC	1,550.00
06/24/2025	6623	Check	WELDEN, PAUL M	333.97
06/24/2025	6624	Check	WEPA LIBROS LLC	22,773.42
06/24/2025	6625	Check	WEST SIDE ELECTRIC SUPPLY INC.	335.87

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	6626	Check	WICKSTROM AUTO GROUP	4,790.40
06/24/2025	9000000691	ACH	ADAMS STEEL SERVICE & SUP INC	474.00
06/24/2025	9000000692	ACH	AIRGAS USA, LLC	406.90
06/24/2025	9000000693	ACH	ALLIED BENEFIT SYSTEMS, LLC	763.65
06/24/2025	9000000694	ACH	AMAZON CAPITAL SERVICES INC	10,750.01
06/24/2025	9000000695	ACH	ANDERSON LOCK COMPANY LTD	142,151.79
06/24/2025	9000000696	ACH	APEX3 SYSTEMS LLC	720.00
06/24/2025	9000000697	ACH	AXESS TRANSPORTATION	18,774.00
06/24/2025	9000000698	ACH	B&B NETWORKS INC	1,989.84
06/24/2025	9000000699	ACH	BLUE CROSS	3,664,664.59
06/24/2025	9000000700	ACH	BRODERICK, SANDRA L	84.91
06/24/2025	9000000701	ACH	CDW-G	85,720.89
06/24/2025	9000000702	ACH	COMMUNICATIONS DIRECT INC	7,605.00
06/24/2025	9000000703	ACH	CONSTELLATION NEW ENERGY	249,679.64
06/24/2025	9000000704	ACH	COVE SCHOOL	12,938.10
06/24/2025	9000000705	ACH	CREATIVE PROMOTIONAL APPAREL	1,166.70
06/24/2025	9000000706	ACH	DEWBERRY ARCHITECTS INC	36,041.14
06/24/2025	9000000707	ACH	DIAMOND GRAPHICS OF ALGONQUIN	595.00
06/24/2025	9000000708	ACH	EDUSTAFF LLC	153,074.72
06/24/2025	9000000709	ACH	ENTERPRISE FM TRUST	31,622.32
06/24/2025	9000000710	ACH	FRANCZEK PC	96.00
06/24/2025	9000000711	ACH	GECAN, MATTHEW ALEXANDER	94.64
06/24/2025	9000000712	ACH	GRAINGER	14,752.61
06/24/2025	9000000713	ACH	HEARTSPRING INC	28,196.94
06/24/2025	9000000714	ACH	IDENTITY AUTOMATION LP	29,546.00
06/24/2025	9000000715	ACH	INTERSTATE ROOF SYSTEMS CONSUL	1,750.00
06/24/2025	9000000716	ACH	JDK SERVICES	4,710.00
06/24/2025	9000000717	ACH	KLEIN THORPE & JENKINS LTD	1,683.20
06/24/2025	9000000718	ACH	KRAUSE, GARY A	71.96
06/24/2025	9000000719	ACH	LEGAT ARCHITECTS INC	4,435.13
06/24/2025	9000000720	ACH	LINDE GAS & EQUIPMENT INC	596.30
06/24/2025	9000000721	ACH	MANPOWER	12,972.37
06/24/2025	9000000722	ACH	ORGANIC LIFE LLC	876,978.76

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
06/24/2025	9000000723	ACH	PARKLAND PREPARATORY ACADEMY	86,304.12
06/24/2025	9000000724	ACH	RON JONES ELECTRIC INC	51,046.65
06/24/2025	9000000725	ACH	SANCHEZ, ADRIAN	170.94
06/24/2025	9000000726	ACH	SHRUB OAK INTERNATIONAL SCHOOL	70,135.00
06/24/2025	9000000727	ACH	SUNRISE SOUTHWEST LLC	1,924.02
06/24/2025	9000000728	ACH	VOYA FINANCIAL	20,066.07
			Total:	**11,669,828.13**

20250624 AP Summary

Type	Count	Amount
Regular Checks:	195	2,326,932.74
ACH Checks:	38	5,624,753.91
Wire Transfers:	4	3,718,141.48
Epayables:	0	0.00
Total:	**237**	**11,669,828.13**

Fund	Total
10 - EDUCATION FUND	2,649,569.81
11 - HEALTH INSURANCE FUND	3,701,307.75
14 - GRANT FUND	333,605.26
20 - OPERATIONS & MAINTENANCE FUND	949,976.91
30 - BOND & INTEREST FUND	3,699,479.58
40 - TRANSPORTATION FUND	170,431.55
60 - SITE & CONSTRUCTION FUND	165,457.27
	11,669,828.13

AP Check Register

AP Run: 20250612 AP OFFCYCLE — Post Date: 2025-06-12 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
06/12/2025	6429	Check	BUTCHER ON THE BLOCK	1,693.50
06/12/2025	6430	Check	CHOCOLATE PEOPLE CHOCOLATE FOUNTAINS INC	500.00
06/12/2025	6431	Check	TEACHERS CURRICULUM INSTITUTE	192.00
			Total:	**2,385.50**

20250612 AP OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	3	2,385.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**3**	**2,385.50**

Fund	Total
10 - EDUCATION FUND	2,385.50
	2,385.50

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

Treasurer Report
As of April 30, 2025, the District had $143,181,062.54 of cash on hand. The cash balance by fund was:

Operating Fund	$ 90,767,339.79
Bond & Interest Fund	$ 3,413,798.45
Site & Construction Fund	$ 48,999,924.30
Total	**$143,181,062.54**

Financial Report Analysis-All Funds
Expenditures- If the District were to spend their dollars evenly each month, costs through April should be 83% of total spending. Listed below is a summary of cash expenditures as a percentage of total spending by fund.

Fund	% of Budget	Comment
Education	74.56%	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	80.04%	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	72.81%	This fund is on trend.
IMRF/Social Security	71.08%	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	47.43%	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 64.77% of its budgeted revenue compared to 64.13% prior YTD.

Financial Reporting Analysis- Operating Funds
Operating Fund Revenue Summary by Source- 65.97% compared to 63.87% prior YTD.
- Local Revenues are on-trend at 56.73%;
- State Revenues are on-trend at 82.02%;
- Federal Revenues are on-trend at 91.38% and are in line with federal grant expenditures.

Operating Fund Expenditure Summary by Object- 74.92% compared to 73.55% prior YTD.
- Salaries are at 74.35%;
- Benefits are at 70.05%;
- Purchase Services are at 83.14%;
- Supplies/Materials are at 78.64%;
- Capital Outlay is at 60.69%;
- Other/Tuition are at 78.78%;
- Non-capitalized equipment is at 55.85%.

Monthly Notes:
- Short-term interest rates have decreased slightly from 4.245% in March to 4.221%. Total interest for the year is $8,261,057, or 120.5% of the budget.
- Financials are presented on an unaudited cash basis and do not represent the District's final financial statements.

COMMUNITY UNIT SCHOOL DISTRICT NO 300
UNAUDITED FINANCIAL REPORT NO. 10
April 30, 2025
June 10, 2025

	ED FUND	O&M FUND	B&I FUND	TRANS FUND	IMRF FUND	S&C FUND	WORKING CASH FUND	TORT FUND	TOTAL
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
CASH RECEIPTS	$ 21,936,280	$ 141,322	$ 2,968	$ 2,608,095	$ 6,540	$ 757,687	$ 311,758	$ 733	$ 25,765,384
CASH DISBURSEMENTS	$ (32,013,273)	$ (1,672,478)	$ -	$ (4,569,539)	$ (992,936)	$ (857,025)	$ -	$ -	$ (40,105,251)
CASH BALANCE April 30, 2025	$ 36,962,646	$ 8,043,188	$ 3,413,798	$ 4,822,556	$ (3,235,817)	$ 48,999,924	$ 44,071,109	$ 103,658	$ 143,181,063
INTERFUND TRANSFERS/LOANS*									$ -
ENDING CASH BALANCE April 30, 2025	$ 36,962,646.01	$ 8,043,187.99	$ 3,413,798.45	$ 4,822,556.29	$ (3,235,817.22)	$ 48,999,924.30	$ 44,071,108.83	$ 103,657.89	$ 143,181,062.54
INVESTMENT INCOME YEAR TO DATE	$ 8,261,057								

TREASURER'S REPORT FOR THE MONTH OF April 2025

INVESTMENTS AT COST:			$143,181,062.54
(See attached schedule for investment detail)			
MONTHLY PAYROLL:			
Educational Fund	$ 13,143,197.00		
O&M Fund	$ 722,000.56		
Transportation Fund	$ 51,956.72	$	13,917,154.28
PAYROLL RELATED EXPENDITURES:			
(Not reflected in A/P Bill Listing)			
Educational and Transportation Funds;			
Teachers, Retirement System	$ 1,218,845.08		
Total Teachers, Retirement System		$	1,218,845.08
Illinois Municipal Retirement Fund			
IMRF	$ 173,054.55		
FICA	$ 156,147.17		
Medicare	$ 186,625.39		
Total IMRF/FICA/Medicare Fund		$	515,827.11
Total Payroll and Related Expenditures		$	15,651,826.47

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 10
April 30, 2025
By Fund, By Object

All Funds	FY25 Budget	FY25 Actual	% of FY25 Budget
Local	273,356,052	154,942,613	56.68%
State	104,857,430	83,470,088	79.60%
Federal	24,606,150	22,485,745	91.38%
Other Source	-	-	
Total Revenues	402,819,632	260,898,447	64.77%
Salaries	181,062,435	134,617,660	74.35%
Benefits	56,681,513	39,704,544	70.05%
Purchased Services	71,012,828	59,060,077	83.17%
Supplies/Materials	15,744,906	12,382,226	78.64%
Capital Outlay	23,191,373	11,817,354	50.96%
Other	37,988,183	33,261,308	87.56%
Non-Capitalized Equipment	12,660,885	7,070,545	55.85%
Total Expenditures	398,342,123	297,913,714	74.79%
Revenues Over Disbursements	4,477,509	(37,015,267)	
Other Financing Sources/Uses	(14,493,780)	-	
Fund Balance Transfer	14,493,780	-	
Net Change to Fund Balance	4,477,509	(37,015,267)	

Operating Funds	FY25 Budget	FY25 Actual	% of FY25 Budget
Local	243,726,119	138,263,859	56.73%
State	101,405,503	83,170,088	82.02%
Federal	24,606,150	22,485,745	91.38%
Other Sources	-	-	
Total Revenues	369,737,772	243,919,693	65.97%
Salaries	181,062,435	134,617,660	74.35%
Benefits	56,681,513	39,704,544	70.05%
Purchased Services	70,992,828	59,024,198	83.14%
Supplies/Materials	15,744,906	12,382,226	78.64%
Capital Outlay	4,618,502	2,802,747	60.69%
Other/Tuition	11,722,042	9,234,524	78.78%
Non-Capitalized Equipment	12,660,885	7,070,545	55.85%
Total Expenditures	353,483,111	264,836,444	74.92%
Revenues Over Disbursements	16,254,661	(20,916,751)	
Other Financing Sources/Uses	(14,493,780)	(2,079,390)	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	1,760,881	(22,996,141)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 10
April 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 1-Educational	Budget	Actual	Budget
Local	179,305,608	108,655,651	60.60%
State	89,687,970	75,544,663	84.23%
Federal	24,606,150	22,485,745	91.38%
Other Sources	-	-	
Total Revenues	293,599,728	206,686,058	70.40%
Salaries	171,480,736	126,535,058	73.79%
Benefits	47,565,000	33,054,255	69.49%
Purchased Services	42,582,407	34,668,855	81.42%
Supplies/Materials	8,344,180	6,785,545	81.32%
Capital Outlay	168,444	1,798,577	1067.76%
Other/Tuition	11,713,042	9,234,524	78.84%
Non-Capitalized Equipment	11,697,361	6,807,808	58.20%
Total Expenditures	293,551,170	218,884,623	74.56%
Revenues Over Disbursements	48,558	(12,198,564)	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	48,558	(12,198,564)	
Fund 2-Operations & Maintenance			
Local	39,483,741	17,409,020	44.09%
State	-	-	
Other Sources	-	-	
Total Revenues	39,483,741	17,409,020	44.09%
Salaries	8,933,120	7,570,063	84.74%
Benefits	1,668,996	1,358,267	81.38%
Purchased Services	5,976,875	5,180,827	86.68%
Supplies/Materials	5,991,558	4,640,124	77.44%
Capital Outlay	1,467,850	1,004,170	68.41%
Other	9,000	-	0.00%
Non-Capitalized Equipment	959,813	261,277	27.22%
Total Expenditures	25,007,212	20,014,729	80.04%
Revenues Over Disbursements	14,476,529	(2,605,709)	
Other Financing Sources/Uses	(14,493,780)	(2,079,390)	
Net Change to Fund Balance	(17,251)	(4,685,099)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 10
April 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 3-Bond & Interest	Budget	Actual	Budget
Local	25,983,345	12,598,966	48.49%
Other Sources	-	-	0.00%
Total Revenues	25,983,345	12,598,966	48.49%
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)	(11,432,445)	
Other Financing Sources/Uses	2,493,780	2,079,390	
Net Change to Fund Balance	2,190,984	(9,353,055)	
Fund 4-Transportation			
Local	13,944,943	6,413,613	45.99%
State	11,717,533	7,625,426	65.08%
Other Sources	-	-	
Total Revenues	25,662,476	14,039,039	54.71%
Salaries	648,579	512,539	79.02%
Benefits	48,517	33,068	68.16%
Purchased Services	20,019,546	16,779,897	83.82%
Supplies/Materials	1,409,168	956,557	67.88%
Capital Outlay	2,982,208	-	0.00%
Other	-	-	0.00%
Non-Capitalized Equipment	3,711	1,460	39.34%
Total Expenditures	25,111,729	18,283,521	72.81%
Revenues Over Disbursements	550,747	(4,244,482)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	550,747	(4,244,482)	
Fund 5-IMRF/Social Security			
Local	5,982,134	2,632,132	44.00%
Total Revenues	5,982,134	2,632,132	44.00%
Benefits	7,399,000	5,258,953	71.08%
Total Expenditures	7,399,000	5,258,953	71.08%
Revenues Over Disbursements	(1,416,866)	(2,626,822)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	(1,416,866)	(2,626,822)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 10
April 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 6-Capital Projects	Budget	Actual	Budget
Local	3,646,588	4,079,789	111.88%
State	3,451,927	300,000	8.69%
Federal	-	-	0.00%
Total Revenues	7,098,515	4,379,789	61.70%
Salaries	-	-	
Benefits	-	-	
Purchased Services	500,000	31,253	6.25%
Supplies/Materials	-	-	
Capital Outlay	18,572,871	9,014,608	48.54%
Other	-	-	
Total Expenditures	19,072,871	9,045,860	47.43%
Revenues Over Disbursements	(11,974,356)	(4,666,071)	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	12,000,000	-	
Net Change to Fund Balance	25,644	(4,666,071)	
Fund 7-Working Cash			
Local	2,231,669	1,862,048	83.44%
Total Revenues	2,231,669	1,862,048	83.44%
Total Expenditures	-	-	0.00%
Revenues Over Disbursements	2,231,669	1,862,048	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	2,231,669	1,862,048	
Fund 8-Tort			
Local	2,778,024	1,291,396	46.49%
Total Revenues	2,778,024	1,291,396	46.49%
Purchase Services	2,414,000	2,394,618	99.20%
Total Expenditures	2,414,000	2,394,618	99.20%
Revenues Over Disbursements	364,024	(1,103,222)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	364,024	(1,103,222)	

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-All Funds

Depository or Instrument	Type	#	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 04/30/25
OPERTATING FUND INVESTMENTS											
PONCE BANK	SDA				4/30/2025		4.250%	439	439	-	439
NEXBANK, SSB-ICS	SDA				4/30/2025		4.250%	674,622	674,622	-	674,622
Bank of China 1285997-1	SDA				4/30/2025		4.350%	14,992,094	14,992,094	-	14,992,094
Bank of China 1285906-1	SDA				4/30/2025		4.350%	40,352	40,352	-	40,352
Congressional Bank	SDA				4/30/2025		4.250%	519	519	-	519
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	-	0.00
First Federal Bank & Trust, WY	CD	365	10/2/2024	4/1/2025	181	4.203%	249,902	244,800	-	0.00
The Western State Bank, KS	CD	365	10/2/2024	4/1/2025	181	4.168%	249,860	244,800	-	0.00
Merrick Bank, UT	CD	365	10/2/2024	4/1/2025	181	4.164%	249,854	244,800	-	0.00
First State Bank and Trust Company, Inc., MO	CD	365	10/2/2024	4/1/2025	181	4.293%	249,909	244,700	-	0.00
Gbank, NV	CD	365	10/2/2024	4/1/2025	181	4.193%	249,889	244,800	-	0.00
Centier Bank, IN	CD	365	10/2/2024	4/1/2025	181	4.180%	249,874	244,800	-	0.00
ISDLAF+ TERM SERIES, IL	TS	365	9/18/2024	4/3/2025	197	4.350%	511,739	500,000	-	0.00
Wintrust Bank, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Old Plank Trail Community Bank, National Assoc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Schaumburg Bank & Trust Company	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
CrossFirst Bank, KS	CD	365	6/10/2024	4/15/2025	309	5.091%	249,874	239,550	-	0.00
Beverly Bank & Trust Company, National Associa	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Hinsdale Bank & Trust Company, National Assoc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Financial Federal Bank, TN	CD	365	6/10/2024	4/15/2025	309	5.100%	249,893	239,550	-	0.00
Lake Forest Bank & Trust Company, National Ass	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Crystal Lake Bank and Trust Company, National /	CD	365	6/10/2024	4/15/2025	309	5.080%	208,810	200,200	-	0.00
Town Bank, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Northbrook Bank and Trust Company, National A	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Wheaton Bank & Trust, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Village Bank and Trust, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
St. Charles Bank & Trust Company, National Ass	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Libertyville Bank & Trust Company, National Assc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Barrington Bank & Trust Company, National Assc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00

State Bank of the Lakes, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	215,433	206,550	-	0.00
Customers Bank, NY	CD	365	6/20/2024	4/15/2025	299	5.011%	10,254,311	9,850,000	-	0.00
American Bank and Trust Co., OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Caldwell Bank & Trust Company, LA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Chemung Canal Trust Company, NY	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Dream First Bank, N.A., KS	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First Bank of the Lake, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First Fed Community Bk of Bucyrus, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First Merchants Bank, IN	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First National Bank of Omaha, NE	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Flagstar Bank, N.A., NY	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Grand Savings Bank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Investors Community Bank, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Kanza Bank, KS	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Louisiana National Bank, LA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Mabrey Bank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Passumpsic Savings Bank, VT	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Penn Communuity Bank, PA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Peoples Bank, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Signature Bank of Arkanas, AR	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Southwest Heritage Bank, AZ	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
SpiritBank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
St. Louis Bank, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
The Fahey Banking Company, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
The First Bank and Trust Company, VA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
United Roosevelt Savings Bank, NJ	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
West Alabama Bank & Trust, AL	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
West Bank, IA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
D. L. Evans Bank, ID	CD	365	1/16/2025	4/17/2025	91	4.449%	234,898	232,321	-	0.00
High Plains Bank, CO	CD	365	1/16/2025	4/17/2025	91	4.449%	219,522	217,114	-	0.00
Merchants and Farmers Bank, AR	CD	365	1/16/2025	4/17/2025	91	4.449%	159,974	158,219	-	0.00
BankVista, MN	CD	365	1/16/2025	4/17/2025	91	4.449%	122,337	120,995	-	0.00
Commercial State Bank, NE	CD	365	1/16/2025	4/17/2025	91	4.449%	55,332	54,725	-	0.00
The First National Bank of Granbury, TX	CD	365	1/16/2025	4/17/2025	91	4.449%	55,181	54,576	-	0.00
Security State Bank, KS	CD	365	1/16/2025	4/17/2025	91	4.449%	44,988	44,495	-	0.00
Katahdin Trust Company, ME	CD	365	1/16/2025	4/17/2025	91	4.449%	35,250	34,864	-	0.00
Northwest Bank, ID	CD	365	1/16/2025	4/17/2025	91	4.449%	32,956	32,594	-	0.00
Peoples National Bank N.A., IL	CD	365	1/16/2025	4/17/2025	91	4.449%	29,660	29,334	-	0.00
First National Bank of Oklahoma, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	13,551	13,402	-	0.00
Farmers and Merchants Union Bank, WI	CD	365	1/16/2025	4/17/2025	91	4.449%	2,531	2,503	-	0.00
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 Hapoalim 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 Pryority 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 Commericial 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	4.221%		13,883	-	13,882.54
PMA/ISDLAF Max #10254-101	Short term trust deposit	365		as needed	n/a	4.237%		32,702,203	-	32,702,202.77
PMA/ISDLAF LTD #10254-101	LTD Account	365	1/19/2021	4/30/2025				27,822,500	-	27,822,500.00
PMA/ISDLAF Liquid #10254-104	Short term trust deposit	365		as needed	n/a	4.221%		7,552,750	-	7,552,750.15
PMA/ISDLAF Max #10254-104	Short term trust deposit	365		as needed	n/a	4.237%		-		0.00
Total Operating Investments with PMA										149,879,631
									Outstanding Items	(7,553,221)

		Bond & Interest Fund Transfers	(2,559,146)
		Capital Fund Cash Balance	-
TOTAL OPERATING FUNDS AS OF	30-Apr-25		139,767,264
TOTAL BOND AND INTEREST FUND INVESTMENTS AS OF (see page 5 for details):	30-Apr-25		3,413,799
TOTAL CAPITAL FUND INVESTMENTS AS OF	30-Apr-25		
TOTAL FUNDS INVESTED (Including Bond & Interest Fund)	30-Apr-25	**$**	**143,181,063**

April 30, 2025

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

Depository or Instrument	Type	#	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 04/30/25
BOND AND INTEREST FUND INVESTMENTS											
NEXBANK, SSB-ICS, TX	SDA		365	4/30/2025			4.250%	135,741	135,741	-	135,741
PMA 1994 Escrow Fund; #10254-103-Liquid	Short term trust deposit		365		as needed	n/a	4.221%		0	-	0
PMA 1994 Escrow Fund; #10254-103-Max	Short term trust deposit		365		as needed	n/a	4.237%		718,912	-	718,912
Total B&I Investments with PMA									854,653		854,653
TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF:					30-Apr-25				854,653		854,653

Outstanding Items	
Operating Fund Transfers	2,559,146
Cash Balance Per General Ledger	3,413,799

BMO, Statement Period 04/06/2025 to 05/05/2025

Posting Date	Supplier	Amount USD	Purpose
4/7/2025	Adobe Adobe	10.61	Staff
4/7/2025	Buona Algonquin #20 P	136.95	Staff
4/7/2025	Chipotle 1037	197.2	Student
4/7/2025	Dairy Queen #15192	74.68	Student
4/7/2025	Dollar Tree	13.75	Student
4/7/2025	Dunkin #358733	67.15	Staff
4/7/2025	Ed S Rental And Sales	80.5	B&G
4/7/2025	Holiday Inn Express &	8,175.18	Staff
4/7/2025	Kostas Gyros Algonqui	109.05	Staff
4/7/2025	Kudoboard	19.99	Staff
4/7/2025	La Alcancia	81.31	Staff
4/7/2025	Loves #0292 Outside	25.01	Student
4/7/2025	Loves #0292 Outside	25.03	Student
4/7/2025	Menards Carpentersvill	72.13	B&G
4/7/2025	Menards Carpentersvill	60.44	B&G
4/7/2025	Panda Express 1376	17.2	Student
4/7/2025	Papa Johns #0272	143.59	Student
4/7/2025	Sleep Inn &suites Il16	230.88	Staff
4/7/2025	Sleep Inn &suites Il16	230.88	Staff
4/7/2025	Sleep Inn &suites Il16	230.88	Staff
4/7/2025	Sleep Inn &suites Il16	230.88	Staff
4/7/2025	Sleep Inn &suites Il16	230.88	Staff
4/7/2025	Sleep Inn &suites Il16	230.88	Staff
4/7/2025	Spo Homeplatebarandgri	445.21	Student
4/7/2025	The Home Depot #1940	20.54	B&G
4/7/2025	The Home Depot #1940	179.32	B&G
4/7/2025	The Home Depot #1948	47.57	B&G
4/7/2025	The Home Depot #1948	124.88	B&G
4/7/2025	The Home Depot #1948	12.45	B&G
4/7/2025	The Home Depot #1948	83.26	B&G
4/7/2025	Trane Supply-112420	29.87	B&G
4/7/2025	Tst Franks Diner	91.71	Staff
4/7/2025	Tst Head West Sub Stop	197.09	Student
4/7/2025	Village Pizza & Pub	99.1	Staff
4/7/2025	Wal-Mart #5060	62.98	Student
4/7/2025	Ziegler-Carpentersvill	24.6	B&G
4/8/2025	A Freedom Flag Co Of D	95	Staff
4/8/2025	American000010268620243	78.19	Staff
4/8/2025	Dollar Tree	33.75	Student
4/8/2025	Ed S Rental And Sales	161	B&G
4/8/2025	Ferguson Ent #1123	95.74	B&G
4/8/2025	Gustave A Larson Compa	208.43	B&G

4/8/2025	Gustave A Larson Compa	1,421.46	B&G
4/8/2025	Meijer Store #206	25.14	Student
4/8/2025	Sp Central Tree	124.8	B&G
4/8/2025	Sp Central Tree	124.8	B&G
4/8/2025	Sp Central Tree	124.8	B&G
4/8/2025	The Home Depot #1948	41.28	B&G
4/8/2025	Tst Nothing Bundt Cak	1,156.00	Staff
4/8/2025	Uber Trip	93.13	Staff
4/8/2025	Wal-Mart #1531	159.65	Student
4/8/2025	Wal-Mart #1531	75.22	Student
4/8/2025	Wal-Mart #4641	26.69	Student
4/8/2025	Wal-Mart #5060	22.95	Student
4/8/2025	Wm Supercenter #4641	177.54	Student
4/8/2025	Wm Supercenter #5060	44.4	Student
4/8/2025	Wm Supercenter #5060	60.9	Student
4/9/2025	American 0014457991935	339.65	Staff
4/9/2025	American 0014457991936	339.65	Staff
4/9/2025	American 0014457991937	339.65	Staff
4/9/2025	American 0014457991938	339.65	Staff
4/9/2025	American 0014457991939	339.65	Staff
4/9/2025	American 0014457991940	339.65	Staff
4/9/2025	American 0014457991941	339.65	Staff
4/9/2025	American 0014457991942	339.65	Staff
4/9/2025	American 0014457991943	339.65	Staff
4/9/2025	American 0014457991973	339.65	Staff
4/9/2025	American 0014457991974	339.65	Staff
4/9/2025	American 0014457991975	339.65	Staff
4/9/2025	American 0014457991976	339.65	Staff
4/9/2025	Avid Center	1,050.00	Student
4/9/2025	Batteries+bulbs #1028	71.8	Staff
4/9/2025	C & L Rentals	27.93	B&G
4/9/2025	Chilis Algonquin #179	416.55	Student
4/9/2025	Gia Publications Inc	72.45	Student
4/9/2025	Homedepot.Com	29.44	B&G
4/9/2025	Lowes #00907	106.84	B&G
4/9/2025	Lowes #00907	42.86	B&G
4/9/2025	Lowes #00907	79.96	B&G
4/9/2025	Lowes #00907	130.6	B&G
4/9/2025	Menards Carpentersvill	33.93	B&G
4/9/2025	Menards Carpentersvill	29.13	B&G
4/9/2025	Menards Carpentersvill	39.82	B&G
4/9/2025	Menards Carpentersvill	5.79	B&G
4/9/2025	National Council Of Su	85	Staff
4/9/2025	Officemax/Depot 6370	26.99	Staff

4/9/2025	Officemax/Depot 6370	28.99	Staff
4/9/2025	Panera Bread #203291 O	273.28	Staff
4/9/2025	Sams Club #6339	179.71	Student
4/9/2025	Sp Central Tree	124.8	B&G
4/9/2025	Sp Central Tree	124.8	B&G
4/9/2025	Target 00021220	164.9	Student
4/9/2025	The Home Depot #1940	23.83	B&G
4/9/2025	Tst More Brewing Comp	30.12	Staff
4/9/2025	Tst More Brewing Comp	23.37	Staff
4/9/2025	Tst More Brewing Comp	20.91	Staff
4/9/2025	Wal-Mart #1531	105.78	Student
4/9/2025	Wal-Mart #1531	400.56	Student
4/9/2025	Wal-Mart #4641	46.64	Student
4/9/2025	West Side Electric Sup	149.09	B&G
4/9/2025	Wm Supercenter #1897	116.64	Student
4/10/2025	Anderson Lock Co1	367.55	B&G
4/10/2025	Aws E-Commerce	91	Staff
4/10/2025	Crumbl Algonquin	63.2	Staff
4/10/2025	Dri Uprinting	419.57	Student
4/10/2025	Dunkin #353718 Q35	191.27	Staff
4/10/2025	Hobby-Lobby #520	19.76	Student
4/10/2025	Hobby-Lobby #520	416.62	Student
4/10/2025	Homedepot.Com	46.77	B&G
4/10/2025	Homedepot.Com	74.12	B&G
4/10/2025	Jewel Osco 3394	45	Student
4/10/2025	Lowes #00907	145.79	B&G
4/10/2025	Lowes #01739	8.2	B&G
4/10/2025	Meijer # 206	176.09	Student
4/10/2025	Meijer # 206	3.49	Student
4/10/2025	Meijer Store #206	30.61	Student
4/10/2025	Menards Carpentersvill	8.55	B&G
4/10/2025	Menards Carpentersvill	46.63	B&G
4/10/2025	Menards Carpentersvill	71.97	B&G
4/10/2025	Menards Carpentersvill	222.77	B&G
4/10/2025	Openai Chatgpt Subscr	20	Staff
4/10/2025	Pure Dry Cleaners	249.6	Staff
4/10/2025	Sp Central Tree	124.8	B&G
4/10/2025	Sp Central Tree	124.8	B&G
4/10/2025	Sp Central Tree	124.8	B&G
4/10/2025	Target 00021220	45	Student
4/10/2025	Taylor Street Pizza Of	2,143.09	Student
4/10/2025	Taylor Street Pizza Of	153.39	Student
4/10/2025	Taylor Street Pizza Of	279.8	Student
4/10/2025	Taylor Street Pizza Of	133.76	Student

4/10/2025	The Flag Store	320	Staff
4/10/2025	The Home Depot #1940	568.33	B&G
4/10/2025	The Home Depot #1940	242.59	B&G
4/10/2025	The Home Depot #1940	320.52	B&G
4/10/2025	The Home Depot #1948	125.25	B&G
4/10/2025	United 01624759688440	531.97	Staff
4/10/2025	Wal-Mart #1531	493.06	Student
4/10/2025	Wal-Mart #1531	69.95	Student
4/10/2025	Wal-Mart #5060	74.6	Student
4/10/2025	Walmart.Com 8009256278	447.05	Staff
4/10/2025	Wm Supercenter #5060	42.76	Student
4/11/2025	Adobe Inc.	29.99	Staff
4/11/2025	Athletic.Net	135	Student
4/11/2025	Browns Chicken And Pa	232.84	Student
4/11/2025	Dollar Tree	33.75	Student
4/11/2025	Ezcater Panera Bread	254.93	Staff
4/11/2025	Hampshire Napa	74.69	Student
4/11/2025	Hobby-Lobby #520	14.95	Student
4/11/2025	Iassw Conference	100	Staff
4/11/2025	Jewel Osco 2310	17.33	Student
4/11/2025	Jewel Osco 2310	70.87	Student
4/11/2025	Meijer # 206	15.85	Student
4/11/2025	Menards Carpentersvill	339.93	B&G
4/11/2025	Original Country Donut	47.96	Staff
4/11/2025	Panera Bread #204017 O	280.63	Staff
4/11/2025	Parts Town, Llc	104.05	B&G
4/11/2025	Rosatis Pizza Hampshir	146.56	Staff
4/11/2025	Rvt New Trier Dist 20	50	Student
4/11/2025	Sleep Inn	-0.04	Staff
4/11/2025	Sp Bagsinbulk	225	Staff
4/11/2025	Sp Voomi Supply	183.76	B&G
4/11/2025	Sq Kane Cty Roe Event	50	Staff
4/11/2025	Tmobile Postpaid Web	4,237.20	Board Approved
4/11/2025	Tmobile Postpaid Web	7,627.44	Board Approved
4/11/2025	Top Golf Schaumburg 62	100	Student
4/11/2025	Trane Supply-112420	17.34	B&G
4/11/2025	Uwm Parking	5	Staff
4/11/2025	Wal-Mart #1531	39.48	Student
4/11/2025	Wal-Mart #1531	105.42	Student
4/11/2025	Wal-Mart #1531	46.54	Student
4/14/2025	Cab Store Hoffman Esta	33.48	Student
4/14/2025	Fedex35682060	32.53	Staff
4/14/2025	Five Below 7006	4.88	Student
4/14/2025	Golden Corral 2583	75	Student

4/14/2025	Golden Corral 2583	510.45	Student
4/14/2025	Gustave A Larson Compa	49.58	B&G
4/14/2025	Holiday Inn Express	122.1	Staff
4/14/2025	Holiday Inn Express	122.1	Staff
4/14/2025	Holiday Inn Express	122.1	Staff
4/14/2025	Homedepot.Com	9.96	B&G
4/14/2025	Iassw Conference	100	Staff
4/14/2025	Iit The Common Cafeqps	400	Staff
4/14/2025	In US Hammer. Inc.	3,173.26	B&G
4/14/2025	Isu Conferences	274	Staff
4/14/2025	Jewel Osco 1306	37.9	Student
4/14/2025	Jewel Osco 3394	39.98	Student
4/14/2025	Jewel Osco 3451	44.1	Student
4/14/2025	Jewel Osco 3451	53.76	Student
4/14/2025	Jewel Osco 3486	7.98	Student
4/14/2025	Lowes #00907	25.31	B&G
4/14/2025	Lowes #01739	27.9	B&G
4/14/2025	Meijer # 206	4.51	Student
4/14/2025	Napa Store 3018051	58.49	Student
4/14/2025	Openai Chatgpt Subscr	20	Staff
4/14/2025	Panera Bread #204098 O	215.86	Staff
4/14/2025	Parkhurst @ Nc #7641	630	Student
4/14/2025	Partswh Com	-86.56	B&G
4/14/2025	Randall Roadhouse	1,623.96	Staff
4/14/2025	Rosatis Pizza - Gilber	500	Staff
4/14/2025	Rosatis Pizza - Gilber	500	Staff
4/14/2025	Rosatis Pizza - Gilber	222.72	Staff
4/14/2025	Rosatis Pizza Hampshir	141.17	Staff
4/14/2025	Shell Oil 512450600qps	77.5	Student
4/14/2025	The Home Depot #1940	23.88	B&G
4/14/2025	The Home Depot #1940	46.73	B&G
4/14/2025	The Home Depot #1940	84.84	B&G
4/14/2025	The Home Depot #1940	244.27	B&G
4/14/2025	The Home Depot #1940	84.11	B&G
4/14/2025	The Home Depot #1948	228.46	B&G
4/14/2025	The Home Depot #1948	39.48	B&G
4/14/2025	The Home Depot #1948	174.49	B&G
4/14/2025	The Home Depot #1948	300	B&G
4/14/2025	The Home Depot #1948	184.71	B&G
4/14/2025	The Home Depot #1948	124.49	B&G
4/14/2025	The Home Depot #1948	120.98	B&G
4/14/2025	The Home Depot #1948	-74.6	B&G
4/14/2025	The Home Depot #6923	40.86	B&G
4/14/2025	Tractor Supply # 131	13.98	B&G

4/14/2025	Tst Alfonzos Pizzeria	145	Student
4/14/2025	Tst Algonquin Sub Shop	1,375.00	Staff
4/14/2025	Tst Leye - Wildfire -	1,170.59	Staff
4/14/2025	Tst Wing Snob - Algon	195.09	Staff
4/14/2025	United 01624768895805	367.76	Staff
4/14/2025	Uwweskerreshall Qps	322.3	Student
4/14/2025	Wal-Mart #1404	210.01	Student
4/14/2025	Wal-Mart #1413	16.62	Student
4/14/2025	Wal-Mart #1413	64.61	Student
4/14/2025	Wal-Mart #1531	304.97	Student
4/14/2025	Wal-Mart #1531	114.74	Student
4/14/2025	Wal-Mart #1531	67.93	Student
4/14/2025	Wal-Mart #5060	34.13	Student
4/14/2025	Wal-Mart #5060	85.95	Student
4/14/2025	Walmart.Com 8009256278	-194.37	Staff
4/14/2025	Walmart.Com 8009256278	179.96	Staff
4/14/2025	Wm Supercenter #1814	96.68	Student
4/14/2025	Wm Supercenter #3434	142.34	Student
4/14/2025	Wm Supercenter #4641	313.44	Student
4/14/2025	Ziegler-Carpentersvill	33.98	B&G
4/14/2025	Ziegler-Carpentersvill	8.99	B&G
4/15/2025	Crown Trophy	53.64	Student
4/15/2025	Dollar Tree	18	Student
4/15/2025	Eb Iatd Spring 2025 C	100	Staff
4/15/2025	Elgin Key & Lock Co	87.69	B&G
4/15/2025	Iacac	37	Staff
4/15/2025	Jersey Mikes Online Uc	57.31	Staff
4/15/2025	Jewel Osco 3381	20.99	Student
4/15/2025	Jimmy Johns - 0466	63.88	Student
4/15/2025	Meijer # 206	3.38	Student
4/15/2025	Meijer # 206	213.67	Student
4/15/2025	Meijer Store #206	163.29	Student
4/15/2025	Openai Chatgpt Subscr	600	Staff
4/15/2025	Panda Express 1299	318	Staff
4/15/2025	Panda Express 1299	315	Staff
4/15/2025	Remarkable	843.27	Staff
4/15/2025	Robosource, Llc	274.94	Student
4/15/2025	Target 00018010	13.98	Student
4/15/2025	Trader Joe S #699	59.94	Student
4/15/2025	Wm Supercenter #4641	17.44	Student
4/15/2025	Wm Supercenter #4641	94.17	Student
4/15/2025	Wm Supercenter #5060	134.16	Student
4/16/2025	Ahw Hampshire	53.11	Staff
4/16/2025	Buona Algonquin #20 M	313.93	Staff

4/16/2025	Culvers Lake In The Hi	73.48	Student
4/16/2025	Dollar Tree	9.25	Student
4/16/2025	Ezcater Panera Bread	189.17	Staff
4/16/2025	Hobby-Lobby #520	36.37	Student
4/16/2025	Hobby-Lobby #520	366.49	Student
4/16/2025	Humblefax	10	Staff
4/16/2025	Jewel Osco 3451	87.84	Student
4/16/2025	McAlisters 101345	112.31	Staff
4/16/2025	Meijer Store #206	8.62	Student
4/16/2025	Menards Carpentersvill	16.79	B&G
4/16/2025	Napa Store 3018051	24.99	Student
4/16/2025	Phoenix Black Car	166.8	Staff
4/16/2025	Phoenix Black Car	166.8	Staff
4/16/2025	Pivotal Weather-Llc	9.99	B&G
4/16/2025	Red Robin No 343	400	Staff
4/16/2025	Red Robin No 343	400	Staff
4/16/2025	Sams Club #6339	193.04	Student
4/16/2025	Taqueria El Tio Ramos	76.4	Staff
4/16/2025	Target 00018010	18.66	Student
4/16/2025	The Home Depot #1940	52.18	B&G
4/16/2025	The Home Depot #1940	123.88	B&G
4/16/2025	Wal-Mart #1531	92.36	Student
4/16/2025	Wal-Mart #1531	84.05	Student
4/16/2025	Ziegler-Carpentersvill	11.53	B&G
4/17/2025	Anderson Lock Co1	17	B&G
4/17/2025	Anderson Lock Co1	39.56	B&G
4/17/2025	Biaggis Champaign	287.5	Student
4/17/2025	Countrydonuts	42	Staff
4/17/2025	Ezcater McAlisters Del	154.42	Staff
4/17/2025	Fsp United Bus	1,829.36	Student
4/17/2025	Gustave A Larson Compa	397.67	B&G
4/17/2025	Hobby-Lobby #520	6.28	Student
4/17/2025	Inccrra Inccrra	250	Staff
4/17/2025	Inccrra Inccrra	250	Staff
4/17/2025	Inccrra Inccrra	250	Staff
4/17/2025	Inccrra Inccrra	250	Staff
4/17/2025	Jewel #3198	79.43	Student
4/17/2025	Jewel Osco 1306	98.6	Student
4/17/2025	Jewel Osco 1306	138.77	Student
4/17/2025	Jewel Osco 3451	34.95	Student
4/17/2025	Meijer # 206	102.89	Student
4/17/2025	Meijer # 206	1.79	Student
4/17/2025	Michaels Stores 4802	24	Student
4/17/2025	Michaels Stores 4802	11.95	Student

4/17/2025	Michaels Stores 4802	15.98	Student
4/17/2025	Michaels Stores 4802	22.94	Student
4/17/2025	Monicals Pizza Paxton	88.11	Student
4/17/2025	Park One 50 E Harrison	12	Staff
4/17/2025	Ralph Helm	363.74	B&G
4/17/2025	Spi Directv Service	157.97	Staff
4/17/2025	Sq Andersens Engravi	195	Student
4/17/2025	Subway 7413 7413	5.67	Student
4/17/2025	Taylor St Pizza Algonq	56.25	Student
4/17/2025	Taylor Street Pizza Of	94.16	Student
4/17/2025	Taylor Street Pizza Of	158.44	Student
4/17/2025	The Home Depot #1940	33.91	B&G
4/17/2025	The Home Depot #1948	158.24	B&G
4/17/2025	The Home Depot #1948	28.93	B&G
4/17/2025	The Home Depot #1948	135.34	B&G
4/17/2025	The Home Depot #1948	74.65	B&G
4/17/2025	Tlf Marengo Floral Co	118	Staff
4/17/2025	Trane Supply-112420	128.1	B&G
4/17/2025	Usps Po 1600960102	1.77	Staff
4/17/2025	Walgreens #3406	11.64	Staff
4/17/2025	Wal-Mart #1531	124.61	Student
4/17/2025	Wal-Mart #5060	39.76	Student
4/17/2025	Wal-Mart #5442	36.7	Student
4/17/2025	Wm Supercenter #5060	61.37	Student
4/18/2025	Batteries+bulbs #1028	115.2	Staff
4/18/2025	Biggby Coffee #1077	60.95	Staff
4/18/2025	Bp#8904898lambos 3qps	39.24	Student
4/18/2025	Countrydonuts	345	Staff
4/18/2025	Dairy Queen #11386	70.58	Student
4/18/2025	Dominos 2962	48.93	Student
4/18/2025	Einstein Bros-Online C	114.66	Staff
4/18/2025	Ezcater Rosatis Pizza	512.3	Staff
4/18/2025	Ferguson Ent #1123	287.38	B&G
4/18/2025	Ibuy Stores	137.92	B&G
4/18/2025	Jewel #3198	11.99	Student
4/18/2025	Jewel Osco 1256	44.98	Student
4/18/2025	Jewel Osco 1306	31.95	Student
4/18/2025	Lou Malnatis Pizzeria	91.82	Staff
4/18/2025	Meijer # 206	163.4	Student
4/18/2025	Meijer Store #206	11.18	Student
4/18/2025	Meijer Store #206	67.22	Student
4/18/2025	Neon Cow Creamery And	507.37	Staff
4/18/2025	Neuco Inc	262.03	B&G
4/18/2025	On The Border	701.14	Staff

4/18/2025	Popeyes 4886	19.73	Student
4/18/2025	Russo Power Equipment	115.01	B&G
4/18/2025	Samsclub #6339	182.36	Student
4/18/2025	Sq Trophykits.Com	289.74	Student
4/18/2025	Ssp Turning Point	375	Staff
4/18/2025	Target 00018010	21.38	Student
4/18/2025	Taylor Street Pizza Of	396.61	Student
4/18/2025	The Center The Center	30	Staff
4/18/2025	The Center The Center	30	Staff
4/18/2025	The Center The Center	150	Staff
4/18/2025	The Home Depot #1940	93.32	B&G
4/18/2025	The Home Depot #1948	46.1	B&G
4/18/2025	The Home Depot #1948	34.33	B&G
4/18/2025	Tst Coreys Nyc Bagel D	500	Staff
4/18/2025	Tst Coreys Nyc Bagel D	196.5	Staff
4/18/2025	Usps.Com Postal Store	367.55	Staff
4/18/2025	Ussi Rentals	3,768.88	B&G
4/18/2025	Wal-Mart #1531	261.68	Student
4/18/2025	Wal-Mart #1531	113.46	Student
4/18/2025	Wal-Mart #5060	25.22	Student
4/18/2025	Ziegler-Carpentersvill	9.48	B&G
4/21/2025	Andys - Elgin	117.15	Student
4/21/2025	Butcher On The Block	147.93	Staff
4/21/2025	Caseys #3834	105.05	Staff
4/21/2025	Chick-Fil-A #04756	271.27	Staff
4/21/2025	Comfort Suites Matoon	120.92	Staff
4/21/2025	Comfort Suites Matoon	120.92	Staff
4/21/2025	Dunkin #358733	61.25	Staff
4/21/2025	Harbor Freight Tools35	84.94	B&G
4/21/2025	Hucks Food & Fuel S	76.15	Student
4/21/2025	Jewel Osco 3394	17.96	Student
4/21/2025	Jimmy Johns - 3915 - M	111.98	Student
4/21/2025	Julius Ai - Data Ast	150	Staff
4/21/2025	Menards Carpentersvill	16.87	B&G
4/21/2025	Panera Bread #204017 O	270.39	Staff
4/21/2025	Panera Bread #600659 P	89.42	Staff
4/21/2025	Raising Canes 0919	74.43	Staff
4/21/2025	Samsclub.Com	111.8	Staff
4/21/2025	Samsclub.Com	348	Staff
4/21/2025	Samsclub.Com	105.52	Staff
4/21/2025	The Home Depot #1940	65.94	B&G
4/21/2025	The Home Depot #1940	63.43	B&G
4/21/2025	The Home Depot #1948	22.89	B&G
4/21/2025	The Home Depot #1948	78	B&G

4/21/2025	Wal-Mart #1531	54.25	Student
4/21/2025	Wal-Mart #5060	91.53	Student
4/21/2025	Wal-Mart #5352	6.26	Student
4/21/2025	Wm Supercenter #1553	71.42	Student
4/21/2025	Wm Supercenter #4641	103.32	Student
4/22/2025	Alfanos Pizza Eatery	846.75	Staff
4/22/2025	Amazon Mark Zy5i712g3	26.99	Staff
4/22/2025	Cracker Barrel #391 Li	25.42	Staff
4/22/2025	Dollar Tree	31.25	Student
4/22/2025	Dollar Tree	6.25	Student
4/22/2025	Grammarly Co 62otsef	144	Staff
4/22/2025	Meijer Store #206	196.11	Student
4/22/2025	Taylor Street Pizza Of	2,782.08	Student
4/22/2025	Top Golf Schaumburg 62	180	Student
4/22/2025	Tropical Smoothie Cafe	45.44	Student
4/22/2025	Walgreens #6764	4.49	Staff
4/22/2025	Wal-Mart #1531	64.17	Student
4/22/2025	Wal-Mart #1531	144.9	Student
4/22/2025	Wal-Mart #4641	27.91	Student
4/22/2025	Wal-Mart #4641	304.62	Student
4/22/2025	Walmart.Com	52.84	Staff
4/22/2025	Walmart.Com	227.88	Staff
4/22/2025	Walmart.Com	227.88	Staff
4/22/2025	Walmart.Com 8009256278	37.98	Staff
4/22/2025	Walmart.Com 8009256278	227.88	Staff
4/22/2025	Walmart.Com 8009256278	227.88	Staff
4/22/2025	Wm Supercenter #5060	19.76	Student
4/22/2025	Zieglers Ace Hdwe	67.69	B&G
4/23/2025	Amazon.Com X75op7243	1,000.00	Staff
4/23/2025	Ezcater Panera Bread	218.3	Staff
4/23/2025	Ezcater Panera Bread	101.89	Staff
4/23/2025	Ezcater Panera Bread	176.35	Staff
4/23/2025	Hobby-Lobby #0205	21.41	Student
4/23/2025	Hobby-Lobby #520	12.99	Student
4/23/2025	Inccrra Inccrra	250	Staff
4/23/2025	Inccrra Inccrra	250	Staff
4/23/2025	Inccrra Inccrra	250	Staff
4/23/2025	Inccrra Inccrra	250	Staff
4/23/2025	Inccrra Inccrra	250	Staff
4/23/2025	Jewel Osco 2310	6.99	Student
4/23/2025	Meijer # 206	60.97	Student
4/23/2025	Panera Bread #203291 P	20.17	Staff
4/23/2025	Parts Town, Llc	85.7	B&G
4/23/2025	Samsclub #6339	85.66	Student

4/23/2025	The Home Depot #1940	52.6	B&G
4/23/2025	The Home Depot #1940	151.87	B&G
4/23/2025	The Home Depot #1940	332.55	B&G
4/23/2025	Tropical Smoothie Cafe	53.62	Student
4/23/2025	Wal-Mart #1531	260.72	Student
4/23/2025	Wal-Mart #1531	85.82	Student
4/23/2025	Wal-Mart #1531	105.42	Student
4/23/2025	Wal-Mart #5060	40.62	Student
4/23/2025	Wal-Mart #5276	118.64	Student
4/23/2025	Wal-Mart #5276	433.93	Student
4/23/2025	Walmart.Com	20	Staff
4/23/2025	Walmart.Com	667	Staff
4/23/2025	Wm Supercenter #5060	33.18	Student
4/23/2025	Zaner-Bloser Webinar	99	Staff
4/24/2025	Augustana Dining - Sta	575	Student
4/24/2025	Avid Center	1,050.00	Student
4/24/2025	Avid Center	3,150.00	Student
4/24/2025	Buona Algonquin #20 P	322.29	Staff
4/24/2025	Chilis Algonquin #179	127	Student
4/24/2025	Comcast Business	7,500.00	Board Approved
4/24/2025	Crowne Plaza Springfie	145.23	Staff
4/24/2025	Gustave A Larson Compa	106.53	B&G
4/24/2025	Hilton Garden Inn	2,703.20	Staff
4/24/2025	Ihop #3123	24.47	Staff
4/24/2025	Il Fire Marshal Fee	76.69	B&G
4/24/2025	Jewel Osco 1256	80.99	Student
4/24/2025	Lowes #01739	62.18	B&G
4/24/2025	McAlisters 101345	401.02	Staff
4/24/2025	Menards Carpentersvill	56.07	B&G
4/24/2025	Menards Carpentersvill	75.6	B&G
4/24/2025	Menards Carpentersvill	335.96	B&G
4/24/2025	Menards Carpentersvill	184.16	B&G
4/24/2025	Panera Bread #203291 O	94.48	Staff
4/24/2025	Panera Bread #203291 O	155.59	Staff
4/24/2025	Target 00018010	45	Student
4/24/2025	Target 00018010	118.61	Student
4/24/2025	The Home Depot #1940	-35.19	B&G
4/24/2025	The Home Depot #1940	48.41	B&G
4/24/2025	Trader Joe S #699	19.95	Student
4/24/2025	Tropical Smoothie Cafe	64.52	Student
4/24/2025	Tst Algonquin Sub Shop	110	Staff
4/24/2025	Tst Coreys Nyc Bagel D	103.05	Staff
4/24/2025	Tst Lou Malnatis - L	69.12	Staff
4/24/2025	Wal-Mart #4641	111.76	Student

4/24/2025	Wal-Mart #4641	-113.12	Student
4/24/2025	Wal-Mart #5060	138.84	Student
4/24/2025	Wm Supercenter #4641	113.12	Student
4/24/2025	Wm Supercenter #5060	26.4	Student
4/25/2025	Afp Illinois Junior Ac	155	Student
4/25/2025	Avid Center	1,050.00	Student
4/25/2025	Avid Center	1,050.00	Student
4/25/2025	Avid Center	6,300.00	Student
4/25/2025	Avid Center	7,350.00	Student
4/25/2025	Bwr Crystal Lake Store	49.61	Staff
4/25/2025	China Wok	137.2	Student
4/25/2025	Cke The Texan Bbq Algo	307.09	Staff
4/25/2025	Dollar Tree, Inc.	395.55	Student
4/25/2025	Elevenlabs.Io	22	Staff
4/25/2025	Ferguson Ent #1123	43.59	B&G
4/25/2025	Ferguson Ent #1123	180.16	B&G
4/25/2025	Homedepot.Com	9.27	B&G
4/25/2025	Homedepot.Com	35.98	B&G
4/25/2025	Homedepot.Com	44.25	B&G
4/25/2025	Homedepot.Com	63.38	B&G
4/25/2025	Jersey Mikes 27009	67.8	Staff
4/25/2025	Jewel Osco 2310	19.97	Student
4/25/2025	Jewel Osco 2310	11.98	Student
4/25/2025	Jewel Osco 3394	8.91	Student
4/25/2025	Longhorn Steak 0125643	68.33	Staff
4/25/2025	Meijer Store #206	87.2	Student
4/25/2025	Meijer Store #206	37.94	Student
4/25/2025	Menards Carpentersvill	27.57	B&G
4/25/2025	Olive Garden 0021156	204.04	Staff
4/25/2025	Olive Garden 0021156	335	Staff
4/25/2025	Pita House	123.99	Student
4/25/2025	Target 00018010	274.02	Student
4/25/2025	The Home Depot #1940	88.26	B&G
4/25/2025	The Home Depot #1940	996	B&G
4/25/2025	The Home Depot #1948	35.82	B&G
4/25/2025	Top Golf Schaumburg 62	72	Student
4/25/2025	Tropical Smoothie Cafe	18.23	Student
4/25/2025	Usps Po 1600960102	82.35	Staff
4/25/2025	Wal-Mart #1531	242.98	Student
4/25/2025	Wal-Mart #1531	105.73	Student
4/25/2025	Wal-Mart #1531	39	Student
4/25/2025	Wal-Mart #5060	16.4	Student
4/25/2025	Wal-Mart #5060	15.36	Student
4/28/2025	Afp Illinois Junior Ac	975	Student

4/28/2025	Aldi 40010	50.83	Student
4/28/2025	Alfanos Pizza Eatery	21.54	Staff
4/28/2025	Amazon Mark N08ha17h0	43.19	Staff
4/28/2025	Amazon Mark Nb9kd4nu2	59.99	Staff
4/28/2025	Blessed Little Kitchen	168.43	Staff
4/28/2025	China Wok	20	Staff
4/28/2025	Gustave A Larson Compa	54.36	B&G
4/28/2025	Hobby-Lobby #520	129.49	Student
4/28/2025	Hobby-Lobby #520	81.23	Student
4/28/2025	Homedepot.Com	2.28	B&G
4/28/2025	Homedepot.Com	18.5	B&G
4/28/2025	Homedepot.Com	3,069.00	B&G
4/28/2025	Hyatt Regency Ohare F	118.8	Staff
4/28/2025	Jewel Osco 1256	42.4	Student
4/28/2025	Jimmy Johns - 8	60.12	Staff
4/28/2025	Jimmys Charhouse Of El	89.9	Staff
4/28/2025	Lowes #00059	106.14	B&G
4/28/2025	McAlisters 101345	84.82	Staff
4/28/2025	Meijer Store #206	21.82	Student
4/28/2025	Menards Carpentersvill	147.14	B&G
4/28/2025	Menards Carpentersvill	160.39	B&G
4/28/2025	Menards Carpentersvill	21.98	B&G
4/28/2025	Menards Carpentersvill	221.59	B&G
4/28/2025	Menards Carpentersvill	66.96	B&G
4/28/2025	Navy Pier Parking	41	Staff
4/28/2025	Navy Pier Parking	41	Staff
4/28/2025	Openai Chatgpt Subscr	20	Staff
4/28/2025	Panera Bread #204091 O	67.23	Staff
4/28/2025	Sq Olchs Music Booste	9	Student
4/28/2025	The Home Depot #1940	190.36	B&G
4/28/2025	The Home Depot #1940	2.68	B&G
4/28/2025	The Home Depot #1940	58.5	B&G
4/28/2025	The Home Depot #1940	24.48	B&G
4/28/2025	The Home Depot #1940	49.97	B&G
4/28/2025	The Home Depot #1940	45.44	B&G
4/28/2025	The Home Depot #1940	178.91	B&G
4/28/2025	The Home Depot #1948	-20.64	B&G
4/28/2025	The Home Depot #1948	89.97	B&G
4/28/2025	The Home Depot #1948	347.16	B&G
4/28/2025	The Home Depot #1948	665.32	B&G
4/28/2025	Trane Supply-112420	45.66	B&G
4/28/2025	Tropical Smoothie Cafe	82.71	Student
4/28/2025	United 01624803569325	886.97	Staff
4/28/2025	Village Pizza & Pub	209.09	Student

4/28/2025	Wal-Mart #1377	69.79	Student
4/28/2025	Wal-Mart #1531	61.08	Student
4/28/2025	Walmart.Com	48.91	Staff
4/28/2025	West Side Electric Sup	157.92	B&G
4/28/2025	Zaner-Bloser Webinar	99	Staff
4/28/2025	Zaner-Bloser Webinar	99	Staff
4/28/2025	Zieglers Ace Hdwe	35.98	B&G
4/29/2025	72503 - Ohare Main Lot	113.06	Staff
4/29/2025	Blessed Little Kitchen	179.57	Staff
4/29/2025	Jc Licht 1250-Algonqui	47.29	B&G
4/29/2025	Lou Malnatis Pizzeria	303.82	Staff
4/29/2025	Lulucom	1,172.45	Student
4/29/2025	Meijer # 206	25.29	Student
4/29/2025	Michaels Stores 1266	95.91	Student
4/29/2025	Parts Town, Llc	99.8	B&G
4/29/2025	Parts Town, Llc	283.4	B&G
4/29/2025	Taylor Street Pizza Of	13.99	Student
4/29/2025	Taylor Street Pizza Of	13.99	Student
4/29/2025	The Forest Preserve Di	100	Student
4/29/2025	The Home Depot #1948	40.74	B&G
4/29/2025	Wal-Mart #1531	45.94	Student
4/29/2025	Wal-Mart #1531	135.4	Student
4/29/2025	Wal-Mart #1553	163.05	Student
4/29/2025	Wal-Mart #4641	597.33	Student
4/29/2025	Wal-Mart #5060	18.35	Student
4/29/2025	Ziegler-Carpentersvill	27.98	B&G
4/30/2025	72503 - Ohare Main Lot	-113.06	Staff
4/30/2025	Churros Y Chocolate -	200	Staff
4/30/2025	Dunkin #353718 Q35	72.95	Staff
4/30/2025	Elgin Key & Lock Co	11.07	B&G
4/30/2025	Elgin Key & Lock Co	69.22	B&G
4/30/2025	Jimmy Johns - 836 - Ec	67.8	Staff
4/30/2025	Meijer Store #206	50.28	Student
4/30/2025	Meijer Store #206	45.53	Student
4/30/2025	Openai Chatgpt Subscr	20	Staff
4/30/2025	Sams Club #6339	200.9	Student
4/30/2025	Samsclub #6339	14.98	Student
4/30/2025	Samsclub #6339	182.56	Student
4/30/2025	Taylor Street Pizza Of	13.99	Student
4/30/2025	The Home Depot #1940	78.47	B&G
4/30/2025	The Home Depot #1948	73.37	B&G
4/30/2025	The Home Depot #1948	283.78	B&G
4/30/2025	The Home Depot #1948	142.82	B&G
4/30/2025	Trane Supply-112420	8.88	B&G

4/30/2025	Wal-Mart #1413	306.17	Student
4/30/2025	Wal-Mart #1531	123.7	Student
4/30/2025	Wal-Mart #1531	177.72	Student
4/30/2025	Wal-Mart #1531	26.58	Student
4/30/2025	Ziegler-Carpentersvill	8.67	B&G
5/1/2025	Chick-Fil-A #04756	20.72	Staff
5/1/2025	Chick-Fil-A #04756	378.2	Staff
5/1/2025	Dnr E Pay Win Acs	55	Staff
5/1/2025	Dnr Epay Win Acs Serv	1.1	Staff
5/1/2025	Dunkin #353718 Q35	456.71	Staff
5/1/2025	Elgin Key & Lock Co	163.55	B&G
5/1/2025	Homedepot.Com	32.94	B&G
5/1/2025	Homedepot.Com	259	B&G
5/1/2025	Jc Licht 1250-Algonqui	52.89	B&G
5/1/2025	Jc Licht 1250-Algonqui	81.68	B&G
5/1/2025	Jc Licht 1250-Algonqui	295.41	B&G
5/1/2025	Jewel Osco 2310	8.98	Student
5/1/2025	Jewel Osco 3451	59.72	Student
5/1/2025	Jimmy Johns - 836 - Mo	85	Staff
5/1/2025	Mediafour Owc	119.98	Staff
5/1/2025	Meijer # 206	36.89	Student
5/1/2025	Meijer Store #206	56.33	Student
5/1/2025	Panera Bread #203291 O	319.51	Staff
5/1/2025	Panera Bread #204098 P	61.1	Staff
5/1/2025	Sams Club #6339	101.32	Student
5/1/2025	Sp The Irie Cup	6.98	Staff
5/1/2025	Sq Coreys Bagels	1,155.35	Staff
5/1/2025	Sq Kane Cty Roe	135	Staff
5/1/2025	Sq Kane Cty Roe	5,875.00	Staff
5/1/2025	The Home Depot #1948	25.08	B&G
5/1/2025	Tst Bleuroot	150	Staff
5/1/2025	Tst No Manches Mexican	55	Staff
5/1/2025	Village Fresh Market	78.61	Student
5/1/2025	Wal-Mart #1531	97.05	Student
5/1/2025	Wal-Mart #1531	101.92	Student
5/1/2025	Wal-Mart #1531	143.95	Student
5/1/2025	Wal-Mart #1531	28.05	Student
5/1/2025	Wal-Mart #1531	220.89	Student
5/1/2025	Wal-Mart #4641	306.94	Student
5/1/2025	Wal-Mart #5060	40.35	Student
5/1/2025	Walmart.Com 8009256278	76.8	Staff
5/1/2025	Wm Supercenter #5060	97.07	Student
5/2/2025	Culvers Lake In The Hi	113.02	Student
5/2/2025	Ezcater Buona Catering	877.47	Staff

5/2/2025	Hobby-Lobby #520	24.28	Student
5/2/2025	Hyatt Regency Phoenix	1,301.32	Staff
5/2/2025	Hyatt Regency Phoenix	1,301.32	Staff
5/2/2025	Hyatt Regency Phoenix	1,301.32	Staff
5/2/2025	Hyatt Regency Phoenix	1,301.32	Staff
5/2/2025	Hyatt Regency Phoenix	1,301.32	Staff
5/2/2025	Hyatt Regency Phoenix	1,301.32	Staff
5/2/2025	Jewel Osco 2310	140.7	Student
5/2/2025	Jewel Osco 3451	87.42	Student
5/2/2025	Menards Carpentersvill	28.97	B&G
5/2/2025	Menards Carpentersvill	74.79	B&G
5/2/2025	Parts Town, Llc	187.82	B&G
5/2/2025	Parts Town, Llc	228.48	B&G
5/2/2025	Paypal Ihssca Ihssca	36.38	Staff
5/2/2025	Rosatis Pizza Hampshir	182.04	Staff
5/2/2025	Societyforhumanresourc	299	Staff
5/2/2025	Starbucks Store 02626	74.45	Student
5/2/2025	The Home Depot #1934	72.6	B&G
5/2/2025	The Home Depot #1940	220.92	B&G
5/2/2025	The Home Depot #1940	17.48	B&G
5/2/2025	The Home Depot #1940	118.03	B&G
5/2/2025	The Home Depot #1940	27.98	B&G
5/2/2025	The Home Depot #1940	438.37	B&G
5/2/2025	The Home Depot #1940	124.81	B&G
5/2/2025	The Home Depot #1948	249	B&G
5/2/2025	The Home Depot #1948	25.54	B&G
5/2/2025	The Home Depot #1948	338	B&G
5/2/2025	Wal-Mart #1211	71.81	Student
5/2/2025	Wal-Mart #1531	86.36	Student
5/2/2025	Wal-Mart #1531	56.64	Student
5/2/2025	Wal-Mart #1531	351.02	Student
5/2/2025	Wal-Mart #5060	41.16	Student
5/2/2025	Wm Supercenter #1413	39.88	Student
5/2/2025	Wm Supercenter #4641	76.14	Student
5/2/2025	Zieglers Ace Hdwe	12.37	B&G
5/5/2025	Adobe Adobe	9.99	Staff
5/5/2025	Chick-Fil-A #04325	274.19	Student
5/5/2025	Countrydonuts	72.9	Staff
5/5/2025	Countrydonuts	42	Staff
5/5/2025	Csf Rtic Geux	314.64	Student
5/5/2025	Culvers Of N Aurora	121.12	Student
5/5/2025	Dd/Br #347245 Q35	145.61	Staff
5/5/2025	Dominos 2921	182.69	Student
5/5/2025	Dunkin #353718 Q35	22.99	Staff

5/5/2025	Dunkin #353718 Q35	50	Staff
5/5/2025	Dunkin #362794	32.98	Staff
5/5/2025	Exxon Ashland Mart	36.29	Student
5/5/2025	Fedex36382943	32.39	Staff
5/5/2025	Jewel #3198	18.99	Student
5/5/2025	Jewel #3198	41.97	Student
5/5/2025	Jewel Osco 1256	45.32	Student
5/5/2025	Jewel Osco 1306	31.96	Student
5/5/2025	Jewel Osco 1306	29.99	Student
5/5/2025	Jewel Osco 2310	-10.72	Student
5/5/2025	Jewel Osco 2310	25.73	Student
5/5/2025	Jewel Osco 2310	92.46	Student
5/5/2025	Jewel Osco 3374	42.95	Student
5/5/2025	Jewel Osco 3451	49.68	Student
5/5/2025	Jimmy Johns - 424	23.56	Staff
5/5/2025	Jimmy Johns # 664 - M	135.03	Staff
5/5/2025	Jimmy Johns # 90008 M	336.45	Student
5/5/2025	Kostas Gyros Algonqui	471.44	Staff
5/5/2025	McDonalds F13651	50	Staff
5/5/2025	Meijer # 146	57.32	Student
5/5/2025	Meijer # 182	68.86	Student
5/5/2025	Meijer # 206	175.06	Student
5/5/2025	Menards Carpentersvill	44.58	B&G
5/5/2025	Menards Carpentersvill	28.99	B&G
5/5/2025	Menards Carpentersvill	23.33	B&G
5/5/2025	Menards Carpentersvill	5.99	B&G
5/5/2025	Menards Carpentersvill	39.18	B&G
5/5/2025	Menards Carpentersvill	14.99	B&G
5/5/2025	Noodles & Co 645	28	Student
5/5/2025	Panera Bread #204017 O	29.45	Staff
5/5/2025	Portillos Algonquin84o	191.27	Staff
5/5/2025	Portillos Algonquin84o	-12.32	Staff
5/5/2025	Raising Canes 0837	129.53	Student
5/5/2025	Raising Canes 0960	151.99	Student
5/5/2025	Renaissance Schaumburg	634.8	Staff
5/5/2025	Sams Club #6339	484.95	Student
5/5/2025	Samsclub.Com	422.28	Staff
5/5/2025	Taylor Street Pizza Of	2,151.07	Student
5/5/2025	Taylor Street Pizza Of	404.25	Student
5/5/2025	Taylor Street Pizza Of	41.87	Student
5/5/2025	The Home Depot #1940	386.9	B&G
5/5/2025	The Home Depot #1948	1.56	B&G
5/5/2025	The Home Depot #1948	179	B&G
5/5/2025	The Home Depot #1948	11.48	B&G

5/5/2025	Tlf Marengo Floral Co	118	Staff
5/5/2025	Trader Joe S #699	23.96	Student
5/5/2025	Tst Algonquin Sub Shop	275	Staff
5/5/2025	Tst Lou Malnatis - C	11.04	Staff
5/5/2025	Tst Oberweis Dairy -	83.87	Student
5/5/2025	Wal-Mart #1377	70.8	Student
5/5/2025	Wal-Mart #1413	176.52	Student
5/5/2025	Wal-Mart #1531	102.66	Student
5/5/2025	Wal-Mart #1531	265.98	Student
5/5/2025	Wal-Mart #1531	115.85	Student
5/5/2025	Wal-Mart #1531	9.32	Student
5/5/2025	Wal-Mart #1531	185.3	Student
5/5/2025	Wal-Mart #4641	26.19	Student
5/5/2025	Wal-Mart #4641	59.28	Student
5/5/2025	Walmart.Com	899.16	Staff
5/5/2025	Wm Supercenter #1413	100.65	Student
5/5/2025	Wm Supercenter #1490	298.52	Student
5/5/2025	Www.Tellyawards.Com	205	Staff

Debit Total	192,757.42
Credit Total	-1,854.58
Total	190,902.84

ACTIVITY ACCOUNT SUMMARY
FOR MONTH OF: April, 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
School							
Algonquin Lakes ES	$ 1,060.90	$ 1,716.00	$ (655.10)	$ 12,824	$ 10,526	$ 12,208	$ 11,143
Algonquin M.S.	$ 5,283.61	$ 2,141.53	$ 3,142.08	$ 11,485	$ 29,650	$ 22,698	$ 18,437
Big Timber E.S	$ 1,621.53	$ 1,633.75	$ (12.22)	$ 7,769	$ 19,018	$ 10,892	$ 15,895
Carpentersville M.S.	$ 990.83	$ 83.44	$ 907.39	$ 28,763	$ 27,385	$ 19,218	$ 36,930
DeLacey	$ 412.03	$ 607.26	$ (195.23)	$ 6,273	$ 6,484	$ 8,644	$ 4,113
Dundee-Crown H.S.	$ 36,165.88	$ 76,434.60	$ (40,268.72)	$ 161,822	$ 255,679	$ 278,479	$ 139,023
Dundee Highlands	$ 194.12	$ -	$ 194.12	$ 1,945	$ 3,932	$ 540	$ 5,337
Dundee M.S.	$ 6,748.82	$ 22,709.70	$ (15,960.88)	$ 139,153	$ 77,194	$ 95,081	$ 121,266
Eastview ES	$ 515.34	$ 628.00	$ (112.66)	$ 1,633	$ 4,543	$ 3,267	$ 2,909
Gary D Wright ES	$ 1,873.54	$ 2,165.00	$ (291.46)	$ 7,302	$ 34,998	$ 34,679	$ 7,621
Gilberts ES	$ 1,339.14	$ 3,592.81	$ (2,253.67)	$ 5,830	$ 13,560	$ 16,159	$ 3,232
Golfview ES	$ 3,111.93	$ 2,276.68	$ 835.25	$ 1,632	$ 5,865	$ 4,159	$ 3,338
Hampshire ES	$ 10.20	$ 266.45	$ (256.25)	$ 2,612	$ 19,224	$ 19,681	$ 2,155
Hampshire H.S.	$ 109,183.17	$ 108,777.72	$ 405.45	$ 380,582	$ 354,746	$ 309,202	$ 426,126
Hampshire M.S.	$ 12,093.87	$ 2,666.57	$ 9,427.30	$ 87,424	$ 67,784	$ 53,488	$ 101,720
H.D. Jacobs H.S.	$ 85,149.16	$ 47,403.46	$ 37,745.70	$ 251,410	$ 329,550	$ 229,934	$ 351,026
Lake In The Hills ES	$ 27.72	$ -	$ 27.72	$ 9,583	$ 5,330	$ 6,893	$ 8,020
Lakewood ES	$ 82.09	$ 1,424.93	$ (1,342.84)	$ 18,366	$ 17,090	$ 13,133	$ 22,323
Liberty ES	$ 26.96	$ 1,828.16	$ (1,801.20)	$ 9,407	$ 6,722	$ 10,176	$ 5,953
Lincoln Prairie ES	$ 6,224.55	$ 6,056.26	$ 168.29	$ 10,479	$ 15,566	$ 10,299	$ 15,746
Meadowdale ES	$ 4,370.28	$ 627.40	$ 3,742.88	$ 781	$ 17,408	$ 11,404	$ 6,785
Neubert ES	$ 15.00	$ -	$ 15.00	$ 1,766	$ 3,982	$ 1,682	$ 4,066
Parkview ES	$ 5,067.25	$ 197.56	$ 4,869.69	$ 6,768	$ 12,136	$ 6,461	$ 12,442
Perry ES	$ 39.67	$ 1,589.21	$ (1,549.54)	$ 7,535	$ 6,626	$ 4,274	$ 9,887
Sleepy Hollow ES	$ 1,340.85	$ 1,306.00	$ 34.85	$ 1,319	$ 4,139	$ 1,671	$ 3,787
Westfield ES/MS	$ 6,373.83	$ 3,657.21	$ 2,716.62	$ 48,213	$ 75,482	$ 67,249	$ 56,446
Total	$ 289,322.27	$ 289,789.70	$ (467.43)	$ 1,222,676	$ 1,424,619	$ 1,251,571	$ 1,395,724

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	11,797.56	1,060.90	1,716.00		11,142.46
Total Cash Accounts	11,797.56	1,060.90	1,716.00	0.00	11,142.46
Other Accounts					
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	426.15		375.00	460.00	511.15
2033-00-00 Class of 2033	175.75	850.00	833.00	544.00	736.75
2034-00-00 Class of 2034	812.45				812.45
2035-00-00 Class of 2035	0.05		508.00	176.00	(331.95)
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	150.00			515.00
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	1,908.85	60.90			1,969.75
6000-30-00 Field Trip Reserve	2,347.69			(1,180.00)	1,167.69
Total Other Accounts	11,797.56	1,060.90	1,716.00	0.00	11,142.46

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	15,294.77	5,283.61	2,141.53		18,436.85
Total Cash Accounts	15,294.77	5,283.61	2,141.53	0.00	18,436.85
Other Accounts					
2000-10-00 Student Council	1,255.94	2,121.00	1,738.76		1,638.18
2029-00-00 Class of 2029	107.11				107.11
2030-00-00 Class of 2030	688.00		20.42		667.58
2031-00-00 Class of 2031	105.73		70.87		34.86
2110-10-00 Band	468.32				468.32
2140-10-00 Chorus	720.03				720.03
2150-30-00 Musical	4,938.82	2,685.00			7,623.82
2151-10-00 Music Club	197.06				197.06
2220-10-00 Art Club	363.89				363.89
2230-10-00 Beta Club	967.23				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	414.33	187.50	40.00	1,590.99
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	396.89				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	123.14				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		123.98	125.00	19.11
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			(40.00)	725.00
6000-30-00 Interest Income	435.25	63.28		(125.00)	373.53
Total Other Accounts	15,294.77	5,283.61	2,141.53	0.00	18,436.85

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 BMOHarris Checking Account	15,907.65	1,621.53	1,633.75		15,895.43
Total Cash Accounts	15,907.65	1,621.53	1,633.75	0.00	15,895.43
Other Accounts					
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	5.00	345.85		5.00
2034-00-00 Class of 2034	576.82	765.00	905.00		436.82
2035-00-00 Class of 2035	(104.45)	20.00			(84.45)
2036-00-00 Class of 2036	301.40				301.40
2037-00-00 Class of 2037	1.75				1.75
3010-00-00 Yearbook	550.00		93.00		457.00
3100-20-00 Math and Reading Night	662.00	774.00	200.00		1,236.00
4100-30-00 General	203.95				203.95
4200-10-00 Field Trip Donaton	5,181.00		36.76		5,144.24
5100-10-00 PBIS	390.00				390.00
5100-10-10 Staff Sunshine Account	1,538.87		53.14		1,485.73
6000-00-00 Interest Income	584.09	57.53			641.62
6000-30-00 Field Trip Reserve	4,857.00				4,857.00
Total Other Accounts	15,907.65	1,621.53	1,633.75	0.00	15,895.43

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	36,022.68	990.83	83.44		36,930.07
Total Cash Accounts	36,022.68	990.83	83.44	0.00	36,930.07
Other Accounts					
2000-10-00 Student Council	3,576.60				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	1,992.17				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	8,857.51	846.40	83.44		9,620.47
4210-20-00 General	2,592.11				2,592.11
4300-30-00 Sunshine	870.14				870.14
6000-00-00 Interest	4,417.98	144.43			4,562.41
6000-30-00 Field Trip Reserve	3,500.00				3,500.00
Total Other Accounts	36,022.68	990.83	83.44	0.00	36,930.07

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Cash Account	4,308.15	412.03	607.26		4,112.92
Total Cash Accounts	4,308.15	412.03	607.26	0.00	4,112.92
Other Accounts					
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	397.26	357.26		91.17
5200-00-00 PBIS	1,791.25				1,791.25
6000-00-00 Interest Income	763.64	14.77	250.00		528.41
Total Other Accounts	4,308.15	412.03	607.26	0.00	4,112.92

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	179,291.40	36,165.88	76,434.60		139.022.68
Total Cash Accounts	179,291.40	36,165.88	76,434.60	0.00	139,022.68
Other Accounts					
1000-10-10 Banking Corrections	(204.00)	1,180.00	1,180.00		(204.00)
2000-10-00 Student Council	10,035.89		15,759.88		(5.723.99)
2095-10-00 Animation Club	98.78				98.78
2110-10-00 Instrumental Music	2,262.51		519.50		1,743.01
2120-10-00 Drama Club	5,450.53				5,450.53
2120-20-00 Musical Account	5,402.75	1,309.00	3,571.57		3,140.18
2120-30-00 Fall Play	12,448.37		893.53		11.554.84
2140-10-00 Choral Music	(216.34)	35.16			(181.18)
2145-50-00 Orchestra	11,473.83	735.00	26,554.71		(14.345.88)
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		300.00		2.218.42
2240-10-00 Black Youth Alliance	730.30		483.99		246.31
2260-10-00 Industrial Ed Club	353.86				353.86
2263-10-00 Rotary Interact	1,973.86		482.72		1,491.14
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		149.59		(102.39)
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	1,942.92	545.00			2.487.92
2390-20-00 Illinois Music Honors Society	238.63				238.63
2391-10-00 AVID	1,560.54	242.40			1,802.94
2392-00-00 PSI Alpha	301.32				301.32
2408-10-00 GSA/LGBT Support Group	802.70	147.00			949.70
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	246.22				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	2,202.93	2,540.00	6,127.40		(1.384.47)
3150-20-10 Softball	4,190.09	4,729.77	610.62		8.309.24
3200-20-10 Girls Basketball	3,394.74		844.54		2.550.20
3200-20-20 Boys Basketball	6,809.51	1,975.00			8,784.51
3210-20-10 Girls Bowling	0.00		233.68		(233.68)
3250-00-00 Dance Team (Poms)	7,820.12		291.40		7.528.72
3300-20-10 Girls Soccer	3,414.59	1,430.00	1,073.93		3.770.66
3300-20-20 Boys Soccer	7,529.33				7.529.33
3350-20-10 Cheerleading	5,927.01	456.26	5,167.31		1,215.96
3400-20-10 Girls Tennis	1,404.78				1,404.78
3400-20-20 Boys Tennis	(43.46)	2,387.70			2,344.24
3450-20-10 Girls Swimming	581.91				581.91
3500-20-10 Girls Track	3,557.60	3,965.55	3,202.96		4,320.19
3500-20-20 Boys Track	93.10	6,718.00	727.44		6,083.66

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3600-20-10 Girls Golf	1,532.44		82.34		1,450.10
3600-20-20 Boys Golf	3,747.25		1,900.00		1,847.25
3650-20-10 Boys Lacrosse	764.62	7,141.50	1,292.00		6,614.12
3700-20-10 Football	2,095.26				2,095.26
3750-20-10 Flag Football	1,482.20				1,482.20
3800-20-00 Cross Country	494.79		648.00		(153.21)
3850-20-00 Wrestling	2,661.07		186.90		2,474.17
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		118.37		858.07
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	18,350.38	628.54	3,957.22		15,021.70
6000-30-00 Field Trip Reserve	3,660.00		75.00		3,585.00
Total Other Accounts	179,291.40	36,165.88	76,434.60	0.00	139,022.68

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	5,142.11	194.12			5,336.23
Total Cash Accounts	5,142.11	194.12	0.00	0.00	5,336.23
Other Accounts					
2031-10-00 Class of 2031 Field Trips	31.97				31.97
2032-10-00 Class of 2032 Field Trips	0.00			225.00	225.00
2033-10-00 Class of 2033 Field Trips	500.60				500.60
2034-10-00 Class of 2034 Field Trips	196.12				196.12
2035-10-00 Class of 2035 Field Trips	348.00				348.00
2036-00-00 Class of 2036	15.80				15.80
2037-10-00 Class of 2037 Field Trips	0.00	176.00		124.00	300.00
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	184.57	18.12			202.69
6000-30-00 Field Trip Reserve	2,347.00			(349.00)	1,998.00
Total Other Accounts	5,142.11	194.12	0.00	0.00	5,336.23

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	137,227.24	6,748.82	22,709.70		121,266.36
Total Cash Accounts	137,227.24	6,748.82	22,709.70	0.00	121,266.36
Other Accounts					
2000-10-00 Cardunal Council (Student)	3,668.39		1,051.85		2,616.54
2027-20-00 Class of 2027-B	114.66				114.66
2029-10-00 Class of 2029-A	150.00		730.00		(580.00)
2029-20-00 Class of 2029-B	150.00		150.00		0.00
2030-10-00 Class of 2030-A	988.23	738.00	2,981.78	1,332.00	76.45
2030-20-00 Class of 2030-B	988.22		1,538.22		(550.00)
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	9,024.97		2,936.39		6,088.58
2130-10-00 Music Department	(5,138.27)				(5,138.27)
2140-10-00 Chorus/Vocal	7,483.53		300.00		7,183.53
2150-30-00 Musical/Ensembles	17,460.99		6,562.74		10,898.25
2155-10-00 Orchestra	17,440.72		527.42		16,913.30
2220-10-00 Art Club	5,478.15				5,478.15
2230-10-00 Beta Club	3,491.28		352.00		3,139.28
2380-10-00 Targeted Intervention Team	13.53				13.53
2391-10-00 AVID	(404.43)	608.00	1,772.04		(1,568.47)
2425-10-00 Exploratory/Spanish	446.34				446.34
2431-10-00 Life Program (SPED)	46.08				46.08
2432-10-00 Snack (skills) Program	111.98		160.06		(48.08)
2435-10-00 S.O.A.R.	481.55				481.55
2436-10-00 SWANS	23.22				23.22
2481-10-00 Yearbook Club	2,523.96	128.00	1,033.60		1,618.36
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		95.00		226.04
2570-30-00 IMC	630.17				630.17
2590-10-00 Lions	16.11				16.11
2615-10-00 Midnight Mile	19,782.87		589.10		19,193.77
2619-10-00 Cardunal Care	3,301.59				3,301.59
2620-10-00 Scrapbook	102.00				102.00
2625-10-00 Schoolpalooza	776.58	134.41	617.00		293.99
2630-10-00 Ski Club	(24.40)	1,350.00	579.25		746.35
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	1,356.65				1,356.65
2675-00-00 STEM	65.35				65.35
3000-20-00 Athletics (DEL:2yr 15/16)	0.00	135.00			135.00
3010-00-00 Ultimate Club	352.24				352.24
3207-20-10 Girls Basketball - 7th	83.51				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: 4/1/2025 through 4/30/2025

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	115.77			162.92
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		221.29		1,625.86
4110-10-00 Outdoor Club	2,878.63				2,878.63
4210-00-00 Fall Play	9,261.61	3,055.80	450.02		11,867.39
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		61.94		474.08
6000-00-00 Interest Income	15,273.01	483.84			15,756.85
6000-30-00 Field Trip Reserve	3,410.00			(1,332.00)	2,078.00
Total Other Accounts	137,227.24	6,748.82	22,709.70	0.00	121,266.36

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,020.93	515.34	628.00		2,908.27
Total Cash Accounts	3,020.93	515.34	628.00	0.00	2,908.27
Other Accounts					
2029-00-00 Class of 2029	59.55				59.55
2032-00-00 Class of 2032	64.09				64.09
2034-00-00 Class of 2034	0.00	504.00	628.00	420.00	296.00
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	386.26	11.34			397.60
6000-30-00 Field Trip Reserve	1,565.00			(420.00)	1,145.00
Total Other Accounts	3,020.93	515.34	628.00	0.00	2,908.27

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,912.33	1,873.54	2,165.00		7,620.87
Total Cash Accounts	7,912.33	1,873.54	2,165.00	0.00	7,620.87
Other Accounts					
2032-00-00 Class of 2032	246.69				246.69
2033-00-00 Class of 2033	1,002.53				1,002.53
2034-00-00 Class of 2034	709.34		840.00		(130.66)
2035-00-00 Class of 2035	1,010.42	420.00	75.00	170.00	1,525.42
2036-00-00 Class of 2036	753.02	1,424.00	1,250.00	288.00	1,215.02
2037-00-00 Class of 2037	373.34				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	63.09	29.54			92.63
6000-30-00 Field Trip Reserve	1,616.00			(458.00)	1,158.00
Total Other Accounts	7,912.33	1,873.54	2,165.00	0.00	7,620.87

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	5,485.55	1,339.14	3,592.81		3,231.88
Total Cash Accounts	5,485.55	1,339.14	3,592.81	0.00	3,231.88
Other Accounts					
2000-20-00 LIFE Program	2,588.87	72.00			2,660.87
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)	1,243.00			296.36
2035-00-00 Class of 2035	194.93		300.00		(105.07)
2036-00-00 Class of 2036	(118.60)				(118.60)
2276-10-00 Field Trips	27.02				27.02
2277-10-00 Field Days	543.68		2,592.00		(2,048.32)
2590-40-00 Relay for Life	1,401.62		700.81		700.81
4100-30-00 General	514.10				514.10
5000-10-00 Staff Social Account	(38.30)				(38.30)
6000-00-00 Interest Income	745.00	24.14			769.14
6000-30-00 Field Trip Reserve	2,500.00				2,500.00
Total Other Accounts	5,485.55	1,339.14	3,592.81	0.00	3,231.88

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,502.69	3,111.93	2,276.68		3,337.94
Total Cash Accounts	2,502.69	3,111.93	2,276.68	0.00	3,337.94
Other Accounts					
2151-10-20 Summer Music Camp	268.29				268.29
2590-40-00 Relay for Life	144.00				144.00
4100-30-00 General	217.17	600.00	481.68		335.49
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	221.59	11.93			233.52
6000-30-00 Field Trip Reserve	633.00	2,500.00	1,795.00		1,338.00
Total Other Accounts	2,502.69	3,111.93	2,276.68	0.00	3,337.94

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Bank Checking	2,411.49	10.20	266.45		2,155.24
Total Cash Accounts	2,411.49	10.20	266.45	0.00	2,155.24
Other Accounts					
2032-00-00 Class of 2032	33.00				33.00
2034-00-00 Class of 2034	(1,412.70)				(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		266.45		488.51
6000-00-00 Interest Income	787.30	10.20			797.50
6000-30-00 Field Trip Reserve	938.00				938.00
Total Other Accounts	2,411.49	10.20	266.45	0.00	2,155.24

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	425,720.40	109,183.17	108,777.72		426,125.85
Total Cash Accounts	425,720.40	109,183.17	108,777.72	0.00	426,125.85
Other Accounts					
2000-10-00 Student Council	2,495.26		1,368.00	1,568.00	2,695.26
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	7,792.58		391.67		7,400.91
2026-00-00 Class of 2026	6,473.71				6,473.71
2027-00-00 Class of 2027	8,451.91	2,000.00	36.61		10,415.30
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	9,286.53		211.92		9,074.61
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	29,380.45	77,625.00	73,953.98	690.00	33,741.47
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		54.60		551.06
2230-10-00 Debate Team	1,333.06				1,333.06
2240-10-00 Drama Club	4,707.66	476.00	1,900.27		3,283.39
2250-10-10 GSA Club	96.25				96.25
2255-10-00 Eastern European Club	0.00	166.00	166.00		0.00
2260-10-00 Industrial Arts	1,591.92				1,591.92
2265-10-00 Environmental Club/Med Careers	507.53	2,457.00	507.00	(1,568.00)	889.53
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
2370-10-00 Peer Mentoring	0.00	84.70			84.70
2390-10-00 National Honor Society	15,804.96		1,683.62		14,121.34
2390-20-00 Robotics	100.91				100.91
2391-10-00 AVID	16,232.93				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	883.25				883.25
2618-10-10 Operation Click	1,064.80				1,064.80
2620-00-00 Female Empowerment	658.29				658.29
2644-10-00 Co-Op	4,383.72	1,500.00	1,150.00		4,733.72
2647-10-00 FACS	294.94				294.94
2655-00-00 Literary Magazine	466.73	65.00			531.73
2670-10-00 Scholastic Bowl	234.09				234.09
2671-00-00 Science	1,896.57				1,896.57
2671-10-00 Science-Six Flags GreatAmerica	(3,919.99)	3,772.00		736.00	588.01
2680-10-00 Marketing Class	181.65				181.65

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2685-00-00 Target Edu	211.77				211.77
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	22,993.55	12,696.00	12,564.19		23,125.36
3150-20-10 Softball	5,153.57		3,016.06		2,137.51
3200-20-10 Girls Basketball	2,888.24				2,888.24
3200-20-20 Boys Basketball	3,851.36	186.80			4,038.16
3250-20-10 Poms	10,669.20				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	15,558.22		2,353.78		13,204.44
3400-20-10 Girls Tennis	5,488.93				5,488.93
3400-20-20 Boys Tennis	1,053.00	4,086.15			5,139.15
3500-20-10 Girls Track & Field	4,626.08	135.00			4,761.08
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	14,346.80	180.00	8,308.50		6,218.30
3610-20-00 Girls LaCrosse	2,606.60	2,058.50	836.00		3,829.10
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	1,076.51				1,076.51
3850-20-00 Wrestling	6,155.80				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	7,584.80				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	39,547.46	1,695.02	275.52	(690.00)	40,276.96
6000-30-00 Field Trip Reserve	4,150.00			(736.00)	3,414.00
Total Other Accounts	425,720.40	109,183.17	108,777.72	0.00	426,125.85

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	92,292.54	12,093.87	2,666.57		101,719.84
Total Cash Accounts	92,292.54	12,093.87	2,666.57	0.00	101,719.84
Other Accounts					
1000-10-00 Banking Corrections	59.78				59.78
2001-10-00 Student Council - MS	765.53			(100.00)	665.53
2029-00-00 8th Grade Class of 2029	6,926.54		285.00	100.00	6,741.54
2030-00-00 7th Grade Class of 2030	2,033.10	5,280.00			7,313.10
2031-00-00 6th Grade Class of 2031	4,491.28	36.00			4,527.28
2111-00-00 Music Field Trip Account	4,702.17		553.00		4,149.17
2114-10-00 Band - MS	670.44		30.30	450.00	1,090.14
2120-10-00 Drama Club	14,403.81	4,730.00	896.99		18,236.82
2140-10-00 Chorus	3,184.93		273.25		2,911.68
2155-10-00 MS Orchestra	1,720.79			(450.00)	1,270.79
2210-00-00 Cafe 10A	448.78				448.78
2225-10-00 Arts & Craft Club	62.80				62.80
2230-10-00 Beta Club	5,372.24				5,372.24
2391-10-00 AVID	15,313.32		105.00	(585.45)	14,622.87
2400-00-00 PBIS	3,311.42				3,311.42
2560-20-00 Book Fair	702.37				702.37
2631-10-29 Washington DC 8th Grade	238.42	355.00	177.74	(415.68)	0.00
2631-10-30 Washington DC 7th Grade	7,607.19	577.00		415.68	8,599.87
2631-10-31 Washington DC 6th Grade	397.40				397.40
2667-00-00 MS Sports	1,221.12	6.00			1,227.12
2669-00-00 MS Yearbook	200.00	494.00			694.00
4100-30-00 General	5,970.38			585.45	6,555.83
4200-10-10 MS PE	0.00	255.00			255.00
4250-30-00 Student Activity	2,771.42	10.16	345.29		2,436.29
6000-00-00 Interest	7,625.31	350.71			7,976.02
6000-30-00 Field Trip Reserve	2,092.00				2,092.00
Total Other Accounts	92,292.54	12,093.87	2,666.57	0.00	101,719.84

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	313,280.61	85,149.16	47,403.46		351,026.31
Total Cash Accounts	313,280.61	85,149.16	47,403.46	0.00	351,026.31
Other Accounts					
1000-10-10 Banking Corrections	(20.00)	0.01	6.51		(26.50)
2000-10-00 Student Council	40,133.73				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	8,076.98	510.93	96.00		8,491.91
2026-00-00 Class of 2026	5,304.06				5,304.06
2027-00-00 Class of 2027	1,046.91	850.00	555.00		1,341.91
2028-00-00 Class of 2028	410.11	109.08			519.19
2110-00-10 Prom	13,491.53	68,770.00	42,677.83		39,583.70
2110-10-00 Band	6,106.23				6,106.23
2120-10-00 Drama Club	5,785.98	1,723.82	1,135.50		6,374.30
2140-10-00 Choral	5,990.36				5,990.36
2150-30-00 Musical	8,470.21	100.00			8,570.21
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	2,536.91	33.21			2,570.12
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	545.00			5,179.24
2276-10-00 Field Trips	534.59				534.59
2281-10-00 Gold Rush	428.48				428.48
2310-10-00 French Club	200.36	539.00	539.00		200.36
2320-10-00 German Club	282.64				282.64
2330-10-00 Spanish Club	138.05				138.05
2330-20-00 World Language Department	287.37				287.37
2340-10-10 Key Club	2,693.12	13.00			2,706.12
2370-10-00 FCCLA	79.42				79.42
2390-10-00 National Honor Society	5,571.10	314.00			5,885.10
2391-10-00 AVID	8,870.52	5,491.32	60.00		14,301.84
2393-10-00 PBIS	884.95				884.95
2400-10-00 Peer Mediation/SADD	102.95				102.95
2405-10-00 Debate Team	3,320.59				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
2590-40-00 Relay for Life	122.51				122.51

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
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	11,699.54	3,941.00	491.00		15,149.54
3150-20-10 Softball	2,536.83		659.37		1,877.46
3200-20-10 Girls Basketball	1,645.96				1,645.96
3200-20-20 Boys Basketball	6,757.18		158.00		6,599.18
3210-20-10 Bowling	337.05				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	14,566.19				14,566.19
3350-20-10 Cheerleaders	7,032.08	632.08			7,664.16
3400-20-10 Girls Tennis	0.81				0.81
3400-20-20 Boys Tennis	1.42	35.00			36.42
3450-20-10 Girls Swimming	50.00				50.00
3450-20-20 Boys Swimming	978.98	266.00			1,244.98
3500-20-10 Girls Track & Field	1,061.11				1,061.11
3500-20-20 Boys Track	5,479.33				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	8,780.00				8,780.00
3700-20-10 Football	11,426.72		1,025.25		10,401.47
3750-20-10 Flag Football	4,737.26				4,737.26
3800-20-00 Cross Country	2,567.69				2,567.69
3850-20-00 Wrestling	8,546.07				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	17,466.82	1,275.71			18,742.53
6000-30-00 Field Trip Reserve	3,515.00				3,515.00
Total Other Accounts	313,280.61	85,149.16	47,403.46	0.00	351,026.31

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,993.06	27.72			8,020.78
Total Cash Accounts	7,993.06	27.72	0.00	0.00	8,020.78
Other Accounts					
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	1,232.99	27.72			1,260.71
6000-30-00 Field Trip Reserve	607.30				607.30
Total Other Accounts	7,993.06	27.72	0.00	0.00	8,020.78

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	23,665.32	82.09	1,424.93		22,322.48
Total Cash Accounts	23,665.32	82.09	1,424.93	0.00	22,322.48
Other Accounts					
2001-10-10 PBIS (Student Council)	4,322.81				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	861.32		50.00		811.32
2036-00-00 Class of 2036	766.00		50.00		716.00
2037-00-00 Class of 2037	884.33		449.93		434.40
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	285.60				285.60
2618-30-00 Families in Need	104.41				104.41
2657-00-00 Family Night-Math Night	1,347.67				1,347.67
2657-10-00 Family Night-Reading Night	1,996.92				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	1,072.35	82.09			1,154.44
6000-30-00 Field Trip Reserve	2,500.08		875.00		1,625.08
Total Other Accounts	23,665.32	82.09	1,424.93	0.00	22,322.48

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,754.31	26.96	1,828.16		5,953.11
Total Cash Accounts	7,754.31	26.96	1,828.16	0.00	5,953.11
Other Accounts					
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	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		1,127.16		75.20
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	1,647.48		701.00		946.48
5000-10-00 Student Assistance Account	725.98				725.98
6000-00-00 Interest Income	849.87	26.96			876.83
Total Other Accounts	7,754.31	26.96	1,828.16	0.00	5,953.11

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	15,577.51	6,224.55	6,056.26		15,745.80
Total Cash Accounts	15,577.51	6,224.55	6,056.26	0.00	15,745.80
Other Accounts					
2032-00-00 Class of 2032	1,717.87	480.00	855.22		1,342.65
2033-00-00 Class of 2033	2,766.00		433.99		2,332.01
2034-00-00 Class of 2034	1,022.88				1,022.88
2035-00-00 Class of 2035	25.36	1,540.00	1,205.00	275.00	635.36
2036-00-00 Class of 2036	428.51		361.15		67.36
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	3,020.00	3,122.90		3,329.47
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	1,592.95	1,125.00			2,717.95
6000-00-00 Interest Income	1,278.98	59.55	78.00		1,260.53
6000-30-00 Field Trip Reserve	386.08			(275.00)	111.08
Total Other Accounts	15,577.51	6,224.55	6,056.26	0.00	15,745.80

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,042.91	4,370.28	627.40		6,785.79
Total Cash Accounts	3,042.91	4,370.28	627.40	0.00	6,785.79
Other Accounts					
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		76.40		202.62
4400-10-00 Scholastic Book Fair	(398.80)	4,358.96			3,960.16
6000-00-00 Interest Income	804.02	11.32			815.34
6000-30-00 Field Trip Reserve	2,186.00		551.00		1,635.00
Total Other Accounts	3,042.91	4,370.28	627.40	0.00	6,785.79

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,050.42	15.00			4,065.42
Total Cash Accounts	4,050.42	15.00	0.00	0.00	4,065.42
Other Accounts					
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	425.90	15.00			440.90
6000-30-00 Field Trip Reserve	2,121.50				2,121.50
Total Other Accounts	4,050.42	15.00	0.00	0.00	4,065.42

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,572.69	5,067.25	197.56		12,442.38
Total Cash Accounts	7,572.69	5,067.25	197.56	0.00	12,442.38
Other Accounts					
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	1,188.50			2,068.62
4150-00-00 Math Night	108.00				108.00
4300-00-00 General Fund	1,281.26			1,016.00	2,297.26
5010-00-00 School Fundraisers	1,519.10		197.56		1,321.54
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	941.77	28.75			970.52
6000-30-00 Field Trip Reserve	1,191.00	3,850.00		(1,016.00)	4,025.00
Total Other Accounts	7,572.69	5,067.25	197.56	0.00	12,442.38

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	11,436.02	39.67	1,589.21		9,886.48
Total Cash Accounts	11,436.02	39.67	1,589.21	0.00	9,886.48
Other Accounts					
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	1,685.63		1,589.21		96.42
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	1,219.59	39.67			1,259.26
6000-30-00 Field Trip Reserve	2,157.00				2,157.00
Total Other Accounts	11,436.02	39.67	1,589.21	0.00	9,886.48

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,751.95	1,340.85	1,306.00		3.786.80
Total Cash Accounts	3,751.95	1,340.85	1,306.00	0.00	3,786.80
Other Accounts					
2031-00-00 Class of 2031	133.81				133.81
2032-00-00 Class of 2032	0.00	954.00	954.00		0.00
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	372.00	352.00		59.81
2560-30-00 Library - Birthday Books	0.08				0.08
4100-30-00 Principal Discretionary	15.97				15.97
6000-00-00 Interest Income	487.86	14.85			502.71
6000-10-00 Bank Corrections	5.00				5.00
6000-30-00 Field Trip Reserve	2,400.00				2,400.00
Total Other Accounts	3,751.95	1,340.85	1,306.00	0.00	3,786.80

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	53,729.77	6,373.83	3,657.21		56,446.39
Total Cash Accounts	53,729.77	6,373.83	3,657.21	0.00	56,446.39
Other Accounts					
2000-10-00 Student Council	4,146.23	1,545.00	870.09	747.50	5,568.64
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	259.19				259.19
2030-10-00 Class of 2030-B	259.18				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	570.00			1,022.45
2033-00-00 Class of 2033	342.50				342.50
2034-00-00 Class of 2034	359.98				359.98
2035-00-00 Class of 2035	43.04				43.04
2112-00-00 Band - Middle School	828.01	90.00	1,733.00		(814.99)
2115-00-00 Music - Elementary	1,770.07				1,770.07
2150-30-00 Musicals	(19.26)	3,464.47	215.00		3,230.21
2151-10-00 Music Dept.	332.44				332.44
2220-10-00 Art Club	85.79				85.79
2230-10-00 Beta Club	5,065.22		795.00	(747.50)	3,522.72
2340-10-00 Spelling Bee	46.03				46.03
2391-10-00 AVID	8,288.84				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	176.83		44.12		132.71
2393-20-00 PBIS Elementary	0.34	500.00			500.34
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	6,837.59	204.36			7,041.95
6000-30-00 Field Trip Reserve	2,507.00				2,507.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 4/1/2025 through 4/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Total Other Accounts	53,729.77	6,373.83	3,657.21	0.00	56,446.39

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jeffrey Ehardt,
Director of Finance

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Donation Report - June 2025**

Background
Per Board Policy 8:80/8:90, the Donation Report is attached for your review and approval.

Donations Received June 2025

- The Parent Teacher Council has donated the following items to Lake in the Hills Elementary School:
  - Triple Shoot Play System - $1,049.96
  - Poster Maker - $4,690.00
  - Book Vending Machine - $6,320.00
    - Total of $12,059.96

Recommendation
The administration recommends approving the donations as presented.

Fiscal Impact
None

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

June 24, 2025

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
Vargas, Darlene	Assistant Principal	Dundee-Crown High School	G Step 2	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
Bolz, Abby	4th Grade Dual Language	Liberty Elementary School	1.0	MA Step K	Replacement
Houlihan, Megan	Music	Lake In The Hills Elementary School	1.0	BA Step A	Replacement
Johnson, Kiley	SPED - Autism	deLacey Family Education Center	1.0	BA Step A	Replacement
Martynowicz, Faith	Family & Consumer Sciences	Jacobs High School	1.0	BA Step A	Replacement
Wiese, Shaun	SPED - Autism	Neubert Elementary School	1.0	BA Step B	Additional

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

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

June 24, 2025

OTHER EMPLOYMENT – CERTIFIED PERSONNEL

1. Recommend the following employees be approved for **second year probationary contracts** for the 2025-2026 school year:

Fornero	Allison	Neubert Elementary School
Lawson	Christina	Westfield Community School
Lewis	Jessica	Parkview Elementary School
Mantovano	Alberto	Hampshire High School

2. Recommend the following employee be approved for a **fourth year probationary contract** for the 2025-2026 school year:

Frerichs	Alexandra	Big Timber Elementary School

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Bolivar, Nereida	Social Worker	Dundee Middle School	End of the 2024-2025 school year
Collins, Meaghan	Science	Hampshire High School	End of the 2024-2025 school year
De La Torriente, Kristen	1st Grade	Neubert Elementary School	End of the 2024-2025 school year
Manypenny, Leslie	Social Studies	Dundee-Crown High School	End of the 2024-2025 school year

2. Recommend approval of the following letter of resignation from a member currently on leave, effective at the close of the 2024-2025 school year:

Name	Position	Location
Mutolo, Jennette	6th Grade	Dundee Middle School

OTHER RESIGNATION – CERTIFIED PERSONNEL

None

RETIREMENT – CERTIFIED PERSONNEL

None

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

SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Hourly Rate	Type
Arnold, Christopher	Purchasing Assistant	Central Office	$20.68	Replacement
Lazaro, Aldo	Night Custodian	Westfield Community School	$18.40	Replacement

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

None

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.

DISTRICT POSITION TRANSFERS

1. Recommend position transfers of the following personnel:

Current Class	Name	Current Position	Current Location	New Class	New Position	CBA/ Handbook	Lane-Step	New Location	Effective Date
ADMIN	Callahan, Colleen	Supervisory Dean	JHS	Same	Assistant Principal	ADMIN	G, 1	Same	July 1, 2025
ADMIN	Mapes, Benjamin	Supervisory Dean	HMS	Same	Student Services Specialist	ADMIN	G, 1	DCHS	July 1, 2025
ADMIN	Quitno, Robert	Assistant Principal	JHS	Same	Coordinator of Behavior Services	ADMIN	G, 17	CO	July 1, 2025

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: **June 10, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Eberto Mora,
Assistant Superintendent of
Human Resources

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **2025-2026 Administrator & Non-Union Employee Handbooks**

2025-2026 Administrative Group Handbook

Background

The attached document reflects the FY 2025-2026 proposed salary and benefits for the District administrative and supervisory staff. We recommend adding 3% to the salary schedule as part of the compensation package. This amount plus the 2% step equals a 5.0% salary increase. This increase is aligned with gains afforded to other employee groups during the collective bargaining process.

In the red-lined handbook, we have highlighted the appropriate changes. These changes represent some realignment of positions as well as capturing the corresponding position titles.

Administrative Recommendation

The Administration recommends that the Board approve the Administrative and Supervisory Staff Handbook as presented. The proposed salary increase is reflected in the financial projections.

Fiscal Impact

A 5% salary increase from the previous year.

2025-2026 Non-Union Group Handbook

Background

The attached document reflects the FY 2025-2026 proposed salary and benefits for our non-union employee group. We recommend adding 2.75% to the salary schedule as part of the compensation package. This amount plus the step of 2.25% equates to a 5.0% salary increase. This increase is aligned with gains afforded to other employee groups during the collective bargaining process.

In the red-lined handbook, we have highlighted the appropriate changes.

Administrative Recommendation

The Administration recommends that the Board accept the Non-Union Group Staff Compensation and Benefits as presented.

Fiscal Impact

A 5% salary increase from the previous year.

ADMINISTRATORS AND SUPERVISORY STAFF

COMPENSATION AND BENEFITS

2024~~5~~-2025~~6~~

Presented to the BOE 6.10.25

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CERTIFIED ADMINISTRATORS AND SUPERVISORY STAFF COMPENSATION AND BENEFITS HANDBOOK

SALARY COMPENSATION

Compensation will be paid in accordance with the schedule approved by the Board. The Board may elect not to advance an administrative/support staff employee on the salary schedule.

Administrators, who have exceeded years of service beyond the established scale, will earn the average annual adjustment of all administrators in levels.

Placement on salary schedule: When a current employee is moved to an administrative classification of higher pay, consideration will be given to previous years of administrative experience. For involuntary assignments/placements to a lower grade position, the employee will maintain the current salary for the remainder of the current fiscal year and be placed at the appropriate salary grade and step for the position in the subsequent year. For voluntary assignments/placements to a lower grade position, the employee may maintain the current salary based on the recommendation of the Superintendent and the approval by the BOE.

Board paid TRS for Certified Administrators

The Board pays the employee portion of TRS and retirement insurance (T.H.I.S. Fund).

Board paid IMRF for Non-Certified Administrators

The Board pays the employee portion of IMRF

Pay Procedures
Employees are paid their annual salary in 26 equal installments, beginning in July and ending in June of each fiscal year. Certified administrators and supervisory staff shall receive their pay by direct deposit.

CONTRACT YEAR

The administrator/supervisor contract year begins July 1 and ends on June 30 of the following year.

The number of workdays (listed on the salary schedule in the appendix) refers to weekdays and excludes Saturdays and Sundays. Legal holidays are observed when they fall within the normal workweek – Monday through Friday. Start and stop dates for those employed fewer than 261 days are set individually by the supervisor. 261-day contracts include paid legal holidays; contracts having fewer than 261 days exclude paid legal holidays.

During each winter break, D300 will be closed to the public for one week. All administrators will be awarded two (2) days off to be used during this week in addition to other benefits afforded in this handbook

HEALTHCARE BENEFITS

1. Medical

The Board of Education shall contribute 100% of the premium for Health Maintenance Organization (HMO) plan for all available tiers. Should an employee select any tier from the Participating Provider Option (PPO) or High Deductible HSA plan, the employee shall pay the difference between the tiers available in the HMO plan rates.

Shall an administrator choose to waive all health insurance coverage during their one year contract; the administrator will receive a $75 per paycheck credit.

2. Dental

The Board of Education shall contribute an amount equal to 100% percent of the premium for Health Maintenance Organization (HMO) plan for all available tiers. Should an employee select any tier from the Participating Provider Option (PPO) or Premier plan, the employee shall pay the difference between the tiers available in the HMO plan rates.

3. Vision

The Board of Education shall contribute an amount equal to 100% percent of the premium cost for an individual or family plan.

EMPLOYEE ASSISTANCE PROGRAM

The District uses Perspectives to provide all District employees and their families' confidential free assessments and unlimited short term counseling sessions. Counseling services will be provided at no cost for family, marital, stress, emotional problems, psychological disturbances, legal and financial difficulties, and chemical dependency.

Perspectives 24-hour number is (800)456-6327.

LIFE INSURANCE

1. Basic Group Life Insurance

Employees are covered for a term life insurance benefit equal to annual salary up to a maximum of $150,000. Premiums are paid by the Board.

2. Personal Accidental Death & Dismemberment Coverage

When enrolling for Basic Life Insurance coverage, employees are automatically enrolled for Personal Accidental Death and Dismemberment (PAD&D) coverage. PAD&D is available for employees only in an amount equal to their Basic Life coverage. Premiums are paid by the Board.

3. Optional Life Insurance

Employees may obtain between $10,000 and $500,000 of additional life insurance for him/herself, available through payroll deduction, in $10,000 increments. Premiums are paid by the employee.

4. Dependent Coverage – Life Insurance

Employees may obtain life insurance coverage for their spouse in $5,000 increments, with a

minimum benefit of $5,000 and a maximum of $250,000. Life insurance coverage is also available in the amount of $10,000, $5,000 or $1,000, for employee's dependent children age 6 months to 26 years. Premiums are paid by the employee

5. Voluntary Accidental Death and Dismemberment Coverage
Employees can receive Voluntary Accidental Death and Dismemberment (VAD&D) coverage when they have purchased optional life insurance coverage. VAD&D is available in multiples of 1 to 10x salary up to a maximum of the lesser of 10x salary or $500,000. Premiums are paid by the employee.

DISABILITY INSURANCE

The long-term disability plan provides financial protection for an employee by paying a portion of their income while they are disabled. The amount received is based on the amount earned before the disability began. The Board pays 100 percent of the cost for this coverage.

FLEXIBLE SPENDING PLAN AND 403(b)/457 PLAN

All administrators shall be eligible to participate in a Section 125 Flex Plan and a Section 457 or 403(b) tax-sheltered annuity plan selected by the Board.

HEALTH REIMBURSEMENT ACCOUNT

All administrators will receive a Health Reimbursement Arrangement (HRA) paid by the Board of Education in the amount of $300 annually.

LIABILITY INSURANCE

All administrative employees shall be covered under the Board-approved liability insurance policy.

FUNERAL LEAVE AS DISTRICT REPRESENTATIVE

Absence as representatives of the District or school at funerals of community leaders, staff members, retired staff members, parents of students, students, etc., shall be allowable as time off with pay when this absence has prior approval by the Superintendent or designee.

VACATION

Administrators shall receive 25 vacation days per year. Administrators will receive 13 days at the start of their contract and will then accrue one (1) day per month for the duration of their 12-month contract. Administrators may only carry over a maximum of 10 days into the following year. If an administrator is hired after the start of the year, vacation days will be prorated. Should an administrator's employment end before the start of the academic school year the 13-day annual allotment will be forfeited

SICK LEAVE

On July 1 of each year, administrators are awarded 12 sick days. If an administrator is hired

after the start of the year, sick days would be prorated to reflect one day of sick leave for each month remaining in the contract year (as previously defined).

Unused sick leave may accumulate to an unlimited number of days. Upon retirement/separation of employment, unused accumulated sick days will be reported TRS or IMRF for service credit. Sick leave shall be interpreted to mean personal illness, quarantine at home, illness in the immediate family or household. The immediate family for purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal dependent.

Administrators may use up to 3 sick leave days per incident for leave connected with the death of a member of their immediate family as defined above. The Superintendent or designee may extend such time to allow for special circumstances.

SICK LEAVE BANK

A sick leave bank has been established for the participation of all ~~certified~~ staff classified as an administator. After an initial contribution, no further donations will be requested from members until the Sick Leave Bank has been depleted to 1~~≠~~200 or fewer days. Upon their initial date of hire, each administrator will be required to contribute one day to the Sick Leave Bank.

Any participating member who has had an illness of at least ten consecutive days and has exhausted his or her accumulated sick leave and who has also used two uncompensated sick days will be eligible to apply to the Sick Leave Bank Committee for additional days. Sick days from the bank shall be remunerated at 100% of the employee's scheduled salary. Members are eligible for a number of days from the Sick Leave Bank equal to the highest number of sick days the individual has accumulated but no less than ten days for a first-year member, 15 days for a second-year member, and 20 days for members who are in their third year of employment and beyond. The number of days granted to any member shall not exceed 185 days. Members shall not have to pay back the number of days granted by the Committee.

Note:

1. Further clarifications and explanations are included in the LEAD 300 contract.

PERSONAL DAYS

Two personal days per year are available for taking care of personal and/or family business that cannot be taken care of other than during school time.

Administrators receive their personal days on July 1. These days accumulate as sick leave if unused.

FLEX DAYS

Administrators employed 220 work days may receive up to 4 flex days in recognition of numerous evening and weekend supervision commitments throughout the school year. Permission must be secured from the administrator's immediate supervisor when using these days. The flex days are non- cumulative and cannot be used before the start of

the academic school year. Should an administrator's employment end before the beginning of the academic school year, all flex days will be forfeited.

RELIGIOUS HOLIDAYS

Those employees who wish to observe major religious holidays of their faith, two release days may be granted per school year. Any days requested beyond the two shall be granted but will be considered benefit days. Such requests shall be in writing and approved in advance by the Superintendent.

JURY DUTY

The District complies with the Illinois School Code of Illinois Section 10-20.7 and provides further that there shall be no loss in salary or benefits due to jury duty.

RETIREMENT

Certified Administrators eligible for regular retirement will follow the same parameters as agreed to in the negotiated contract between the Board of Education and LEAD 300 Certified Members.

Non-Certifed Aministrators who retire from the District through IMRF after completing at least ten (10) years of continuous service shall receive separation pay equal to the per diem rate of the member for unused sick leave up to eighty (80) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law.

MOVING EXPENSES

Effective July 1, 2015, any Administrator may receive home moving expenses up to $4,500, based on estimates received if they reside outside the District and move into the District during their first year of employment as an administrator in D300. During their first year (consisting of a 12 month calendar year from their date of hire), an administrator must submit a letter of intent to the superintendent informing him/her of their scheduled moving date should it fall outside of the 12-month timeframe. Such requests shall be in writing and approved in advance by the Superintendent.

An employee will provide two (2) written moving expense estimates detailing the cost of moving by a professional mover. The employee must complete a reimbursement form, include the original receipts and submit to Human Resources for approval. The employee may select a one-time cash payment or may choose to have the District pay the mover directly. Reimbursed moving expenses are subject to income and employment taxes as per IRS regulations.

If the employee resigns from the District as an employee before completing 36 months of service, such moving reimbursement shall be refunded to the District.

TRAVEL REIMBURSEMENT

Monthly mileage reimbursement for travel will be provided for the following positions per month or at the published IRS rate if submitting documentation approved by a supervisor.

Level	Amount	Level	Amount
Positions at Level AA and A	$225	Coordinators Level G	$125
Assistant Sup Level B	$225	Athletic Directors Level F	$125
Directors at Level C, D, E and G	$225	Associate Principals Level E	$75
Principals at Level B, C, D and E	$125	Assistant Principals Level G, I, J	$75
Coord & Ed Serv Spec Level G	$125	Other Positions at level H, I, J, K, and L	$75

PROFESSIONAL ORGANIZATION MEMBERSHIPS/PUBLICATIONS

Pending yearly Title II funding ability and Superintendent approval, District 300 will purchase ASCD memberships for all building level administrators and all district-level instructional administrators using an institutional membership.

CONFERENCE ATTENDANCE

Pending yearly Title II funding availability and Superintendent approval, a three-year, staggered national/regional conference attendance program will be established and published at the beginning of each school year. All national/regional conferences must be approved in advance by the Superintendent. Administrator's eligible for this benefit is limited to Principals and High School Associate Principals.

National/regional conference attendance is reserved for administrators who are not approved for any early or regular retirement incentive/bonus program.

Attendance costs are limited to $1,750 per year per eligible participant. Any additional expense above the set limit will be the responsibility of the individual attending the conference.

TUITION REIMBURSEMENT

Per Administrative Procedure 5:100, Administrators enrolled in an accredited program are eligible for tuition reimbursement up to $300 per credit hour. The maximum number of courses submitted for reimbursement is limited to eight, three-hour courses per year. Maximum reimbursement is $7,200 per year, per individual. The IRS limits the amount of tuition that employers can reimburse employees tax-free to $5,250.

Participating administrators must sign a Qualified Education Expense Reimbursement Agreement with District 300 stating that should they, by choice, leave the District's employment during progress towards the graduate-level degree or before four years after earning the degree, the administrator will reimburse the District for the associated costs to this benefit.

Administrators who earn their doctoral degree through an approved and accredited university will receive an 8% increase to their base salary

Beginning July 1, 2016, administrators will only be eligible to receive the 8% increase to their base salary if the doctoral degree is completed through an approved and accredited university and is directly applicable to the administrator's daily function. Requests for consideration regarding the applicable nature of the doctoral degree shall be submitted in writing and approved in advance by the Superintendent. Only those employees hired before June 30, 2018 are eligible to receive the 8% increase to their base salary.

If the current degree is determined not to be applicable, the administrator may resubmit a request for review if/when they transition into a new administrative role where the doctoral degree may be applicable. Requests for consideration regarding the applicable nature of the doctoral degree shall be submitted in writing and approved in advance by the Superintendent.

Note:

1. This section does not apply to those administrators who have entered into a retirement contract

APPENDIX – 20245-20256 SALARY SCHEDULE

Level	AA	A	B	C	D	E	F	G	H	I	J	K	L
Days	261	261	261	261	261	261	261	261	220	261	261	261	220
1	$182,777	$164,664	$148,849	$139,506	$130,808	$113,880	$108,223	$102,595	$102,595	$96,950	$89,897	$87,998	$82,844
2	$186,433	$167,956	$151,827	$142,295	$133,422	$116,158	$110,388	$104,648	$104,648	$98,888	$91,695	$89,758	$84,501
3	$190,161	$171,316	$154,862	$145,141	$136,091	$118,481	$112,596	$106,740	$106,740	$100,866	$93,530	$91,552	$86,190
4	$193,965	$174,741	$157,960	$148,044	$138,814	$120,850	$114,847	$108,875	$108,875	$102,884	$95,402	$93,383	$87,915
5	$197,844	$178,237	$161,119	$151,006	$141,589	$123,268	$117,144	$111,051	$111,051	$104,941	$97,308	$95,252	$89,673
6	$201,801	$181,802	$164,340	$154,025	$144,422	$125,733	$119,489	$113,272	$113,272	$107,039	$99,254	$97,156	$91,468
7	$205,838	$185,438	$167,628	$157,106	$147,311	$128,248	$121,877	$115,538	$115,538	$109,181	$101,238	$99,100	$93,297
8	$209,954	$189,146	$170,981	$160,248	$150,257	$130,815	$124,315	$117,849	$117,849	$111,363	$103,263	$101,082	$95,164
9	$214,153	$192,929	$174,401	$163,453	$153,262	$133,430	$126,802	$120,207	$120,207	$113,590	$105,330	$103,104	$97,066
10	$218,436	$196,788	$177,889	$166,723	$156,328	$136,099	$129,338	$122,611	$122,611	$115,862	$107,435	$105,166	$99,007
11	$222,804	$200,724	$181,446	$170,058	$159,454	$138,821	$131,923	$125,063	$125,063	$118,180	$109,585	$107,271	$100,986
12	$227,261	$204,737	$185,073	$173,458	$162,643	$141,597	$134,562	$127,565	$127,565	$120,543	$111,778	$109,415	$103,007
13	$231,806	$208,833	$188,776	$176,925	$165,894	$144,429	$137,255	$130,116	$130,116	$122,954	$114,012	$111,603	$105,067
14	$236,443	$213,009	$192,551	$180,466	$169,212	$147,318	$140,000	$132,718	$132,718	$125,413	$116,293	$113,837	$107,168
15	$241,171	$217,269	$196,402	$184,074	$172,597	$150,264	$142,801	$135,372	$135,372	$127,922	$118,617	$116,113	$109,309
16	$245,994	$221,616	$200,329	$187,755	$176,050	$153,268	$145,657	$138,080	$138,080	$130,479	$120,991	$118,434	$111,495
17	$250,914	$226,048	$204,337	$191,512	$179,569	$156,334	$148,571	$140,842	$140,842	$133,089	$123,410	$120,802	$113,726
18	$255,932	$230,568	$208,423	$195,341	$183,161	$159,461	$151,541	$143,658	$143,658	$135,751	$125,879	$123,218	$115,999
19	$261,051	$235,181	$212,592	$199,248	$186,823	$162,651	$154,573	$146,531	$146,531	$138,466	$128,397	$125,682	$118,320
20	$266,273	$239,885	$216,843	$203,233	$190,560	$165,901	$157,664	$149,460	$149,460	$141,233	$130,964	$128,197	$120,687

LEVEL	POSITION
AA	DEPUTY SUPERINTENDENT
A	CHIEF (FINANCIAL OFFICER/CSBO, LEGAL COUNSEL, CTO,STAFF & STUDENT DEVELOPMENT & SUPPORT)
B	ASSISTANT SUPERINTENDENT (CURRICULUM & INSTRUCTION, SCHOOLS, TITLE I, HUMAN RESOURCES, STUDENT SERVICES) PRINCIPAL (HIGH SCHOOL) CHIEF of COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT
C	PRINCIPAL (K-8) EXECUTIVE DIRECTOR (~~SCIENCE & INNOVATION~~, ASSESSMENT AND ACCOUNTABILITY, COLLEGE & CAREER PRG)
D	PRINCIPAL (MIDDLE SCHOOL) DIRECTOR I (EARLY CHILDHOOD, LITERACY, MATHEMATICS, PROFESSIONAL DEVELOPMENT, SCIENCE & SOCIAL SCIENCES ~~& AVID~~, EDUCATION SERVICES; ELL & WORLD LANGUAGES, EMPLOYEE & LABOR RELATIONS, ~~DIVERSITY EQUITY & INCLUSION~~, STUDENT LEARNING & DEVELOPMENT, ACADEMIC MTSS, BEHAVIOR MTSS, ~~CTE/PATHWAYS/COLLEGE PROGRAMS, K-12 SOCIAL & EMOTIONAL LEARNING~~, STUDENT BEHAVIOR SERVICES, INFORMATION SERVICES, LEARNING & DEVELOPMENT, FINANCE (CSBO)), OPERATIONS, 504 & ALT PLAN, RESEARCH & ANALYTICS
E	PRINCIPAL (ALT ED, ELEMENTARY, EARLY CHILDHOOD) ASSOCIATE PRINCIPAL (HIGH SCHOOL) DIRECTOR II (PE/HEALTH/DRIVERS ED, ~~RESEARCH & ANALYTICS~~, MTSS & ASSESSMENT SYS ~~SCHOOL SAFETY~~, FINE & PERFORMING ARTS, TRANSPORTATION AND FOOD SERVICES)
F	ATHLETIC DIRECTOR (HIGH SCHOOL) DIRECTOR INSTRUCTIONAL TECHNOLOGY
G	ASSISTANT PRINCIPAL (HIGH SCHOOL) ASSOCIATE PRINCIPAL (MIDDLE SCHOOL) SPECIALIST (STUDENT SERVICES SPECIALIST) GENERALIST STUDENT SERVICES COORDINATOR II (~~EDUCATION SERVICES, ALT & SUPP PROGRAMING~~, ~~CTE/PATHWAYS~~, COLLEGE & CAREER, STUDENT BEHAVIOR SERVICES, ELL, STUDENT LEARNING & DEVELOPMENT) DIRECTOR III (COMMUNICATION SERVICES, PURCHASING, FEDERAL PROGRAMS, ~~SCHOOL HEALTH SERVICES~~, SCHOOL SAFETY)
H	DIVISION HEAD (HIGH SCHOOL) 220 DAY CONTRACT
I	ASSISTANT PRINCIPAL (MIDDLE SCHOOL) FACILITY MANAGER COORDINAOR (SCHOOL HEALTH SERVICES)
J	ASSISTANT PRINCIPAL (ELEMENTARY & EARLY CHILDHOOD), ~~220 DAY CONTRACT~~
L	DEAN OF STUDENTS 220 DAY CONTRACT

COMMUNITY UNIT SCHOOL DISTRICT 300

NON-UNION GROUP

(IMRF Participants)

STAFF COMPENSATION

&

BENEFITS

July 1, 20245 – June 30, 2025~~5~~6

Draft to BOE 6.10.25

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ARTICLE I: WORKING CONDITIONS

1.1 Workweek Definition

In accordance with the Fair Labor Standards Act, the workweek shall consist of forty (40) hours. The workweek begins on Sunday at 12:00 a.m. and ends the following Saturday at 11:59 p.m. Work beyond forty hours in a workweek will be compensated according to applicable laws and District Policy.

1.2 Work Day

The starting and ending time for all employees will be established per the operational requirements of the applicable building, department, or division.

All requests for time off will be confirmed with the respective supervisor as far in advance as possible.

The District is to make an effort to notify employees of mandated schedule changes (i.e. summer hours), by March 1st.

1.3 Reporting to Work

Employees are expected to report to work on time and under the direction of their supervisor. It is the responsibility of the employee who is unable to report for work to notify their supervisor in accordance with District or departmental rules and enter their absence into the district attendance system.

1.4 Breaks and Lunch

Employees who work at least 5.0 continuous hours are to take a thirty-minute unpaid meal period no later than 5 hours after the start of their shift. Meal periods longer than 30 minutes need to be approved by a supervisor.

Employees shall be allowed a fifteen-minute break for every four hours worked. Breaks are inclusive of an employee's workday. Supervisors are responsible for establishing break and lunch schedules for employees. Breaks and lunches shall not be combined or "stacked" in order for an employee to leave work before the workday ends. An employee who feels the aforementioned procedure is not being followed needs to address the issue with their supervisor and/or Human Resources.

1.5 Unapproved Absences

Employees who do not report to work and do not have available approved leave day(s) may be subject to discipline.

1.6 Overtime, Compensatory, Flextime & Call Back (Hourly Employees)

A. Overtime pay will be calculated against time worked including benefit time and holiday hours over forty, within the defined workweek, following the Fair Labor Standards Act.

B. Employees may receive compensatory time in lieu of overtime. All compensatory time must be approved in advance by an employee's supervisor. Compensatory time will be calculated following the Fair Labor Standards Act against hours worked over forty within the defined workweek. Compensatory hours earned but not used within the two weeks after they are earned will be converted to hourly pay.

C. Flextime allows employees of the unit to vary their regular assigned work schedule, while still requiring employees to work their prescribed number of hours as defined in Section 1.2 of this Agreement.

D. 12 month employees are permitted to use flex time if it is mutually agreed to by the employee and his/her direct supervisor in advance of the requested time off. The employee is required to submit all flex time requests to his/her immediate supervisor. The use of flex time shall be limited to no more than four hours per week. The hours taken as flex time must be accounted for or made up within the same workweek in which the flex time was taken.

E. Employees may be called back due to a system or network outage. If an employee can solve the issue remotely, he or she will be paid one hour minimum. If the call requires more than one hour, additional hours shall be compensated. If the issue cannot be resolved remotely, the employee will be required to report to the worksite and he or she shall be paid at a minimum of two hours. If the call requires more than two hours, additional hours shall be compensated.

1.7 Travel Reimbursement

An employee who uses his/her own personal automobile when on school business as approved by the immediate supervisor shall be reimbursed by the Board of Education at a rate equivalent to the IRS mileage.

1.8 Probationary Period

New employees in the non-union support staff group will be hired on a probationary period for one calendar year. If a new employee does not successfully complete their probationary period, the immediate supervisor will inform the employee in writing before the completion of the one calendar year period. A copy of this written record will be submitted to the Director of Human Resources before the expiration of the one calendar year period.

1.9 10 Month Employees

Ten Month Employees will work every student attendance day when students are in physical attendance and all professional development days as identified in the corresponding approved school calendar; excluding parent teacher conferece days unless directed by the employees direct supervisor. With supervisor approval, the ten-month non-union employee may work two additional days following the last student attendance day. Shall a student attendance day be canceled, employees will work the scheduled make-up dates per the school calendar.

ARTICLE II: EMERGENCY CLOSINGS

2.1 Emergency Closings

All twelve-month employees working in the non-union support staff group are expected to report for work when school is canceled due to an "act of nature" such as a "snow-day," power outage, flood, etc. Any employee who does not report for work will be required to utilize benefit time. A sick day may be used in the event the employee does not have any vacation or personal time available. If the employee has no benefit time to claim, the member will be docked for the time missed with no recourse. With supervisor approval, the employee may work from an alternate District location.

ARTICLE III: LEAVES OF ABSENCE & TIME OFF

3.1 Usage

A. Hourly staff may use benefit time in increments of fifteen minutes.

B. Exempt staff shall use accrued benefit time in half or full day increments.
   - a half day is four (4) hours or less

3.2 Sick Time

A. Employees assigned to positions who work year-round shall accrue sick time as follows:

   - Employees will accrue sick days at a rate of (one) 1 day per month of employment.
   - Unused sick leave may accumulate to an unlimited number of days per Board agreement.
   - Any employee absent for three (3) consecutive working days or more may be required to submit a medical report of illness to his/her supervisor.
   - Any employee, who has been hospitalized, shall present medical clearance, signed by his/her physician, before returning to work.

B. Employees assigned to positions working less than full-time, year-round, who participate in IMRF, will accrue ten sick days per year (as per requirements of the Illinois School Code and IMRF). To calculate the number of hours in a day, the average of the scheduled workweek of the employee shall be the equivalent of one day.

3.3 Sick Leave Bank

A Sick Leave Bank has been established for the participation of all non-union support staff who is not an employee of a bargaining unit. After an initial contribution of one day (following one year of service), no further donations will be requested from employees until the Sick Leave Bank has been depleted to 100 or fewer days. At that time, each employee will be required to contribute a day to the Sick Leave Bank. The

Board will match sick day donations each time an employee is required to donate a day.

Any participating employee who has completed one year of service, has donated a day, who has had an illness of at least ten consecutive days, has exhausted his or her accumulated sick leave and his/her accrued vacation days, and has also used two (2) uncompensated sick days will be eligible to apply to the Sick Leave Bank for additional days. Sick days from the bank shall be remunerated at 100% of the employee's scheduled salary for the first 30 days. Employees are eligible for a number of days from the Sick Leave Bank equal to the highest number of days the individual has accumulated, per occurrence, maximum of 30 days but no less than 12 days. The number of days granted to any employee shall not exceed 30 days per 12-month period. Employees shall not have to pay back the number of days granted by the committee. See guidelines on the application process for IMRF Disability information.

Employees may keep personal time in the event of need upon return.

Persons with an injury/illness that is eligible for workers' compensation will not be eligible for Sick Leave Bank days.

3.4 Personal Time

Upon completion of the probationary period, the District shall advance three (3) personal days to each employee. If an employee works less than full-time, year-round, personal days shall be pro-rated. Unused days will roll over into sick days at the end of each fiscal year.

3.5 Jury Duty

Employees shall be excused from his/her regularly assigned duties for jury duty. He/she shall be paid full compensation for attendance. The employee shall submit to the school district any jury duty stipend (less mileage, meals, and parking expenses). Employees must provide written documentation to the District to support the leave.

3.6 Vacation Days

Only employees in positions assigned to work year-round shall be granted vacation time. Vacation time is accrued, not awarded.

The following schedule will be used for paid vacation allowance:

Employment Service	Vacation
Zero to 5 years	10 days
6 years to 13 years	15 days
14 years to 20 years	20 days

Twenty-one (21) years to twenty-five (25) add one (1) additional vacation day per year for a maximum of twenty-five (25) days or five (5) weeks of vacation accrual at 25 years of employment.

The maximum amount of vacation time an employee can accrue in their vacation bank shall be limited to fifteen (15) days more than their annual vacation accrual rate outlined in this Agreement, never to exceed 35 days.

3.7 Religious Holidays

For those individuals who wish to observe major religious holidays of their faith, two release days (unpaid if no benefit time) may be granted per fiscal year. Such requests shall be in writing at least 10-days advance notice and approved in advance by the employee's supervisor.

3.8 Holidays

A. Employees who are regularly scheduled to work year-round will be paid for, Monday through Friday, but will not be required to work on these holidays when they fall on a Monday through Friday:

New Year's Eve Day*	Indigenous People Day
New Year's Day*	Day before Thanksgiving
Martin Luther King, Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve*
Independence Day*	Christmas Day*
Labor Day	Friday before Easter

B. 10 month employees who are regularly scheduled to work year-round, will be paid their daily rule for holidays that fall on their scheduled workday.

New Year's Eve Day*	Indigenous People Day
New Year's Day*	Day before Thanksgiving
Martin Luther King, Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Labor Day	Christmas Eve*
Friday Before Easter	Christmas Day*

*If these days fall on a Saturday or Sunday, the day holidays will be used during winter break. The Board of Education may declare additional holidays.

3.9 Bereavement Leave

Each employee shall be given three (3) days bereavement leave with pay for a death in the immediate family, per fiscal year. The immediate family will be defined as husband, wife or child (including in-laws), or parent (including in-laws), siblings (including in-laws), grandparents, uncle or aunt of the employee. The above will be interpreted to mean two (2) days at a time or a total of three (3) bereavement days per fiscal year. If additional days are required, the employee may request to use sick, personal, or vacation or days. Upon return, employees must provide written documentation to the District to support the request for bereavement leave.

3.10 Family and Medical Leave Act (FMLA)

Employees will be afforded FMLA leave pursuant to the District's FMLA policy (See Board of Education Policy). Available paid vacation, personal, or sick leave will be used concurrently with a family and medical leave.

ARTICLE IV: INSURANCE BENEFITS

4.1 Health, Dental & Vision Coverage

The parties agree that employees shall pay the same percentage of the cost of health, dental, and vision benefits offered by the district as employees represented by LEAD. Part-time employees shall have the benefits pro-rated.

4.2 Life Insurance

The district shall provide each employee of the bargaining unit, who is scheduled to work thirty (30) hours or more per week, with a $50,000 term life insurance policy. Such term life insurance plan shall include an accidental death and dismemberment clause.

4.3 Health Reimbursement Arrangement (HRA) Contribution

Each full-time, twelve-month employee shall receive an annual HRA contribution in the amount of $250.00. The employee must be active at the time of processing, deposited by August 1st, of each fiscal year.

4.4 Employee Assistance Program (EAP)

An Employee Assistance Service is available to all employees and employees of their families to provide professional help for personal problems. Through the agency's provider, any employee or family member can receive immediate and confidential support. Information regarding the Employee Assistance Program is available in Human Resources.

ARTICLE V: PROFESSIONAL GROWTH

5.1 Performance Reviews

To be completed during the probationary period at ninety calendar days, six months, and the one-year anniversary from the start date.

Following the completion of the probationary period, employees will be evaluated at the end of the subsequent school year.

Employees will be evaluated at least every other academic school year after completing the second full evaluation cycle.

5.2 Tuition Reimbursement

District 300 shall reimburse an employee of the group the cost of job-related

courses, when pre-approved, up to $1000 per fiscal year (for classes started July 1st through June 30th of the fiscal year). Coursework will only be considered for approval if via an accredited college, first approved by the department head to then be presented to the Professional Development Office for final approval. The coursework must be taken during non-work hours.

Participating employees must sign an agreement with District 300 stating that should he/she, by choice, leave the District's employment during the progress of the coursework or before one year after completing the coursework, the employee will reimburse the District for the associated costs to this benefit. Reimbursement will be processed for completed coursework with a minimum grade of B or "Pass.

ARTICLE VI: COMPENSATION

6.1 Pay Procedures

Employees will be paid bi-weekly. All employees are encouraged to enroll in the direct deposit of their paychecks.

All employees will have the option to receive their W-2 forms electronically

6.2 Salary - Increases

Individuals newly hired between January 1st and June 30th are not eligible for the annual step increase on July 1st. However, their pay will be increased, if necessary, to ensure that they receive the minimum pay for the appropriate pay grade and step.

6.3 Salary - Starting

When hiring new employees or rehiring employees, the Human Resources Department and the hiring supervisor are to determine the employee's starting salary before making a salary offer. The determination will be based on the individual's qualifications, including experience, subject to the following:

Internal Equity
If an employee is being hired into a department that has one or more employees in the same job title, the new or transferred in employee's starting salary will not exceed the current salary of any employee in the department with the same job title who has equivalent qualifications, including experience, and/or education.

6.4 Salary - Voluntary Reassignment

An employee who voluntarily vacates his/her present position and moves to an existing or new position at a lower grade. Pay would be reduced and should be within the pay range of the new job.

6.5 Salary - Promotions/Transfers

A one-grade promotion should be accompanied by a pay increase of an approximate 10%, and the promotion of two or more grades should be accompanied by an

approximate pay increase of at least 15%. The employee will be placed on the nearest step to achieve the closest to the percentage with all exceptions approved by Human Resources.

6.6 Salary - Reassignment Due to Restructure

If an employee is moved to another job at a lower grade level due to a reorganization or position elimination, the employee's pay should not be reduced so long as the current pay does not exceed the maximum pay range for the new position.

6.7 Salary - Disciplinary Reassignment

If an employee is moved to another job at a lower grade level due to poor performance, the employee's pay will be reduced and will not exceed the pay range of the new position.

ARTICLE VII: RETIREMENT

7.1 Illinois Municipal Retirement Fund (IMRF) Participation

Non-certified employees of District 300 are required to participate in IMRF if they work at least 600 hours per year. IMRF employee mandated contributions are tax-deferred. See the Illinois Municipal Retirement Fund Handbook for details.

7.2 Unused Sick Leave

Employees who retire from the District through IMRF after completing at least ten (10) years of continuous service shall receive separation pay equal to the per diem rate of the employee for unused sick leave up to eighty (80) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law. The employee may divide or distribute these days; however, they choose between IMRF usage and separation pay. Under no circumstance may days be used for both purposes.

7.3 HRA Incentive

If a vested employee presents a letter of retirement with a six-month notice, an additional HRA deposit of $250 will be provided to the employee within thirty days of the employee's retirement date.

APPENDIX 20245-20256 SALARY SCHEDULE

NUG 25/26SY	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
Grade 01	$ 38,732	$ 39,604	$ 40,495	$ 41,406	$ 42,338	$ 43,290	$ 44,264	$ 45,260	$ 46,278	$ 47,320	$ 48,384	$ 49,473	$ 50,586	$ 51,724	$ 52,888	$ 54,078	$ 55,295	$ 56,539	$ 57,811
Grade 11	$ 41,296	$ 42,225	$ 43,175	$ 44,147	$ 45,140	$ 46,156	$ 47,194	$ 48,256	$ 49,342	$ 50,452	$ 51,587	$ 52,748	$ 53,935	$ 55,148	$ 56,389	$ 57,658	$ 58,955	$ 60,282	$ 61,638
Grade 12	$ 46,650	$ 47,700	$ 48,773	$ 49,871	$ 50,993	$ 52,140	$ 53,313	$ 54,513	$ 55,739	$ 56,993	$ 58,276	$ 59,587	$ 60,928	$ 62,299	$ 63,700	$ 65,133	$ 66,599	$ 68,097	$ 69,630
Grade 13	$ 52,671	$ 53,856	$ 55,068	$ 56,307	$ 57,574	$ 58,869	$ 60,194	$ 61,548	$ 62,933	$ 64,349	$ 65,797	$ 67,277	$ 68,791	$ 70,339	$ 71,921	$ 73,539	$ 75,194	$ 76,886	$ 78,616
Grade 14	$ 59,459	$ 60,796	$ 62,164	$ 63,563	$ 64,993	$ 66,455	$ 67,951	$ 69,480	$ 71,043	$ 72,641	$ 74,276	$ 75,947	$ 77,656	$ 79,403	$ 81,190	$ 83,016	$ 84,884	$ 86,794	$ 88,747
Grade 14A	$ 66,891	$ 68,396	$ 69,935	$ 71,508	$ 73,117	$ 74,762	$ 76,444	$ 78,164	$ 79,923	$ 81,721	$ 83,560	$ 85,440	$ 87,362	$ 89,328	$ 91,338	$ 93,393	$ 95,494	$ 97,643	$ 99,840
Grade 15	$ 67,489	$ 69,007	$ 70,560	$ 72,147	$ 73,771	$ 75,431	$ 77,128	$ 78,863	$ 80,638	$ 82,452	$ 84,307	$ 86,204	$ 88,144	$ 90,127	$ 92,155	$ 94,228	$ 96,348	$ 98,516	$ 100,733
Grade 16	$ 77,334	$ 79,074	$ 80,853	$ 82,672	$ 84,533	$ 86,435	$ 88,379	$ 90,368	$ 92,401	$ 94,480	$ 96,606	$ 98,780	$ 101,002	$ 103,275	$ 105,598	$ 107,974	$ 110,404	$ 112,888	$ 115,428
Grade 17	$ 88,996	$ 90,998	$ 93,046	$ 95,139	$ 97,280	$ 99,469	$ 101,707	$ 103,995	$ 106,335	$ 108,727	$ 111,174	$ 113,675	$ 116,233	$ 118,848	$ 121,522	$ 124,256	$ 127,052	$ 129,911	$ 132,834
Grade 18	$ 102,857	$ 105,171	$ 107,537	$ 109,957	$ 112,431	$ 114,961	$ 117,547	$ 120,192	$ 122,896	$ 125,662	$ 128,489	$ 131,380	$ 134,336	$ 137,359	$ 140,449	$ 143,609	$ 146,841	$ 150,144	$ 153,523

Freedom of Information
Board Report
June 10, 2025

FOIA#	Date of Request	Requestor	Subject	Date Completed/ STATUS	Time to complete in hours
54-2025	4/28/2025	Teddy Smyth **Coquina Labs Inc.**	**Commercial Purpose** - 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.	Completed 6/4/2025	5
57-2025	5/2/2025	Erika Bartlett **Community Member**	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.	Completed 5/9/2025	2
58-2025	5/7/2025	Lauren Schubert **Community Member**	Requesting the Board Approved Contract for Matthew Langton's new position of Director of Employee and Labor Relations. While we understand that this position does not start until 7/1/25, the Board approved this contract in April 2025. This information is imperative to an ongoing legal case.	Completed 5/12/2025	1.5
59-2025	5/12/2025	Justin Wenig **Starjump**	**Commercial Purpose** - Requesting materials possessed by Community Unit School District 300 for any of the following curriculum vendors with which you have a relationship: Great Minds (Wit and Wisdom), Imagine Learning, Open Up Resources, Savvas, HMH (Houghton Mifflin Harcourt), McGraw Hill. I am looking for all contracts (and/or master service agreements with all associated purchase orders) that are still in effect or have been in effect in the past 3 years.	Pending	
60-2025	5/14/2025	Andrea Collier **Community Member**	Requesting video surveillance footage from Eastview Elementary School, located at 540 Longwood Drive, Algonquin, IL 60102, for [Insert Specific Date], between 11:45 AM and 1:00 PM. Specifically, I am seeking footage from the school office area and main entrance. The name, badge number, and official email address of the School Resource Officer (SRO) assigned to Eastview Elementary School during the aforementioned date and time.	Completed 5/21/2025	1
61-2025	5/15/2025	Maria Garcia **Community Member**	Requesting copies of all vendor response packets and supporting documents submitted to Community Unit School District 300 in connection with the "D300 Instrument Preferred Vendor RFP", which was approved by the Board of Education on May 13, 2025.	Completed 5/20/2025	1.5
62-2025	5/16/2025	Justin Wenig **Starjump**	**Commercial Purpose** - Requesting a report (such as a check register, expenditure report, or purchase order history) reflecting all transactions from January 1, 2022 to present date, including but not limited to: Purchase date, Vendor name, Description of goods/services purchased, Line item quantity, Line item price/amount. If vendor names are coded in the file, please provide a vendor list with corresponding codes.	Pending	
63-2025	5/16/2025	Erika Bartlett **Community Member**	Requesting all emails sent or received by Susan Rohlwing, Shelley Nacke, Kristina Biegelmann, Kim Almodovar, Shalon Leschman, Kerrie Stanczak, Norma Klinn, and Kara Ratfield between 8/30/24 and 5/16/25 that include any of the following keywords: "N.C", "17859", "change of placement", "self contained packet", "student observation", "Erika", "Mrs. Bartlett", "Erika Bartlett", "Ms. Bartlett", "advocate", "parent advocate", "change of placement meeting", "articulation meeting", "Nicole Coons", "Mrs. Coons", "Ms. Coons".	Completed 6/3/2025	5
64-2025	5/19/2025	Aaron Neal **Community Member**	Requesting any documentation from the school district regarding any assessments into the student XXX relative to incident ID 61179. XXX was noted to be a threat to himself within the discipline documentation provided to me, his father. I am seeking any documentation, notes emails or other information regarding the assessment made. I am also seeking any documentation from any licensed doctor, nurse or school administrator towards this assessment included within the incident ID.	Completed 5/22/2025	1
65-2025	5/19/2025	Aaron Neal **Community Member**	Requesting any documents, notes, handwritten or electronic, that involve HMS incident ID's 61179 and 61182. My son, XXX, was involved in both. HMS states that my son was in possession of and distributed THC vapes. I would like any documentation including findings of proof that TCH vapes were possessed and distributed inline with the above incident ID's. Documentation including but not limited to correspondence between Hampshire PD, their resource officer and HMS concluding a positive result was provided and analyzed. I am also requesting any emails, notes or correspondence between school officials regarding this set of incidents, my son or other relevant details. I would like any emails that include the incident ID numbers above or contain the name XXX between 5-9-25 and 5-19-25	Completed 5/27/2025	2
66-2025	5/19/2025	Aaron Neal **Community Member**	Requesting any documentation, spreadsheets emails, notes etc. that contain any lists of students/infractions referred to the "safe Schools Program", from Hampshire Middle School during the 2024-2025 school year. names surely redacted. I am also seeking any documents that include a recommendation to the safe schools program from HMS during the 2024-2025 school year and the infractions that led to such recommendation. I am seeking any lists or documentation that contain results from any issues presented to the districts "discipline review committee" that include incidents presented to the committee and the recommendation provided by the committee from Hampshire Middle School during the 2024-2025 school year.	Completed 5/27/2025	2
67-2025	5/20/2025	Mike Vichich **Records Retrieval Solutions**	**Commercial Purpose** - Requesting electronic records of all purchase orders issued by the Community Unit School District 300 from January 1, 2020, through March 31, 2025, across all departments. For each purchase order, please include: (1) Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal ID), (2) Purchase date, (3) Vendor details (name, ID, address, contact person, email address), (4) Line item description, (5) Line item quantity, (6) Line item price/amount, (7) Contract start and end dates (if applicable), (8) Contract signatory (if available), and (9) Yes / No for competitive process. If not, please indicate reason.	Pending	
68-2025	5/20/2025	Aaron Neal **Community Member**	Requesting any documents related to notification made to Hampshire Middle School Administration regarding Incident ID 61179. The Incident ID says that notification was made that a student was in possession of a multiple THC vapes. I request any documents, notes or electronic communication regarding the statement "the administration was notified". Documents to support when the administration was notified, any documents that can be provided in line with any other incident reports that align with this "notification" ext.	Completed 5/27/2025	2
69-2025	5/27/2025	Anonymous	Requesting a complete list of all the days off taken by Mary Chesney during the 2024-2025 school year. I would also like all communication regarding days off taken by Mary Chesney including emails or warning about time off. I would also like a list of all employees of Westfield community school that took off more than 10 day this school year and another list of employees who took off more than 20 days.	Completed 5/29/2025	3
70-2025	5/28/2025	Leona Burke **Community Member**	Requesting access to records related to the event held at Three Oaks Recreation Area, 5517 Northwest Hwy, Crystal Lake, held on the evening of 4/12/2024. And the event held at Dundee Crown High School on the evening of 4/17/2025. Specifically, I am seeking any records that provide details about the events, including but not limited to the following: 1. Budget Information: * Total budget for the events, including any breakdowns. * Costs for food, goods, and supplies provided at the events. * Transportation is costs (e.g., travel, vehicle rental, etc.). * Entry fees or registration fees. * Permission slips, waivers, or any forms required or requirements from attendees. * Contractual services and associated costs (e.g., vendors, contractors, performers). * Employee staffing costs, or agency employees. * Costs associated with outside staffing, contracted labor, event coordinators, etc. * Cost for Facility rentals 2. Event Promotion and communication * Records showing how the event was promoted, Website or social media content promoting or describing the event, flyers, posters, etc. * Any information distributed via email or through official websites regarding the events. 3. Other Relevant Documentation: * Any contracts or agreements related to the events. * Any names of companies, groups or corporations that provided sponsorship and or donations for the event * Correspondence or communications related to the planning, budgeting, or execution of the events. * Names of Community School District 300 staff attending the events * Reports, evaluations, or assessments following the events.	Pending	
71-2025	5/30/2025	Anonymous	Requesting all communication dated 5/1/25 to present containing the words: DEI, Diversity, Equity, Inclusion, LGBTQ+, June 5, Pride month, Adrian Harries AND/OR containing or referencing the attached photo	Pending	
72-2025	5/30/2025	CT Mills **Public Info Access LLC**	Requesting access to public records in the form of a current staff contact directory for your district. Specifically, I am seeking a list of all school and district-level administrators, including: (1) Name, (2) Title/Position, (3) Work Email Address, and (4) Work Location (School Name or Central Office).	Completed 6/2/2025	2
73-2025	6/2/2025	Amanda Lichtenberger **Village of Algonquin**	Requesting a teacher count for the 2024-2025 school year for Algonquin schools only? We are requesting this information for our FY2025 audit	Pending	
74-2025	6/3/2025	Jason Andrews **Community Member**	Requesting Eastview elementary security camera footage on April 30th at 6:50 pm until 7:20 pm for the front door and entrance by the offices	Pending	
75-2025	6/3/2025	Chad Richard **Community Member**	Requesting video footage of an accident that occurred on May 9th approximately around 12:36 pm (according to police report). It happened in the Dundee crown parking lot.	Pending	

Freedom of Information
Board Report
June 24, 2025

FOIA#	Date of Request	Requestor	Subject	Date Completed/ STATUS	Time to complete in hours
59-2025	5/12/2025	Justin Wenig **Starjump**	**Commercial Purpose** - Requesting materials possessed by Community Unit School District 300 for any of the following curriculum vendors with which you have a relationship: Great Minds (Wit and Wisdom), Imagine Learning, Open Up Resources, Savvas, HMH (Houghton Mifflin Harcourt), McGraw Hill. I am looking for all contracts (and/or master service agreements with all associated purchase orders) that are still in effect or have been in effect in the past 3 years.	Completed 6/6/2025	6
62-2025	5/16/2025	Justin Wenig **Starjump**	**Commercial Purpose** - Requesting a report (such as a check register, expenditure report, or purchase order history) reflecting all transactions from January 1, 2022 to present date, including but not limited to: Purchase date, Vendor name, Description of goods/services purchased, Line item quantity, Line item price/amount. If vendor names are coded in the file, please provide a vendor list with corresponding codes.	Completed 6/16/2025	5
67-2025	5/20/2025	Mike Vichich **Records Retrieval Solutions**	**Commercial Purpose** - Requesting electronic records of all purchase orders issued by the Community Unit School District 300 from January 1, 2020, through March 31, 2025, across all departments. For each purchase order, please include: (1) Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal ID), (2) Purchase date, (3) Vendor details (name, ID, address, contact person, email address), (4) Line item description, (5) Line item quantity, (6) Line item price/amount, (7) Contract start and end dates (if applicable), (8) Contract signatory (if available), and (9) Yes / No for competitive process. If not, please indicate reason.	Pending	
70-2025	5/28/2025	Leona Burke **Community Member**	Requesting access to records related to the event held at Three Oaks Recreation Area, 5517 Northwest Hwy, Crystal Lake, held on the evening of 4/12/2024. And the event held at Dundee Crown High School on the evening of 4/17/2025. Specifically, I am seeking any records that provide details about the events, including but not limited to the following: 1. Budget Information: * Total budget for the events, including any breakdowns. * Costs for food, goods, and supplies provided at the events. * Transportation is costs (e.g., travel, vehicle rental, etc.). * Entry fees or registration fees. * Permission slips, waivers, or any forms required or requirements from attendees. * Contractual services and associated costs (e.g., vendors, contractors, performers). * Employee staffing costs, or agency employees. * Costs associated with outside staffing, contracted labor, event coordinators, etc. * Cost for Facility rentals 2. Event Promotion and communication * Records showing how the event was promoted, Website or social media content promoting or describing the event, flyers, posters, etc. * Any information distributed via email or through official websites regarding the events. 3. Other Relevant Documentation: * Any contracts or agreements related to the events. * Any names of companies, groups or corporations that provided sponsorship and or donations for the event * Correspondence or communications related to the planning, budgeting, or execution of the events. * Names of Community School District 300 staff attending the events * Reports, evaluations, or assessments following the events.	Completed 6/13/2025	6
71-2025	5/30/2025	Anonymous	Requesting all communication dated 5/1/25 to present containing the words: DEI, Diversity, Equity, Inclusion, LGBTQ+, June 5, Pride month, Adrian Harries AND/OR containing or referencing the attached photo	Completed 6/6/2025	5
73-2025	6/2/2025	Amanda Lichtenberger **Village of Algonquin**	Requesting a teacher count for the 2024-2025 school year for Algonquin schools only? We are requesting this information for our FY2025 audit	Completed 6/6/2025	1.5
74-2025	6/3/2025	Jason Andrews **Community Member**	Requesting Eastview elementary security camera footage on April 30th at 6:50 pm until 7:20 pm for the front door and entrance by the offices	Completed 6/5/2025	1.5
75-2025	6/3/2025	Chad Richard **Community Member**	Requesting video footage of an accident that occurred on May 9th approximately around 12:36 pm (according to police report). It happened in the Dundee crown parking lot.	Completed 6/5/2025	1.5
76-2025	6/6/2025	Dorota Sep **Community Member**	Requesting video footage for an incident that occurred on May 20, 2025, involving my child, XXX, while he was riding Bus #XXX. In light of the seriousness of this matter, I hereby formally demand the immediate preservation and release of all video surveillance footage from Bus #XXX covering the time period between 3:30 PM and 4:30 PM on May 20, 2025.	Completed 6/13/2025	1
77-2025	6/6/2025	Anonymous	Requesting all emails to/from Adrian Harries 5/15/2025 to present.	Pending	
78-2025	6/11/2025	David Arvayo **Painters District Council No. 30**	**Commercial Purpose** - Requesting a copy of invoices or receipts for any paint purchases made since May 1st, 2025. Requesting a copy of actual invoices or receipts listing all purchase items not a spreadsheet listing single entries for each transaction. Requesting a copy of any paint contracts awarded for the same time period in accordance with this FOIA request.	Pending	
79-2025	6/11/2025	Jill Grung **Community Member**	Requesting the following information: A) the years that Jill Grung served on the Board of Education, B) The student population, approximately, during Jill Grung's tenure on the Board of Education, C) The annual budget, approximately, for the years Jill Grung sat on the board of education, D) The years that Jill Grung was an OFFICER on the Board of Education, E) the officer positions held by Jill Grung while she sat on the Board of Education	Pending	
80-2025	6/16/2025	Matthew Sparks **Community Member**	Requesting a copy of my medical (shots) records that were required for going to school with the dates that the shots were given. I will need this information to pass along to Northern Illinois University.	Completed 6/17/2025	1

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Waste and Recycling Contract (Extension)**

Background

The Board of Education awarded the district-wide waste and recycling services bid to Groot Inc. on April 26, 2022. The initial contract term was July 1, 2022, through June 30, 2025.

District 300 would like to exercise a three-year term contract extension. The extension will run from July 1, 2025, through June 30, 2028.

The estimated annual contract amount is $174,929.40.

Scope of Service:

- Waste and recycling at all District sites
- Possibility of On-Call service during summer months for sites that do not provide summer food service to reduce costs
- Comingle Recycling Program
- Lamp and battery recycling program
- Provide District-Wide classroom recycle bins and indoor wheeled totes
- Student and staff educational materials and online resources
- Consolidated Corporate Billing
- Designated Customer Service team
- Replacement of the existing compactor at HHS

Administrative Recommendation

Groot Inc., Elgin, IL: Award contract pricing for waste and recycling services with an estimated annual contract amount of $174,929.40. The total award for the three-year contract is estimated at $524,788.20.

Fiscal Impact

The estimated annual contract amount for FY26 includes a price increase of 3.4%, which is the allowable CPI rate per the original contract. The extension contract will be funded by the Maintenance and Operations Sanitation Services budget (Fund 20).

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 29, 2025

Mr. Bart Visser
Groot Inc.
1330 Gasket Drive
Elgin, IL 60120

Bid – District-Wide Waste, Recycling and Portable Toilets - Extension
Via email: bvisser@groot.com

Dear Mr. Visser,

District 300 awarded the bid for District-Wide Waste, Recycling, and Portable Toilets to Groot Inc. at their regular meeting on April 26, 2022. District 300 would like to offer an extension with a price increase of 3.4% per CPI. This extension is valid from July 1, 2025 to June 30, 2028.

If your firm agrees to the contract extension, District 300 will recommend your contract extension to the Board of Education for review and award on Tuesday, June 24, 2025.

Please return this signed letter via Contract Works by May 30, 2025.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.
OWNER *(Signature)*

Diane C. White, Director of Purchasing

Bart Visser
539F2655E40B6D6E73843BF6ECFDD479 contractworks.
CONTRACTOR *(Signature)*

Bart Visser **District Manager**
(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

ServName	SVC CODE ALPHA	2025 CPI 3.4%
ALGONQUIN LAKES ELEM D300	F6Y4W1	227.69
ALGONQUIN LAKES ELEM D300	F8Y1W1REC	75.90
ALGONQUIN LAKES ELEM D300	EP8REC-COM	75.90
ALGONQUIN LAKES ELEM D300	EXTRAYDG-COM	13.06
ALGONQUIN LAKES ELEM D300	EP6-COM	56.92
ALGONQUIN MIDDLE SCHL D300	F8Y3W1	227.69
ALGONQUIN MIDDLE SCHL D300	F8Y1W1REC	75.90
ALGONQUIN MIDDLE SCHL D300	EP8-COM	75.90
ALGONQUIN MIDDLE SCHL D300	EXTRAYDG-COM	13.06
ALGONQUIN MIDDLE SCHL D300	EP8-COM	75.90
BUNKER HILL TRANSPORTATION	F8Y2W1	151.79
BUNKER HILL TRANSPORTATION	F2Y1W1REC	18.98
BUNKER HILL TRANSPORTATION	EXTRAYDG-COM	13.06
BUNKER HILL TRANSPORTATION	EP2-COM	18.98
BUNKER HILL TRANSPORTATION	EP8-COM	75.90
BUILDINGS & GROUNDS D300 (20/30 PERM)	DISPTON-RO	63.07
BUILDINGS & GROUNDS D300 (20/30 PERM)	HAUL20-RO	219.10
CARPENTERSVILLE MIDDLE D300	F10Y6W1	569.22
CARPENTERSVILLE MIDDLE D300	F10Y4W1REC	379.49
CARPENTERSVILLE MIDDLE D300	EP10-COM	94.87
CARPENTERSVILLE MIDDLE D300	EXTRAYDG-COM	13.06
CARPENTERSVILLE MIDDLE D300	CONTAMREC	26.12
CARPENTERSVILLE TRANS CTR D300	F8Y4W1	303.59
CARPENTERSVILLE TRANS CTR D300	F2Y1W1REC	18.98
CARPENTERSVILLE TRANS CTR D300	EP8-COM	75.90
CARPENTERSVILLE TRANS CTR D300	EXTRAYDG-COM	13.06
CARPENTERSVILLE TRANS CTR D300	EP2-COM	18.98
DELACEY FAMILY ED CTR D300	F8Y3W1	230.55
DELACEY FAMILY ED CTR D300	F2Y1W1REC	13.06
DELACEY FAMILY ED CTR D300	EXTRAYDG-COM	13.05
DELACEY FAMILY ED CTR D300	EP8-COM	75.90
DELACEY FAMILY ED CTR D300	EP2-COM	18.44

DELACEY FAMILY ED CTR D300	EXTRAYDG-COM	13.06
DUNDEE CROWN HIGH SCHL D300 RO	RENTMO-CP	138.32
DUNDEE CROWN HIGH SCHL D300 RO	HAUL30-CP	219.10
DUNDEE CROWN HIGH SCHL D300 RO	DISPTON-RO	63.07
DUNDEE HIGHLANDS ELEM D300	F6Y1W1	56.92
DUNDEE HIGHLANDS ELEM D300	F8Y1W1REC	75.90
DUNDEE HIGHLANDS ELEM D300	EXTRAYDG-COM	13.06
DUNDEE HIGHLANDS ELEM D300	EP6-COM	56.92
DUNDEE HIGHLANDS ELEM D300	EP8REC-COM	75.90
DUNDEE HIGHLANDS ELEM D300	EXTRAYDG-COM	13.06
DUNDEE MIDDLE SCHL D300	F10Y1W1REC	94.87
DUNDEE MIDDLE SCHL D300	EP10-COM	94.87
DUNDEE MIDDLE SCHL D300	EXTRAYDG-COM	13.06
DUNDEE MIDDLE SCHL D300	F10Y5W1	474.36
EASTVIEW ELEM SCHL D300	F6Y4W1	227.69
EASTVIEW ELEM SCHL D300	F8Y2W1REC	151.79
EASTVIEW ELEM SCHL D300	EXTRAYDG-COM	13.06
EASTVIEW ELEM SCHL D300	EP8REC-COM	75.90
EASTVIEW ELEM SCHL D300	EP6-COM	56.92
GILBERTS ELEM SCHL D300	F10Y4W1	379.49
GILBERTS ELEM SCHL D300	F2Y2W1REC	37.94
GILBERTS ELEM SCHL D300	EP2REC-COM	18.98
GILBERTS ELEM SCHL D300	EXTRAYDG-COM	13.06
GILBERTS ELEM SCHL D300	EP10-COM	94.87
GOLFVIEW ELEM SCHL D300	F8Y5W1	379.49
GOLFVIEW ELEM SCHL D300	F8Y1W1REC	75.90
GOLFVIEW ELEM SCHL D300	EXTRAYDG-COM	13.06
GOLFVIEW ELEM SCHL D300	EP8-COM	75.90
HAMPSHIRE ELEM SCHL D300	F10Y2W1	189.74
HAMPSHIRE ELEM SCHL D300	R95G1W1CREC	3.22
HAMPSHIRE ELEM SCHL D300	EXTRAYDG-COM	13.06
HAMPSHIRE ELEM SCHL D300	EP10-COM	94.87

HAMPSHIRE HIGH SCHL D300 40 COMPACTOR	RENTMO-CP	138.32
HAMPSHIRE HIGH SCHL D300 40 COMPACTOR	HAUL40-CP	219.10
HAMPSHIRE HIGH SCHL D300 40 COMPACTOR	OW-RO	63.07
HAMPSHIRE MIDDLE SCHL D300	F10Y2W1	189.74
HAMPSHIRE MIDDLE SCHL D300	F8Y1W1REC	75.90
HAMPSHIRE MIDDLE SCHL D300	DEL-COM	0.00
HAMPSHIRE MIDDLE SCHL D300	EXTRAYDG-COM	13.06
HAMPSHIRE MIDDLE SCHL D300	EP8REC-COM	75.90
HAMPSHIRE MIDDLE SCHL D300	EP10-COM	189.74
HAMPSHIRE MIDDLE SCHL D300	R95CREC-OC	9.39
HD JACOBS HIGH SCHL D300	F8Y5W1	379.48
HD JACOBS HIGH SCHL D300	F8Y2W1REC	151.79
HD JACOBS HIGH SCHL D300	EXTRAYDGREC-COM	14.36
HD JACOBS HIGH SCHL D300	EP8-COM	151.79
HD JACOBS HIGH SCHL D300	EP8REC-COM	151.79
LITH ELEMENTARY D300	F6Y3W1	170.77
LITH ELEMENTARY D300	F8Y1W1REC	75.90
LITH ELEMENTARY D300	EXTRAYDG-COM	14.36
LITH ELEMENTARY D300	EXTRAYDGREC-COM	13.06
LITH ELEMENTARY D300	EP6-COM	56.92
LITH ELEMENTARY D300	EP8REC-COM	75.90
LAKEWOOD ELEMENTARY SCHL D300	F8Y4W1	303.59
LAKEWOOD ELEMENTARY SCHL D300	F8Y1W1REC	75.90
LAKEWOOD ELEMENTARY SCHL D300	EP8-COM	75.90
LAKEWOOD ELEMENTARY SCHL D300	EXTRAYDG-COM	13.06
LAKEWOOD ELEMENTARY SCHL D300	EP8REC-COM	75.90
LIBERTY ELEM SCHL D300	F8Y4W1	313.61
LIBERTY ELEM SCHL D300	F8Y1W1REC	78.40
LIBERTY ELEM SCHL D300	EXTRAYDG-COM	13.49
LIBERTY ELEM SCHL D300	EP8-COM	78.40
LINCOLN PRAIRIE ELEM D300	F8Y4W1	313.61
LINCOLN PRAIRIE ELEM D300	F8Y1W1REC	78.40

LINCOLN PRAIRIE ELEM D300	EXTRAYDG-COM	14.84
LINCOLN PRAIRIE ELEM D300	EP8REC-COM	78.40
LINCOLN PRAIRIE ELEM D300	EXTRAYDG-COM	13.41
LINCOLN PRAIRIE ELEM D300	RELO-COM	219.86
LINCOLN PRAIRIE ELEM D300	REMOVAL-COM	163.21
LINCOLN PRAIRIE ELEM D300	EXCHANGE-COM	269.77
MEADOWDALE ELEM D300	F6Y3W1	176.40
MEADOWDALE ELEM D300	F8Y1W1REC	78.40
MEADOWDALE ELEM D300	EP8REC-COM	78.40
MEADOWDALE ELEM D300	EP6-COM	58.80
MEADOWDALE ELEM D300	EXTRAYDG-COM	13.41
MEADOWDALE ELEM D300	EXTRAYDGREC-COM	13.05
NEUBERT ELEMENTARY D300	F6Y3W1	176.40
NEUBERT ELEMENTARY D300	F8Y1W1REC	78.40
NEUBERT ELEMENTARY D300	EXTRAYDG-COM	13.05
NEUBERT ELEMENTARY D300	EP6-COM	58.80
NEUBERT ELEMENTARY D300	EP8REC-COM	78.40
PARKVIEW ELEMENTARY D300	F8Y2W1	156.80
PARKVIEW ELEMENTARY D300	EP8-COM	58.78
PARKVIEW ELEMENTARY D300	EXTRAYDG-COM	78.40
PARKVIEW ELEMENTARY D300	EP2-COM	56.92
PARKVIEW ELEMENTARY D300	F10Y2W1REC	153.69
PERRY ELEMENTARY D300	F6Y5W1	284.61
PERRY ELEMENTARY D300	F8Y1W1REC	75.90
PERRY ELEMENTARY D300	EP6-COM	56.92
PERRY ELEMENTARY D300	EXTRAYDG-COM	13.06
PERRY ELEMENTARY D300	EP8REC-COM	75.90
SLEEPY HOLLOW ELEM D300	F8Y3W1	227.69
SLEEPY HOLLOW ELEM D300	F8Y1W1REC	75.90
SLEEPY HOLLOW ELEM D300	EP8REC-COM	75.90
SLEEPY HOLLOW ELEM D300	EXTRAYDG-COM	13.06
SLEEPY HOLLOW ELEM D300	EP8-COM	75.90
SLEEPY HOLLOW ELEM D300	CONTAMREC	26.12

WESTFIELD COMMUNITY SCHL D300	F8Y4W1	303.59
WESTFIELD COMMUNITY SCHL D300	F10Y3W1REC	284.61
WESTFIELD COMMUNITY SCHL D300	EXTRAYDG-COM	13.06
WESTFIELD COMMUNITY SCHL D300	EP8-COM	151.79
GARY D WRIGHT ELEM D300	F6Y1W1REC	56.92
GARY D WRIGHT ELEM D300	F10Y2W1	189.74
GARY D WRIGHT ELEM D300	EXTRAYDG-COM	13.06
GARY D WRIGHT ELEM D300	EP6REC-COM	56.92
GARY D WRIGHT ELEM D300	EP10-COM	189.74
HAMPSHIRE HIGH PORT-A-POTTIES	PTSVC	149.39
JACOBS HIGH PORT-A-POTTIES	PTSVC	149.39
JACOBS HIGH PORT-A-POTTIES	PTSVC	221.32
DUNDEE CROWN HS PORT-A-POTTIES	PTSVC	149.39
DUNDEE CROWN HS PORT-A-POTTIES	PTSVC	221.32
DELACEY UM REC	FLUORBOX-COM	424.39
DELACEY UM REC	ELEC-COM	145.92
DELACEY UM REC	ELEC-COM	342.47
DELACEY UM REC	LAMP-4FT	141.46
BUILDINGS & GROUNDS D300	F8Y1W1REC	75.90
BUILDINGS & GROUNDS D300	OC-REC	75.90
BUILDINGS & GROUNDS D300	F10Y2W1	189.74
DUNDEE CROWN HS UNIVERSAL RR	ELEC-COM	195.21
DUNDEE CROWN HS UNIVERSAL RR	FLUORBOX-COM	141.46
CARPENTERSVILLE MIDDLE UNI REC	FLUORBOX-COM	119.89
LITH ELEMENTARY UNIVERSAL REC	ELEC-COM	157.73
LITH ELEMENTARY UNIVERSAL REC	ELEC-COM	145.12
EASTVIEW ELEM SCHL D300 URR	LAMP-4FT	141.46
EASTVIEW ELEM SCHL D300 URR	CF-RECYKIT	126.23
EASTVIEW ELEM SCHL D300 URR	LAMP-4FTLITE	96.27
EASTVIEW ELEM SCHL D300 URR	BATTERY-0.6G	77.46
EASTVIEW ELEM SCHL D300 URR	BATTERY-3.5G	148.72
EASTVIEW ELEM SCHL D300 URR	LAMP-8FT	193.65
EASTVIEW ELEM SCHL D300 URR	BALLAST-5G	145.12

CARPENTERSVILLE MIDDLE URR	FLUORBOX-COM	119.89
LIBERTY ELEM UNIVERSAL RECYCLE	FLUORBOX-COM	102.73
LIBERTY ELEM UNIVERSAL RECYCLE	LAMP-4FT	96.27
LIBERTY ELEM UNIVERSAL RECYCLE	BALLAST-5G	145.12
LIBERTY ELEM UNIVERSAL RECYCLE	BATTERY-3.5G	148.72
DUNDEE CROWN HIGH SCHL D300 UN	FLUORBOX-COM	141.46
DUNDEE CROWN HIGH SCHL D300 UN	ELEC-COM	186.13
DUNDEE CROWN HIGH SCHL D300 UN	ELEC-COM	171.24
HAMPSHIRE MIDDLE SCHL D300 UR	FLUORBOX-COM	145.92
HAMPSHIRE MIDDLE SCHL D300 UR	LAMP-4FT	119.89
DUNDEE CROWN HS D300 UNIV REC	ELEC-COM	245.69
DUNDEE CROWN HS D300 UNIV REC	ELEC-COM	171.24
LITH ELEMENTARY D300 UM	FLUORBOX-COM	119.89
HD JACOBS HIGH SCHOOL UR	FLUORBOX-COM	141.46
HD JACOBS HIGH SCHOOL UR	ELEC-COM	171.24
HD JACOBS HIGH SCHOOL UR	LAMP-4FT	141.46
CARPENTERSVILLE MIDDLE UNIVERS	BATTERY-3.5G	157.73
CARPENTERSVILLE MIDDLE UNIVERS	FLUORBOX-COM	119.89
LITH ELEMENTARY D300 UNIVERSAL	FLUORBOX-COM	119.89
LITH ELEMENTARY D300 UNIVERSAL	BALLAST-5G	145.12
LITH ELEMENTARY D300 UNIVERSAL	LAMP-4FT	119.89
LITH ELEMENTARY D300 UNIVERSAL	BATTERY-0.6G	71.93
BUILDINGS & GROUNDS DEPOT 20 METAL	HAUL20REC-RO	219.10
BUILDINGS & GROUNDS DEPOT 20 METAL	CONTAMREC	63.87
BUILDINGS & GROUNDS DEPOT 20 METAL	DISPREC-RO	63.87
PERRY ELEMENTARY D300 UNIVERSA	FLUORBOX-COM	143.24
PERRY ELEMENTARY D300 UNIVERSA	LAMP-4FTMINI	103.08
NEUBERT ELEMENTARY UNIVERSAL RECYCLE	FLUORBOX-COM	141.46
NEUBERT ELEMENTARY UNIVERSAL RECYCLE	ELEC-COM	186.13
NEUBERT ELEMENTARY UNIVERSAL RECYCLE	LAMP-4FT	119.89

NEUBERT ELEMENTARY UNIVERSAL RECYCLE	BATTERY-3.5G	148.72
DUNDEE MIDDLE SCHOOL UNIVERSAL	FLUORBOX-COM	141.46
DUNDEE MIDDLE SCHOOL UNIVERSAL	LAMP-4FT	141.46
WESTFIELD COMMUNITY SCHL UNIVERSAL RECCYCLE	LAMP-4FT	141.46
WESTFIELD COMMUNITY SCHL UNIVERSAL RECCYCLE	BALLAST-5G	145.12
WESTFIELD COMMUNITY SCHL UNIVERSAL RECCYCLE	LAMP-RECYKIT	141.46
SLEEPY HOLLOW ELEM UNIVERSAL RECYCLE	LAMP-4FTLITE	96.27
SLEEPY HOLLOW ELEM UNIVERSAL RECYCLE	LAMP-4FT	141.46
SLEEPY HOLLOW ELEM UNIVERSAL RECYCLE	BATTERY-3.5G	148.72
CARPENTERSVILLE MIDDLE SCHL UNIVERSAL RECYCLE	LAMP-4FT	119.89
CARPENTERSVILLE MIDDLE SCHL UNIVERSAL RECYCLE	BALLAST-5G	145.12
LINCOLN PRAIRIE ELEMENTARY D300 UNIVERSAL	LAMP-4FT	141.46
LINCOLN PRAIRIE ELEMENTARY D300 UNIVERSAL	BALLAST-5G	145.12
LINCOLN PRAIRIE ELEMENTARY D300 UNIVERSAL	BATTERY-3.5G	157.73
JACOBS HS D300 UNIVERSAL	BATTERY-3.5G	148.72
JACOBS HS D300 UNIVERSAL	LAMP-RECYKIT	145.12
JACOBS HS D300 UNIVERSAL	LAMP-4FT	141.46
JACOBS HS D300 UNIVERSAL	BALLAST-5G	145.12
HAMPSHIRE HS D300 UNIVERSAL	BALLAST-5G	145.12
HAMPSHIRE HS D300 UNIVERSAL	LAMP-4FTLITE	96.27
HAMPSHIRE HS D300 UNIVERSAL	BATTERY-3.5G	148.72
HAMPSHIRE HS D300 UNIVERSAL	LAMP-4FT	141.46
GARY D WHITE ELEMENTARY UNIVERSAL REC	LAMP-4FT	141.46
BUILDINGS & GROUNDS D300 UNIVERSAL	LAMP-RECYKIT	114.64
BUILDINGS & GROUNDS D300 UNIVERSAL	BALLAST-5G	145.12
BUILDINGS & GROUNDS D300 UNIVERSAL	BATTERY-3.5G	157.73

BUILDINGS & GROUNDS D300 UNIVERSAL	CF-RECYKIT	106.97
BUILDINGS & GROUNDS D300 UNIVERSAL	LAMP-4FT	141.46
BUILDINGS & GROUNDS D300 UNIVERSAL	LAMP-4FTLITE	96.27
JACOBS HS - TEMP *	HAUL30-RO	219.10
JACOBS HS - TEMP *	DISP30-RO	63.08
JACOBS HS - TEMP *	DEL-RO	0.00
ALGONQUIN LAKES ELEM D300 - TEMP ROLL OFF	HAUL30-RO	219.10
ALGONQUIN LAKES ELEM D300 - TEMP ROLL OFF	DISP30-RO	219.10
D300 DUNDEE MIDDLE SCHOOL UR	LAMP-4FT	141.46
D300 DUNDEE MIDDLE SCHOOL UR	BATTERY-3.5G	148.72
D300 DUNDEE MIDDLE SCHOOL UR	BALLAST-5G	145.12
D300 DUNDEE MIDDLE SCHOOL UR	LAMP-RECYKIT	141.46
D300 MEADOWDALE ELEMENTARY UR	LAMP-4FTLITE	141.46
D300 MEADOWDALE ELEMENTARY UR	BALLAST-5G	171.24
DUNDEE CROWN HS 30 TEMP	HAUL30-RO	219.10
DUNDEE CROWN HS 30 TEMP	DISPTON-RO	63.08
HAMPSHIRE ELEMENTRY UNIVERSAL	LAMP-4FTLITE	141.46
HAMPSHIRE ELEMENTRY UNIVERSAL	BATTERY-3.5G	245.69
HAMPSHIRE ELEMENTRY UNIVERSAL	LAMP-RECYKIT	171.24
HAMPSHIRE ELEMENTRY UNIVERSAL	BALLAST-5G	171.24
HAMPSHIRE ELEMENTRY UNIVERSAL	BATTERY-1.25G	97.93
HAMPSHIRE ELEMENTRY UNIVERSAL	LAMP-4FTLITE	113.60
D300 HAMPSHIRE ELEMENTARY - TEMP	HAUL30-RO	219.10
D300 HAMPSHIRE ELEMENTARY - TEMP	DISP30-RO	63.08
Parkview Elementary D300	haul30-ro	219.10
parkview elementary d300	DISP30-RO	63.08
GOLFVIEW ELEM D300 UNIVERSAL RECYCLE	LAMP-4FTLITE	96.27
GOLFVIEW ELEM D300 UNIVERSAL RECYCLE	LAMP-4FT	141.46
ALGONQUIN MIDDLE SCHL UNIVERSAL REC	LAMP-4FT	141.46

ALGONQUIN MIDDLE SCHL UNIVERSAL REC	LAMP-4FTLITE	96.27
ALGONQUIN MIDDLE SCHL UNIVERSAL REC	BALLAST-5G	145.12
ALGONQUIN MIDDLE SCHL UNIVERSAL REC	BATTERY-3.5G	157.73
GILBERTS ELEM PORTA POTTY	PTSVC	149.39
DUNDEE HIGHLANDS ELEM D300 UR	LAMP-4FT	119.89
DUNDEE HIGHLANDS ELEM D300 UR	LAMP-4FTLITE	96.27
LAKEWOOD ELEMENTARY SCHL D300 UNIVERSAL	LAMP-4FT	119.89
HAMPSHIRE HS - COMPACTOR DOWN	HAUL20-RO	219.10
HAMPSHIRE HS - COMPACTOR DOWN	DISP20-RO	63.08
LINCOLN PRAIRIE ELEMENTARY SCHOOL ELEM D300	HAUL30-RO	219.10
LINCOLN PRAIRIE ELEMENTARY SCHOOL ELEM D300	DISP30-RO	63.08
HAMPSHIRE HIGH SCHL COMM SVC	F10Y2W1REC	151.79
HAMPSHIRE HIGH SCHL COMM SVC	EP10REC-COM	75.90
DUNDEE CROWN HIGH SCHL D300 COMM SVC	F2Y1W1REC	18.98
DUNDEE CROWN HIGH SCHL D300 COMM SVC	EP2REC-COM	18.98
BIG TIMBER ELEMENTARY SCHOOL D300	F3Y2W1	56.92
BIG TIMBER ELEMENTARY SCHOOL D300	EP3-COM	56.92
BIG TIMBER ELEMENTARY SCHOOL D300	F3Y1W1REC	28.46
GARY D WRIGHT ELEM D300	LAMP-4FT	141.46
GARY D WRIGHT ELEM D300	LAMP-4FTLITE	96.27
GARY D WRIGHT ELEM D300	BALLAST-5G	145.12
GILBERTS ELEM SCHL D300	LAMP-4FT	141.46
GILBERTS ELEM SCHL D300	BALLAST-5G	145.12
ALGONQUIN LAKES ELEM D300	LAMP-4FT	141.46
ALGONQUIN LAKES ELEM D300	BATTERY-3.5G	148.72
ALGONQUIN LAKES ELEM D300	BALLAST-5G	145.12
PARKVIEW ELEMENTARY D300 -UNIV	LAMP-4FT	141.46

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 10, 2022

Mr. Calen Colbert
Groot Inc.
1330 Gasket Drive
Elgin, IL 60120

Bid – District-Wide Waste, Recycling, and Portable Toilets

Via Email: ccolbert@groot.com

Dear Mr. Colbert,

Congratulations! District 300 has awarded the bid for District-Wide Waste, Recycling, and Portable Toilets to Groot Inc.! The Board of Education approved this award at their regular meeting on April 26, 2022. This approval is for the waste and recycling services as specified in the bid documents for a total of $474,244.92 over a three-year term. This contract is from July 1, 2022 through June 30, 2025.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

A service agreement will be issued in accordance with this contract. Please return this signed letter via Contract Works by May 13, 2022.

Please submit the following to bids.purchasing@d300.org below and hardcopy to the address above by May 20, 2022:

- 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 Performance and Labor and Material payment bond in the full amount of the contract per paragraph 14. of the bid.

This Agreement is entered into as of April 26, 2022.

Diane C. White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. **2022-05-12**
OWNER *(Signature)*

Diane C. White, Director of Purchasing

Calen Colbert
9E0FEB6A6FFB80573A1F402366C56332 contractworks. **2022-05-12**
CONTRACTOR *(Signature)*

Calen Colbert **Territory Manager**
(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

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 29, 2022**

TO: Susan Harkin, Superintendent
Board of Education

FROM: Diane C. White
Director of Purchasing

SUBJECT: Bid-Waste and Recycling Services

Construction/Facility	4/12/2022
Finance	
Policy/Legislative	
School Utilization	
BOE 1st Reading	4/12/2022
BOE 2nd Reading	4/26/2022

Background

Bid documents were released on Tuesday, March 1, 2022, via Bidnet. Fourteen prospective bidders downloaded the documents from Bidnet. On Tuesday, March 22, 2022, electronic bids were publicly opened via Google Meet. Two complete bids were received in addition to a formal decline. The bid is for the district-wide waste and recycling services. This bid is for a three-year contract term with the possibility of two one-year extensions. The new contract will begin July 1, 2022, and go through June 30, 2025. Services provided under this contract will be funded from the Maintenance and Operations Grounds Sanitation Services budget.

The annual estimated spend for 2021 was $153,344.34. However, the actual spend over the 2021 calendar year was $182,146.20. The additional expense is due to the increased need for roll-off containers used for internal projects, and the need for roll-offs will fluctuate based on internal project needs.

Scope of Service:

- Annual Full Service all sites
- Possibility of On-Call service during the summer months for sites that do not provide summer food service to reduce costs
- Comingle Recycling Program includes plastic (1-7), paper, glass, cardboard, and aluminum.
- Provide District-Wide classroom recycling bins and indoor wheeled totes
- Consolidated Corporate Billing for permanent services, quarterly account review, a designated customer service team, and electronic payments transmission
- Lamp and battery recycling program
- Student and staff educational materials and online resources
- Possible addition of 34- yard flat compactors for Jacobs and Westfield during contract based on submitted contract pricing.
- Includes a new service location (Big Timber Elementary School) for an annual cost of $2,469.12

Recommendation

Groot Inc., Elgin, IL: Award contract pricing for waste and recycling services with an estimated annual contract amount of $158,081.64 based upon the calendar year 2021 actual service level and spend. The total award for the three-year contract is estimated at $474,244.92.

COMMUNITY UNIT SCHOOL DISTRICT 300
WASTE & RECYCLE SERVICE DISTRICT WIDE
TUESDAY, MARCH 22, 2022, 10:00 AM CT

COMPANY	References	Certifications	W-9	Vendor App	Bid Bond	Response Form A	Response Form B	Addendum 1	Addendum 2	Sample Contract	Monthly Rate	Annual Rate	Summer On Call	Summer Schedule	COMMENTS
Allied Solutions															
Com2 Computers and Technologies															
Data Entry Outsourcing Services															
Enterprise Pals															
Entram															
Fitch Property Solutions															
Groot	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**$ 13,173.47**	**$ 158,081.64**	**$ 4,048.57**	**$ 4,048.57**	
Lakeshore Recycling Systems	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**$ 20,381.76**	**$ 244,581.08**	**$ 5,036.00**	**$ 7,313.56**	
Midwest Paper Retriever															
Office Partners360															
School Wholesale Supplies															
Shay Enterprise															
Toter, LLC															
Waste Management															**Decline**

Administration Recommends:

Groot Inc.,Elgin, IL: Award contract pricing for Waste and Recycling Services with an estimated annual contract amount of $158,081.64 based upon calendar year 2021 actual service level and spend. Total award for the three-year contract is estimated at **$474,244.92.**

		Groot				LRS			
BUILDING NAME AND ADDRESS	**SERVICE LEVEL TRASH-RECYCLE PROGRAM**	**MONTHLY RATE FOR COLUMN B SERVICE**	**Annual Cost**	**SUMMER SCHEDULE ON-CALL PICK UP RATE**	**SUMMER SCHEDULE ONCE PER WEEK RATE**	**MONTHLY RATE FOR COLUMN B SERVICE**	**Annual Cost**	**SUMMER SCHEDULE ON-CALL PICK UP RATE**	**SUMMER SCHEDULE ONCE PER WEEK RATE**
Algonquin Lakes Elementary School									
1401 Compton Drive, Algonquin	1-6yd Garbage 4x/wk	$ 205.76	$ 2,469.12	$ 51.44	$ 51.44	$ 414.03	$ 4,968.36	$ 75.00	$ 104.48
Algonquin, IL 60102	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Algonquin Middle School									
520 Longwood Drive	1-8yd Garbage 3X/wk	$ 205.76	$ 2,469.12	$ 68.59	$ 68.59	$ 328.38	$ 3,940.56	$ 75.00	$ 109.46
Algonquin, IL 60102	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 94.48	$ 1,133.76	$ 75.00	$ 94.48
Algonquin Transportation Center									
2603 Bunker Hill Drive	2-8yd Garbage 2X/wk	$ 137.17	$ 1,646.04	$ 68.59	$ 68.59	$ 223.62	$ 2,683.44	$ 75.00	$ 109.46
Algonquin, IL 60102	1-2yd Recycle 1xwk	$ 17.15	$ 205.80	$ 17.15	$ 17.15	$ 54.66	$ 655.92	$ 75.00	$ 54.66
Buildings and Grounds Office									
2605 Bunker Hill Drive	30yd Roll Off - ON CALL	$ 1,547.50	$ 18,570.00	$198/haul plus $57/ton	$198/haul plus $57/ton	$ 1,657.08	$ 19,885.00	$209/haul plus $63/ton	$209/haul plus $63/ton
Algonquin, IL 60102	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 94.48	$ 1,133.76	$ 75.00	$ 94.48
Carpentersville Middle School									
100 Cleveland Avenue	1-10yd Garbage 6X/wk	$ 514.40	$ 6,172.80	$ 85.73	$ 85.73	$ 853.09	$ 10,237.08	$ 75.00	$ 104.48
Carpentersville, IL 60110	1-10yd Recycle 4X/wk	$ 342.94	$ 4,115.28	$ 85.73	$ 85.73	$ 453.17	$ 5,438.04	$ 75.00	$ 113.30
Carpentersville Transportation Center									
100 Cleveland Avenue	1-8yd Garbage 4X/wk	$ 274.35	$ 3,292.20	$ 68.59	$ 68.59	$ 484.65	$ 5,815.80	$ 75.00	$ 122.67
Carpentersville, IL 60110	1-2yd Recycle 1xwk	$ 17.15	$ 205.80	$ 17.15	$ 17.15	$ 58.95	$ 707.40	$ 75.00	$ 58.95
deLacey Family Education Center									
50 Cleveland Avenue	1-8yd Garbage 3x/wk	$ 205.76	$ 2,469.12	$ 68.59	$ 68.59	$ 367.01	$ 4,404.12	$ 75.00	$ 122.67
Carpentersville, IL 60110	1-2yd Recycle 1xwk	$ 17.15	$ 205.80	$ 17.15	$ 17.15	$ 58.95	$ 707.40	$ 75.00	$ 58.95
Dundee-Crown High School									
1500 Kings Road	30yd Compactor - 1X/wk	$ 1,333.00	$ 15,996.00	$198/haul plus $57/ton	$198/haul plus $57/ton	$ 1,365.67	$ 16,388.00	$194/haul plus $63/ton	$194/haul plus $63/ton
Carpentersville, IL 60110	6-96gal Carts 1X/wk	$ 17.49	$ 209.88	$ 17.49	$ 17.49	$ 99.88	$ 1,198.56	$ 75.00	$ 99.88
	Rental	$ 125.00	$ 1,500.00	$ 125.00	$ 125.00	$ 473.00	$ 5,676.00	$ 473.00	$ 473.00
Dundee Highlands Elementary School									
407 South Fifth Street	1-6yd Garbage 1X/wk	$ 51.44	$ 617.28	$ 51.44	$ 51.44	$ 112.33	$ 1,347.96	$ 75.00	$ 112.33
West Dundee, IL 60118	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Dundee Middle School									
37N450 Route 72	1-10yd Garbage 3X/wk	$ 257.20	$ 3,086.40	$ 85.73	$ 85.73	$ 397.47	$ 4,769.64	$ 75.00	$ 132.49
West Dundee, IL 60118	1-10yd Recycle 1X/wk	$ 85.73	$ 1,028.76	$ 85.73	$ 85.73	$ 114.75	$ 1,377.00	$ 75.00	$ 114.75
Eastview Elementary School									
540 Longwood Drive	1-6yd Garbage 4X/wk	$ 205.76	$ 2,469.12	$ 51.44	$ 51.44	$ 414.03	$ 4,968.36	$ 75.00	$ 104.48
Algonquin, IL 60102	1-8yd Recycle 2X/wk	$ 137.17	$ 1,646.04	$ 68.59	$ 68.59	$ 200.61	$ 2,407.32	$ 75.00	$ 100.31
Gilberts Elementary School									
729 Paperbark Road	1-10yd Garbage 4X/wk	$ 342.94	$ 4,115.28	$ 85.73	$ 85.73	$ 575.09	$ 6,901.08	$ 75.00	$ 145.70

Gilberts, IL 60136	1-2yd Recycle 2X/wk	$ 34.29	$ 411.48	$ 17.15	$ 17.15	$ 110.70	$ 1,328.40	$ 75.00	$ 110.70
Golfview Elementary School									
124 Golfview Lane	1-8yd Garbage 5X/wk	$ 342.94	$ 4,115.28	$ 68.59	$ 68.59	$ 602.28	$ 7,227.36	$ 75.00	$ 122.67
Carpentersville, IL 60110	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Hampshire Elementary School									
321 Terwilliger Avenue	1-10yd Garbage 2X/wk	$ 171.47	$ 2,057.64	$ 85.73	$ 85.73	$ 297.10	$ 3,565.20	$ 75.00	$ 145.70
Hampshire, IL 60140	3-96gal Carts 1X/wk	$ 8.74	$ 104.88	$ 8.74	$ 8.74	$ 59.60	$ 715.20	$ 75.00	$ 59.60
Hampshire High School									
1600 Big Timber Road	1-40yd compactor - On Call	$ 706.00	$ 8,472.00	$198/haul plus $57/ton	$198/haul plus $57/ton	$ 777.17	$ 9,326.00	$259/haul plus $57/ton	$238/haul plus $57/ton
Hampshire, IL 60140	1-8yd Recycle 2X/wk	$ 137.17	$ 1,646.04	$ 68.59	$ 68.59	$ 200.61	$ 2,407.32	$ 75.00	$ 100.31
	Rental	$ 125.00	$ 1,500.00	$ 125.00	$ 125.00	$ 438.00	$ 5,256.00	$ 438.00	$ 438.00
Hampshire Middle School									
560 South State Street	2-10yd Garbage 2x/wk	$ 342.94	$ 4,115.28	$ 171.47	$ 171.47	$ 555.57	$ 6,666.84	$ 75.00	$ 145.70
Hampshire, IL 60140	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Jacobs High School									
2601 Bunker Hill Drive	2-8yd Garbage 5X/wk	$ 685.87	$ 8,230.44	$ 137.17	$ 137.17	$ 979.23	$ 11,750.76	$ 75.00	$ 232.13
Algonquin, IL 60102	2-8yd Recycle 2X/wk	$ 274.35	$ 3,292.20	$ 137.17	$ 137.17	$ 311.08	$ 3,732.96	$ 75.00	$ 155.54
Lake in the Hills Elementary School									
519 Willow Street	1-6yd Garbage 3X/wk	$ 154.32	$ 1,851.84	$ 51.44	$ 51.44	$ 274.83	$ 3,297.96	$ 75.00	$ 91.61
Lake in the Hills, IL 60102	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 94.48	$ 1,133.76	$ 75.00	$ 94.48
Lakewood School									
1651 Ravine Lane	1-8yd Garbage 4X/wk	$ 274.35	$ 3,292.20	$ 68.59	$ 68.59	$ 484.65	$ 5,815.80	$ 75.00	$ 122.67
Carpentersville, IL 60110	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Liberty Elementary School									
6500 Miller Road	1-8yd Garbage 4X/wk	$ 274.35	$ 3,292.20	$ 68.59	$ 68.59	$ 484.65	$ 5,815.80	$ 75.00	$ 122.67
Carpentersville, IL 60110	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Lincoln Prairie Elementary School									
500 West Harvest Gate Road	1-8yd Garbage 4X/wk	$ 274.35	$ 3,292.20	$ 68.59	$ 68.59	$ 484.65	$ 5,815.80	$ 75.00	$ 122.67
Lake in the Hills, IL 60102	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Meadowdale Elementary School									
14 Ash Street	1-6yd Garbage 3X/wk	$ 154.32	$ 1,851.84	$ 51.44	$ 51.44	$ 313.46	$ 3,761.52	$ 75.00	$ 104.48
Carpentersville, IL 60110	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Neubert Elementary School									
1100 Huntington Drive	1-6yd Garbage 3X/wk	$ 154.32	$ 1,851.84	$ 51.44	$ 51.44	$ 274.83	$ 3,297.96	$ 75.00	$ 91.61
Algonquin, IL 60102	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 94.48	$ 1,133.76	$ 75.00	$ 94.48
Parkview Elementary School									
122 Carpenter Street	1-8yd Garbage 2X/wk	$ 137.17	$ 1,646.04	$ 68.59	$ 68.59	$ 249.38	$ 2,992.56	$ 75.00	$ 122.67
Carpentersville, IL 60110	3-2yd Recycle 1X/wk	$ 51.44	$ 617.28	$ 51.44	$ 51.44	$ 138.22	$ 1,658.64	$ 75.00	$ 138.22
Perry Elementary School									
251 Amarillo Drive	1-6yd Garbage 5X/wk	$ 257.20	$ 3,086.40	$ 51.44	$ 51.44	$ 514.59	$ 6,175.08	$ 75.00	$ 104.48

Waste and Recycling Site Unit Pricing

Carpentersville, IL 60110	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 107.36	$ 1,288.32	$ 75.00	$ 107.36
Sleepy Hollow Elementary School									
898 Glen Oak Drive	1-8yd Garbage 3X/wk	$ 205.76	$ 2,469.12	$ 68.59	$ 68.59	$ 328.38	$ 3,940.56	$ 75.00	$ 109.46
Sleepy Hollow, IL 60118	1-8yd Recycle 1X/wk	$ 68.59	$ 823.08	$ 68.59	$ 68.59	$ 94.48	$ 1,133.76	$ 75.00	$ 94.48
Westfield Community School									
2100 Sleepy Hollow Road	2-8yd Garbage 4X/wk	$ 548.70	$ 6,584.40	$ 137.17	$ 137.17	$ 892.04	$ 10,704.48	$ 75.00	$ 232.13
Algonquin, IL 60102	1-10yd Recycle 3X/wk	$ 257.20	$ 3,086.40	$ 85.73	$ 85.73	$ 344.65	$ 4,135.80	$ 75.00	$ 114.89
Wright Elementary School									
1500 Ketchum Road, Hampshire	2-10yd Trash 2X/wk	$ 342.94	$ 4,115.28	$ 171.47	$ 171.47	$ 555.57	$ 6,666.84	$ 75.00	$ 278.19
Hampshire, IL 60140	1-6yd Recycle 1X/wk	$ 51.44	$ 617.28	$ 51.44	$ 51.44	$ 94.04	$ 1,128.48	$ 75.00	$ 94.04
Big Timber Elementary School									
1400 Ridgecrest Drive	3-3yd Trash 2X/wk	$ 154.32	$ 1,851.84	$ 77.16	$ 77.16	$ 397.33	$ 4,767.96	$ 75.00	$ 198.67
Hampshire, IL 60140	1-3yd Recycle 2X/wk	$ 51.44	$ 617.28	$ 25.72	$ 25.72	$ 74.09	$ 889.08	$ 75.00	$ 74.09
			$ 158,081.64				$ 244,581.08		

Assumptions

Annual Costs	Based on Actuals	
Container Type	# of Pulls	
30 Yard Compactor - Trash		52
40 Yard Compactor - Trash		14
30 Yard Rolloff - Trash		65
Monthly Rates	Multiply by 12 months	

UNIT PRICING

CONTAINER SIZE	Groot		LRS	
	WASTE	RECYCLE	WASTE	RECYCLE
2 YARD	$ 17.15	$ 17.15	$ 14.47	$ 12.96
6 YARD	$ 51.44	$ 51.44	$ 26.28	$ 21.74
8 YARD	$ 68.59	$ 68.59	$ 31.30	$ 25.25
10 YARD	$ 85.73	$ 85.73	$ 37.77	$ 30.20
96 GAL TOTE	$ 8.74	$ 8.74	$ 7.29	$ 6.95
TEMPORARY ROLLOFF				
10 YARD OPEN TOP	$198 haul plus $57/per ton	$198 haul plus $57/per ton	$ 385.00	$ 325.00
20 YARD OPEN TOP	$198 haul plus $57/per ton	$198 haul plus $57/per ton	$ 450.00	$ 385.00
30 YARD OPEN TOP	$198 haul plus $57/per ton	$198 haul plus $57/per ton	$ 510.00	$ 450.00

*per pickup on a weekly schedule

$75 call out fee

TIMELINE – Waste and Recycling Services			
ACTION	**DATE**	**TIME**	**LOCATION**
Establish Timeline	Tuesday, 2/22/2022		Purchasing Office
Specifications Review/Deadline	Tuesday, 3/1/22		
Specifications Finalized	Tuesday, 3/1/22		
Legal Ad	Tuesday, 3/1/22		Daily Herald
Specifications Released	Tuesday, 3/1/22	4:00 PM	Bidnet
Pre-Bid Meeting	Tuesday, 3/8/22	10:00 AM	Google Meet
Q&A Deadline	Tuesday, 3/15/22	12:00 Noon	Bidnet
Bid Opening	Tuesday, 3/22/22	10:00 AM	Google Meet
Evaluation Period/Scope with Vendor	Tuesday, 3/22/22 - Thursday, 3/24/22		Purchasing Office
Recommendation to CFO	Thursday, 3/31/22		Central Office
CFOC Meeting/BFC Meeting	Tuesday, 4/12/2022		Central Office
BOE MEETING/Workshop/Approval	Tuesday, 4/26/2022		Central Office
Award Letter Issued	Wednesday, 4/27/22		Purchasing Office

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE

March 1, 2022,

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

District Wide Waste and Recycling Services

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

Community Unit School District No. 300
Purchasing Department – Waste and Recycling
2605 Bunker Hill Drive
Algonquin, IL 60102

Sealed bids will be received until **10:00AM CT, Tuesday, March 22, 2022** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **April 26, 2022 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing / CUSD 300

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed Requests for Proposal for:

Waste & Recycle Services – District Wide

Proposals will be accepted until **10:00 AM CT, Tuesday, March 22, 2022** at:

Community Unit School District 300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102
Via Bidnet

A Bid Security Bond is required to be submitted with this proposal.

A public Bid opening will be held virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

Instruction to Vendors

Bids may be submitted via Bidnet, District 300's online bid submittal service.

A non-mandatory document review Pre-Bid meeting will be held virtually on **Tuesday, March 8, 2022 at 10:00 AM.**

Bid specifications will be available on Tuesday, March 1, 2022, after 4:00 PM.
To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 Bidnet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all proposals or waive any bid irregularities.

Timeline

TIMELINE – Waste and Recycling Services			
ACTION	**DATE**	**TIME**	**LOCATION**
Establish Timeline	**Tuesday, 2/22/2022**		**Purchasing Office**
Specifications Review/Deadline	**Tuesday, 3/1/22**		
Specifications Finalized	**Tuesday, 3/1/22**		
Specifications Released	**Tuesday, 3/1/22**	**4:00 PM**	**Bidnet**
Legal Ad	**Thursday, 3/3/22**		**Daily Herald**
Pre-Bid Meeting	**Tuesday, 3/8/22**	**10:00 AM**	**Google Meet**
Q&A Deadline	**Tuesday, 3/15/22**	**12:00 Noon**	**Bidnet**
Bid Opening	**Tuesday, 3/22/22**	**10:00 AM**	**Google Meet**
Evaluation Period/Scope with Vendor	**Tuesday, 3/22/22 - Thursday, 3/24/22**		**Purchasing Office**
CFOC Meeting/BFC Meeting	**Tuesday, 4/12/2022**		**Central Office**
BOE MEETING/Workshop/Approval	**Tuesday, 4/26/2022**		**Central Office**
Award Letter Issued	**Wednesday, 4/27/22**		**Purchasing Office**

Instructions to Bidders

1. GENERAL

a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.

c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form. **All hard copy bids must provide an electronic version of the required Bid Response Form on a flash drive**.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen casts (tarrifs), energy charges and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.

i. Electronic bids may be submitted via BidNet.

j. The district will be using the CPI-U (Consumer Price Index - Urban) to determine the rate of increase/decrease. Vendor price increase/decrease notifications MUST be submitted in writing to the D300 Purchasing Office within 30 days of the December published CPI-U. Price increases/decreases will become effective on July 1, 2023.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of sixty (90) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon

acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto. The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

Building Name	Address
Administration Center (847)551-8300	2550 Harnish Dr Algonquin, IL 60102
Algonquin Lakes Elementary (847)532-7500	1401 Compton Drive Algonquin, IL 60102
Algonquin Middle School (847)532-7100	520 Longwood Drive Algonquin, IL 60102
Algonquin Transportation Center (847)532-6050	2603 Bunker Hill Drive Algonquin, IL 60102
Carpentersville Middle School (224)484-2100	100 Cleveland Avenue Carpentersville, IL 60110
Carpentersville Transportation Center (847)551-8474	100 Cleveland Avenue Carpentersville, IL 60110
deLacey Family Education Center (224)484-2300	50 Cleveland Avenue Carpentersville, IL 60110
Dundee-Crown High School (224)484-5000	1500 Kings Road Carpentersville, IL 60110
Dundee Highlands Elementary (224)484-4700	407 South Fifth Street West Dundee, IL 60118
Dundee Middle School (224)484-4500	4200 W. Main Street West Dundee, IL 60118
Eastview Elementary (847)532-7400	540 Longwood Drive Algonquin, IL 60102
Gilberts Elementary (224)484-5900	729 Paperbark Lane Gilberts, IL 60136
Golfview Elementary (224)484-2800	124 Golfview Lane Carpentersville, IL 60110
Hampshire Elementary (847)792-3400	321 Terwilliger Avenue Hampshire, IL 60140
Hampshire Middle School (847)792-3200	560 South State Street Hampshire, IL 60140
Hampshire High School (847)792-3500	1600 E. Big Timber Road Hampshire, IL 60140
Jacobs High School (847)532-6100	2601 Bunker Hill Drive Algonquin, IL 60102
Lake in the Hills Elementary (847)532-6900	519 Willow Street Lake in the Hills, IL 60156
Lakewood School (224)484-2600	1651 Ravine Lane Carpentersville, IL 60110
Liberty Elementary (224)484-4800	6500 Miller Road Carpentersville, IL 60110
Lincoln Prairie Elementary (847)532-6600	500 W. Harvest Gate Lake in the Hills, IL 60156
Meadowdale Elementary (224)484-2900	14 Ash Street Carpentersville, IL 60110
Neubert Elementary School (847)532-6800	1100 Huntington Drive Algonquin, IL 60102
Oak Ridge School (224)484-5800	300 Cleveland Avenue Carpentersville, IL 60110
Parkview Elementary (224)484-2500	122 Carpenter Blvd. Carpentersville, IL 60110
Perry Elementary (224)484-5600	251 Amarillo Drive Carpentersville, IL 60110
Sleepy Hollow Elementary (224)484-4900	898 Glen Oak Drive Sleepy Hollow, IL 60118
Westfield Community School (847)532-7600	2100 Sleepy Hollow Road Algonquin, IL 60102
Wright Elementary (847)683-5700	1500 Ketchum Road Hampshire, IL 60140
Bldgs. & Grounds (847)532-6700	2605 Bunker Hill Drive Algonquin, IL 60102
Big Timber Elementary School TBD	1400 Ridgecrest Drive Hampshire, IL 60140

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of _1_ years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. CONTRACT DURATION

Contract duration to be July 1, 2022 through June 30, 2025 with the possibility of two (2), one (1) year extensions upon administration approval.

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies

that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification

requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact D300 Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@D300.org.

REFERENCES

LIST BELOW THE LAST THREE (4) SCHOOL DISTRICTS OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE GOODS.

1. **ORGANIZATION:** _____

   ADDRESS: _____

   CITY, STATE, and ZIP CODE:
   _____

   TELEPHONE NUMBER/EMAIL:
   _____

   CONTACT PERSON:
   _____

   DATE OF SERVICES:
   _____

   DOLLAR AMOUNT OF THE JOB:
   _____

2. **ORGANIZATION:**
   _____

   ADDRESS:
   _____

   CITY, STATE, and ZIP CODE:
   _____

   TELEPHONE NUMBER/EMAIL:
   _____

   CONTACT PERSON:
   _____

   DATE OF SERVICES:
   _____

   DOLLAR AMOUNT OF THE JOB:
   _____

REFERENCES (CONT.)

3. **ORGANIZATION:**
_____

ADDRESS:
_____

CITY, STATE, and ZIP CODE:
_____

TELEPHONE NUMBER/EMAIL:
_____

CONTACT PERSON:
_____

DATE OF SERVICES:
_____

DOLLAR AMOUNT OF THE JOB:
_____

4. **ORGANIZATION:**
_____

ADDRESS:
_____

CITY, STATE, and ZIP CODE:
_____

TELEPHONE NUMBER/EMAIL:
_____

CONTACT PERSON:
_____

DATE OF SERVICES:
_____

DOLLAR AMOUNT OF THE JOB:
_____

OFFEROR'S NAME: _____

SIGNATURE: _____

DATE: _____

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2022.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2022.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2022.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____day of _____, 2022.

_____
NOTARY PUBLIC

RIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me
This _____ day of _____, 2022.

_____

NOTARY PUBLIC

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____

(Printed or Typed Name of Applicant Employee)

_____

Signature of Applicant or Employee

Dated: _____

PRINT RESET

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM
(SUBJECT TO LOCAL LAWS)

Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries

APPLICATION DATE

REVISION DATE

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?

ADDRESS	CITY	STATE	ZIP

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
	( )	( )

TYPE OF ORGANIZATION (Check Applicable)

☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE

YEARS ESTABLISHED:

DO YOU ACCEPT PURCHASE ORDERS? YES ☐ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☐ NO ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.

FEIN _____

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.			
2.			
3.			
4.			

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

Requester's name and address (optional)

COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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** ▶

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.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date:
02/10/2020

Sales Tax Exemption **E99960079**

Expiration date:
03/01/2025

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work/Service

DISTRICT-WIDE WASTE, RECYCLING, AND PORTABLE TOILETS

Provide all labor, materials, and equipment necessary to perform the removal of Waste and Recycling, and to provide Portable Toilet service outlined in the body of this Scope of Work.

Scope of Work –

Sites are listed in the Bid Response Form A and form is to be completed and attached to Bid Response Form B.

All containers must be new or in like new/refurbished condition. All containers must fit in the waste enclosure.

Pricing must include all fees, including delivery and removal, environmental fees, fuel surcharges, and container exchange services, must be included in the monthly base rate and/or call out rate.

Flat 10-month service rate for all district-wide schools/sites - Contract - August 1st – May 31st – based on the school year.

On-Call service dates – June 1st – July 31st - Summer call out for pickups to reduce costs at sites with the exception of summer school sites that are providing breakfast and/or lunch service, which will be invoiced from the current schedule service.

Please provide the time that a school/dept. would have to meet to receive call service for the next day.

Permits –

- Vendor must provide their permits for landfill disposal with their bid.

Recycling –

Comingled Recycling is for the following items

- plastic (1-7)
- paper
- glass
- cardboard
- aluminum

Recycle bins are to be provided to District 300 upon award of the contract at no charge. Initial number to be determined.

35 gal recycling wheeled totes for comingle

18 gal comingle recycle bins

Replacement bins will be provided to District 300 at no charge for up to 100 per year for 18 gal bins.

Recycling - Light Bulbs –

Do you have a recycling program for light bulbs?

Compactors –

District 300 is evaluating both the Jacobs High School and Westfield Community Schools sites for adding a compactor. Compactors are self- contained.

Please provide specifications and site requirements for new compactors with your bid.

Portable Toilets –

Special Events - base rate must include delivery, removal and servicing for events under 2 weeks.

Monthly base rate must include delivery, removal and servicing fees.

Provide pricing for standard and handicap accessible toilets.

Current Contract Spend

Actual Fiscal Spend by Fiscal Period	
FY19	$ 173,616.62
FY20	$ 164,227.59
FY21	$ 158,258.68

Actuals for Container Services from January 2021 – December 2021	
Container Type	**# of Pulls**
10 Yard Rolloff - Trash	8
30 Yard Rolloff - Trash	65
20 Yard Rolloff - Recycle	9
10 Yard Concrete	0
30 Yard Compactor - Trash	41
40 Yard Compactor - Trash	14
30 Yard Metal Recycling	11
Battery	4
Recycling- Bulbs	**# of Boxes**
4' Large Bulb Box	20
4' Medium Bulb Box	8
Assorted Bulb Recycling	12
5 Gallon Ballast	1

Customer Service and Account Review-

Vendor to attend required quarterly account reviews with District 300 to evaluate District services to review the possibility of any changes in service that might enable the district obtain any cost cutting measures.

A dedicated Sales Representative is required. Please provide dedicated Sales Representative contact information, including office, cell phone and company email address.

A dedicated Customer Service representative is required. Please provide dedicated Customer Service Representative Contact Information for entire District 300 service area.

Please provide telephone number for dispatch service for the entire area of District 300 for on call service.

Safety Training –

Please provide your companies Safety Program guidelines for driver training and ongoing verification of driving record with the State of Illinois DMV.

Education Resources –

Provide your current plan for ongoing District 300 Staff and Student training on recycling.

Please provide examples of your education training materials and posters, and online resources for teachers.

Please provide any other specials programs that your company can provide District 300 on recycling.

Invoicing -

Required paperless master consolidated corporate billing for permanent services is to be provided to District 300.

Please provide a sample invoice and contract.

	Response Form A										
SCHOOL	Grade Levels	STUDENT ENROLLMENT OR EMPLOYEE COUNT FOR 2021-2022	QTY	CURRENT CONTAINER SIZE (cubic yards)	ENCLOSURE ENTRANCE DIMENSION	CURRENT SERVICE	FREQ (per week)	CURRENT AND REQUESTED SERVICE DAYS	MONTHLY RATE FOR SERVICE	SUMMER SCHEDULE ON-CALL PICK UP RATE	SUMMER SCHEDULE ONCE PER WEEK RATE
Algonquin Lakes Elem	K-5	506	1	6	21'	Trash	4x	M-T-W-F			
			1	8		Recycle	1x	Th			
Algonquin Middle Schl	6-8	465	1	8	NA	Trash	3x	M-W-F			
			1	8		Recycle	1x	M			
Bunker HIll Transportation Ctr	NA	120	1	8	NA	Trash	2x	T-F			
			1	2		Recycle	1x	T			
Buildings & Grounds and Administration Building	NA	120	1	30	NA	Trash	On-Call	TBD			
			1	8	NA	Recycle	1X	T			
Carpentersville Middle Schl/Oakridge	6-8	1319	1	10	18'6"	Trash	6x	MTWHFS			
			1	10		Recycle	4x	M-T-H-F			
Carpentersville Trans Ctr	NA	145	1	8	12'6"	Trash	4x	M-T-W-F			
			1	2		Recycle	1x	F			
Delacey Family Ed Ctr	PRESCHOOL	443	1	8	16'	Trash	3x	M-W-F			
			1	2		Recycle	1x	F			
Dundee Crown High Schl	9-12	2414	1	30 Comp	NA	Trash	1X	H			
			6	96 gal totes		Recycle	1x	H			
Dundee Highlands Elem	K-5	356	1	6	19'	Trash	1x	W			
			1	8		Recycle	1x	W			
Dundee Middle Schl	6-8	872	1	10	NA	Trash	3x	M-W-F			
			1	10		Recycle	1x	W			
Eastview Elem Schl	K-5	445	1	6	17'	Trash	4x	M-T-W-F			
			1	8		Recycle	2x	M-H			
Gilberts Elem Schl	K-5	728	1	10	16'	Trash	4x	M-T-W-F			
			1	2		Recycle	1x	F			
Golfview Elem Schl	K-5	672	1	8	16'	Trash	5x	M-T-W-H-F			
			1	8		Recycle	1x	H			
Hampshire Elem Schl	K-5	474	1	10	9'6"	Trash	2x	T-F			
			3	96 gal toters		Recycle	1x	F			
Hampshire High Schl	9-12	1555	1	40 Comp		Trash	On-Call	TBD			
			1	8	13'	Recycle	2x	H			
Hampshire Middle Schl	6-8	959	2	10	17'	Trash	2x	T-F			
			1	8	11'	Recycle	1x	H			
HD Jacobs High Schl	9-12	2082	2	8	NA	Trash	5x	M-T-W-H-F			
			2	8		Recycle	2x	M-H			
LITH Elementary Schl	K-5	525	1	6	NA	Trash	3x	M-W-F			
			1	8		Recycle	1x	T			
Lakewood Elementary Schl	K-5	587	1	8	23'	Trash	4x	M-T-H-F			
			1	8		Recycle	1x	H			
Liberty Elementary Schl	K-5	774	1	8	21'	Trash	4x	M-T-H-F			
			1	8		Recycle	1x	F			

SCHOOL	Grade Levels	STUDENT ENROLLMENT OR EMPLOYEE COUNT FOR 2021-2022	QTY	CURRENT CONTAINER SIZE (cubic yards)	ENCLOSURE ENTRANCE DIMENSION	CURRENT SERVICE	FREQ (per week)	CURRENT AND REQUESTED SERVICE DAYS	MONTHLY RATE FOR SERVICE	SUMMER SCHEDULE ON-CALL PICK UP RATE	SUMMER SCHEDULE ONCE PER WEEK RATE
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Meadowdale Elem	K-5	399	1	6	18'	Trash	3x	M-W-F			
			1	8		Recycle	1x	H			
Neubert Elem	K-5	438	1	6	NA	Trash	3x	M-W-F			
			1	8		Recycle	1x	T			
Parkview Elemetary	K-5	487	1	8	19'	Trash	2x	T-F			
			3	2		Recycle	1x	F			
Perry Elementary	K-5	577	1	6	20'	Trash	5x	M-T-W-H-F			
			1	8		Recycle	1x	H			
Sleepy Hollow Elementary	K-5	383	1	8	NA	Trash	3x	M-W-F			
			1	8		Recycle	1x	W			
Westfield Community	K-8	1313	2	8	17'	Trash	4x	M-T-H-F			
			1	10	14'6"	Recycle	3x	M-W-F			
Gary D Wright Elem	K-5	738	2	10	15'6"	Trash	2x	T-F			
			1	6		Recycle	1x	H			
Big Timber Elementary Schl	K-5	450	1	10	9'6"	Trash	2x	T-F			
			3	96 gal toters		Recycle	1x	F			
								Grand Total	$ -	$ -	$ -

UNIT PRICING

CONTAINER SIZE	WASTE	RECYCLE	CONCRETE
2 YARD			NA
6 YARD			NA
8 YARD			NA
10 YARD			NA
96 GAL TOTE			NA
Battery			NA

TEMPORARY ROLLOFF	WASTE	RECYCLE	CONCRETE
10 YARD OPEN TOP			
20 YARD OPEN TOP			NA
30 YARD OPEN TOP			NA

MISC	RECYCLE
4' Large Bulb Recycle	
4' Medium Bulb Recycle	
Assorted Bulb Recycle	
5 Gallon Ballast Recycle	

Unit Pricing

1-34yd flat compactor	Rental	Pull
Jacobs High School		
Westfield Community School		

1- 30yd compactor	Rental	Pull
Dundee-Crown High School		

1- 40yd compactor	Rental	Pull
Hampshire High School		

*Provide flat rate pricing based upon annual average tonnage of 100 tons for DCHS and HHS.

Unit Pricing

Porta Potties	Rental	Pull
Regular		
Handicap		

RESPONSE FORM – Part B

DISTRICT-WIDE WASTE, RECYCLING, AND PORTABLE TOILETS

Completed Scope/Response Form - Part A (Excel file) must be included with your sealed bid.

Other required items are as follows –

- **Bid Bond**
- **Notarized Vendor certifications forms**
- **References**
- **Landfill Disposal Permits**
- **Sample Contract and Invoice**
- **Vendor App and W-9**

COMMENTS AND ADDITIONAL INFORMATION

_____

_____

_____

_____

Vendor has received Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included on Attachments I & II of this bid package.

_____ 90 days _____
Name of Company/Corporation — Length of time quote is firm

_____
Street Address — Quote Submitted by:

_____ _____
City, State, Zip Code — Authorized Signature

_____ _____
Telephone Number — Please Type or Print Name

_____ _____
Fax Number — Illinois License Number

Email address - _____

*** Sealed Bids are due by 10:00AM CT, Tuesday, March 22, 2022***

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

March 16, 2022

Dear Vendor:

ADDENDUM 1

Contract Pricing for Waste and Recycling Services

Changes

Original:
Bid Response for A

Change:
Bid Response Form A Revised.

This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents. Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

March 18, 2022

Dear Vendor:

ADDENDUM 2

Contract Pricing for Waste and Recycling Services

Questions

Question: Pg 7, #15 on the Complete bid document says a bid bond or certified check in the amount of 10% shall accompany each bid. The pricing form we are to submit has pricing laid out on a monthly basis, but the contract is for 3 years. We are just looking to clarify what the basis is of this 10% bond.

Answer: The 10% bid bond is based upon the annual cost of waste and recycle services.

This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents. Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

Response Form A

SCHOOL	Grade Levels	STUDENT ENROLLMENT OR EMPLOYEE COUNT FOR 2021-2022	QTY	CURRENT CONTAINER SIZE (cubic yards)	ENCLOSURE ENTRANCE DIMENSION	CURRENT SERVICE	FREQ (per week)	CURRENT AND REQUESTED SERVICE DAYS	MONTHLY RATE FOR SERVICE	SUMMER SCHEDULE ON-CALL PICK UP RATE	SUMMER SCHEDULE ONCE PER WEEK RATE
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SCHOOL	Grade Levels	STUDENT ENROLLMENT OR EMPLOYEE COUNT FOR 2021-2022	QTY	CURRENT CONTAINER SIZE (cubic yards)	ENCLOSURE ENTRANCE DIMENSION	CURRENT SERVICE	FREQ (per week)	CURRENT AND REQUESTED SERVICE DAYS	MONTHLY RATE FOR SERVICE	SUMMER SCHEDULE ON-CALL PICK UP RATE	SUMMER SCHEDULE ONCE PER WEEK RATE
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Gary D Wright Elem	K-5	738	2	10	15'6"	Trash	2x	T-F			
			1	6		Recycle	1x	H			
Big Timber Elementary Schl	K-5	450	3	3	7'8"	Trash	2x	T-F			
			1	3		Recycle	2x	T-F			
								Grand Total	$ -	$ -	$ -

UNIT PRICING

CONTAINER SIZE	WASTE	RECYCLE	CONCRETE
2 YARD			NA
6 YARD			NA
8 YARD			NA
10 YARD			NA
96 GAL TOTE			NA
Battery			NA

TEMPORARY ROLLOFF	WASTE	RECYCLE	CONCRETE
10 YARD OPEN TOP			
20 YARD OPEN TOP			NA
30 YARD OPEN TOP			NA

MISC	RECYCLE
4' Large Bulb Recycle	
4' Medium Bulb Recycle	
Assorted Bulb Recycle	
5 Gallon Ballast Recycle	

Unit Pricing

1-34yd flat compactor	Rental	Pull
Jacobs High School		
Westfield Community School		

1- 30yd compactor	Rental	Pull
Dundee-Crown High School		

1- 40yd compactor	Rental	Pull
Hampshire High School		

*Provide flat rate pricing based upon annual average tonnage of 100 tons for DCHS and HHS.

Unit Pricing

Porta Potties	Rental	Pull
Regular		
Handicap		

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE

March 1, 2022,

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

District Wide Waste and Recycling Services

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

Community Unit School District No. 300
Purchasing Department – Waste and Recycling
2605 Bunker Hill Drive
Algonquin, IL 60102

Sealed bids will be received until **10:00AM CT, Tuesday, March 22, 2022** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **April 26, 2022 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing / CUSD 300

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed Requests for Proposal for:

Waste & Recycle Services – District Wide

Proposals will be accepted until **10:00 AM CT, Tuesday, March 22, 2022** at:

Community Unit School District 300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102
Via Bidnet

A Bid Security Bond is required to be submitted with this proposal.

A public Bid opening will be held virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

Instruction to Vendors

Bids may be submitted via Bidnet, District 300's online bid submittal service.

A non-mandatory document review Pre-Bid meeting will be held virtually on **Tuesday, March 8, 2022 at 10:00 AM.**

Bid specifications will be available on Tuesday, March 1, 2022, after 4:00 PM. To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 Bidnet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all proposals or waive any bid irregularities.

Timeline

TIMELINE – Waste and Recycling Services			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Tuesday, 2/22/2022		Purchasing Office
Specifications Review/Deadline	Tuesday, 3/1/22		
Specifications Finalized	Tuesday, 3/1/22		
Specifications Released	Tuesday, 3/1/22	4:00 PM	Bidnet
Legal Ad	Thursday, 3/3/22		Daily Herald
Pre-Bid Meeting	Tuesday, 3/8/22	10:00 AM	Google Meet
Q&A Deadline	Tuesday, 3/15/22	12:00 Noon	Bidnet
Bid Opening	Tuesday, 3/22/22	10:00 AM	Google Meet
Evaluation Period/Scope with Vendor	Tuesday, 3/22/22 - Thursday, 3/24/22		Purchasing Office
CFOC Meeting/BFC Meeting	Tuesday, 4/12/2022		Central Office
BOE MEETING/Workshop/Approval	Tuesday, 4/26/2022		Central Office
Award Letter Issued	Wednesday, 4/27/22		Purchasing Office

Instructions to Bidders

1. GENERAL

a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.

c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form. **All hard copy bids must provide an electronic version of the required Bid Response Form on a flash drive.**

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen casts (tarrifs), energy charges and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.

i. Electronic bids may be submitted via BidNet.

j. The district will be using the CPI-U (Consumer Price Index - Urban) to determine the rate of increase/decrease. Vendor price increase/decrease notifications MUST be submitted in writing to the D300 Purchasing Office within 30 days of the December published CPI-U. Price increases/decreases will become effective on July 1, 2023.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of sixty (90) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon

acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto. The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

Building Name	Address
Administration Center (847)551-8300	2550 Harnish Dr Algonquin, IL 60102
Algonquin Lakes Elementary (847)532-7500	1401 Compton Drive Algonquin, IL 60102
Algonquin Middle School (847)532-7100	520 Longwood Drive Algonquin, IL 60102
Algonquin Transportation Center (847)532-6050	2603 Bunker Hill Drive Algonquin, IL 60102
Carpentersville Middle School (224)484-2100	100 Cleveland Avenue Carpentersville, IL 60110
Carpentersville Transportation Center (847)551-8474	100 Cleveland Avenue Carpentersville, IL 60110
deLacey Family Education Center (224)484-2300	50 Cleveland Avenue Carpentersville, IL 60110
Dundee-Crown High School (224)484-5000	1500 Kings Road Carpentersville, IL 60110
Dundee Highlands Elementary (224)484-4700	407 South Fifth Street West Dundee, IL 60118
Dundee Middle School (224)484-4500	4200 W. Main Street West Dundee, IL 60118
Eastview Elementary (847)532-7400	540 Longwood Drive Algonquin, IL 60102
Gilberts Elementary (224)484-5900	729 Paperbark Lane Gilberts, IL 60136
Golfview Elementary (224)484-2800	124 Golfview Lane Carpentersville, IL 60110
Hampshire Elementary (847)792-3400	321 Terwilliger Avenue Hampshire, IL 60140
Hampshire Middle School (847)792-3200	560 South State Street Hampshire, IL 60140
Hampshire High School (847)792-3500	1600 E. Big Timber Road Hampshire, IL 60140
Jacobs High School (847)532-6100	2601 Bunker Hill Drive Algonquin, IL 60102
Lake in the Hills Elementary (847)532-6900	519 Willow Street Lake in the Hills, IL 60156
Lakewood School (224)484-2600	1651 Ravine Lane Carpentersville, IL 60110
Liberty Elementary (224)484-4800	6500 Miller Road Carpentersville, IL 60110
Lincoln Prairie Elementary (847)532-6600	500 W. Harvest Gate Lake in the Hills, IL 60156
Meadowdale Elementary (224)484-2900	14 Ash Street Carpentersville, IL 60110
Neubert Elementary School (847)532-6800	1100 Huntington Drive Algonquin, IL 60102
Oak Ridge School (224)484-5800	300 Cleveland Avenue Carpentersville, IL 60110
Parkview Elementary (224)484-2500	122 Carpenter Blvd. Carpentersville, IL 60110
Perry Elementary (224)484-5600	251 Amarillo Drive Carpentersville, IL 60110
Sleepy Hollow Elementary (224)484-4900	898 Glen Oak Drive Sleepy Hollow, IL 60118
Westfield Community School (847)532-7600	2100 Sleepy Hollow Road Algonquin, IL 60102
Wright Elementary (847)683-5700	1500 Ketchum Road Hampshire, IL 60140
Bldgs. & Grounds (847)532-6700	2605 Bunker Hill Drive Algonquin, IL 60102
Big Timber Elementary School TBD	1400 Ridgecrest Drive Hampshire, IL 60140

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of _1_ years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. CONTRACT DURATION

Contract duration to be July 1, 2022 through June 30, 2025 with the possibility of two (2), one (1) year extensions upon administration approval.

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies

that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification

requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact D300 Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@D300.org.

REFERENCES

LIST BELOW THE LAST THREE (4) SCHOOL DISTRICTS OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE GOODS.

1. **ORGANIZATION:** District 301 Central
   ADDRESS: various sites - 275 South St
   CITY, STATE, and ZIP CODE: Burlington, IL 60109
   TELEPHONE NUMBER/EMAIL: 847-464-6050
   CONTACT PERSON: Dan Poloway
   DATE OF SERVICES: 7/21 - current
   DOLLAR AMOUNT OF THE JOB: $27,000/year

2. **ORGANIZATION:** Elgin Community College
   ADDRESS: 1700 Spartan Drive
   CITY, STATE, and ZIP CODE: Elgin, IL 60123
   TELEPHONE NUMBER/EMAIL: 847-214-7861
   CONTACT PERSON: Pam Singleton
   DATE OF SERVICES: 9/21/2009 - current
   DOLLAR AMOUNT OF THE JOB: 36,000/year

REFERENCES (CONT.)

3. ORGANIZATION: North Central College

ADDRESS: 30 N Brainard St

CITY, STATE, and ZIP CODE: Naperville IL 60540

TELEPHONE NUMBER/EMAIL: 630-637-5623

CONTACT PERSON: Brittany Drummond

DATE OF SERVICES: 7/01/2019 - Current

DOLLAR AMOUNT OF THE JOB: 48,600/year

4. ORGANIZATION: D204 Indian Prairie School District

ADDRESS: Various locations/ 780 Shoreline Drive

CITY, STATE, and ZIP CODE: Aurora IL 60504

TELEPHONE NUMBER/EMAIL: 630-375-3775

CONTACT PERSON: Karen Klafehn

DATE OF SERVICES: 9/01/2008 - Current

DOLLAR AMOUNT OF THE JOB: $86,400/year

OFFEROR'S NAME: Caleb Colbert

SIGNATURE: Caleb Colbert

DATE: 3/14/22

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Groot Inc, as part of its bid for the Waste and Recycling work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Groot Inc, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Groot Inc

By: _____
(Signature)

Caleb Colbert Territory Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2022.

_____
NOTARY PUBLIC

Official Seal
Mary Josephine O'Connor
Notary Public State of Illinois
My Commission Expires 09/17/2023

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

Groot Inc, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

Groot Inc, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Groot Inc

By: _____
(Signature)

Carlen Colbert Territory Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me
This 11th day of March, 2022.

_____
NOTARY PUBLIC

Official Seal
Mary Josephine O'Connor
Notary Public State of Illinois
My Commission Expires 09/17/2023

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Groot Inc agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Groot Inc agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Groot Inc, as part of its bid for the waste and recycling work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Groot Inc

By: _____
(Signature)

Caleb Colbert Territory manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2022.

_____
NOTARY PUBLIC

Official Seal
Mary Josephine O'Connor
Notary Public State of Illinois
My Commission Expires 09/17/2023

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Groot INC, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Groot INC

By: _____
(Signature)

Caleb Colbert Territory Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2022.

_____
NOTARY PUBLIC

Official Seal
Mary Josephine O'Connor
Notary Public State of Illinois
My Commission Expires 09/17/2023

RIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: Calen Colbert

Title: Territory Manager

Dated: 3/14/22

SUBSCRIBED and SWORN TO before me
This 14th day of March, 2022.

Mary Josephine O'Connor

NOTARY PUBLIC

Official Seal
Mary Josephine O'Connor
Notary Public State of Illinois
My Commission Expires 09/17/2023

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Caleb Colbert
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 3/14/22

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE 3/22/2022
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE NA

DATE: 3/22/2022

COMPANY	HOW LONG IN PRESENT BUSINESS?
Groot Inc	108 years

ADDRESS	CITY	STATE	ZIP
1330 Gasket Drive	Elgin	IL	60120

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Calen Colbert/Territory Manager	NA)	224-290-0124

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

YEARS ESTABLISHED:

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

CATEGORY (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☑ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT Worthing Jackman

(B) VICE PRESIDENT Darrell Chambliss

(C) SECRETARY NA

(D) TREASURER NA

(E) OWNERS, PARTNERS, OR STOCKHOLDERS Various, Waste Connections Inc

TAXPAYER'S I.D. NO.

FEIN 36-3527116

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)

Perf. Bond NA / NA (Mo. / Year) ☐ Payment Bond (Labor and Materials) NA / NA (Mo. / Year) ☐ Builder's Risk NA / NA (Mo. / Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Calen Colbert	Territory Manager

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse
18,000	5.4 Billion	NA	NA

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

NA

NA

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.	District 301 Central	275 South St. Burlington, IL 60109	Dan Poloway	847-464-6050
2.	Elgin Community College	1700 Spartan Dr. Aurora, IL 60123	Pam Singleton	847-214-7861
3.	North Central College	30 N Brainard St. Naperville, IL 60540	Brittany Drummond	630-637-5623
4.	District 204 Indian Prairie School District	780 Shoreline Dr. Aurora, IL 60504	Karen Klafehn	630-375-3775

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
Bank of America	100 Federal St. Boston, MA 02110	NA	617-434-3412
Western Peterbuilt Inc	PO BOX 24065 Seattle, WA 98124	NA	206-903-6967

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

Calen Colbert, Territory Manager

NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Groot, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3 Waterway Square Place, Suite 110

6 City, state, and ZIP code
The Woodlands, Texas 77380

Requester's name and address (optional)

7 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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			-			-				

or

Employer identification number
3	6	-	3	5	2	7	1	1	6

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ [signature] Date ▶ 3/3/22

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*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard*** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT State of Illinois - Department of Revenue OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date: 02/10/2020	**Sales Tax Exemption**	**E99960079**
Expiration date: 03/01/2025	**Organization type:**	**Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work/Service

DISTRICT-WIDE WASTE, RECYCLING, AND PORTABLE TOILETS

Provide all labor, materials, and equipment necessary to perform the removal of Waste and Recycling, and to provide Portable Toilet service outlined in the body of this Scope of Work.

Scope of Work –

Sites are listed in the Bid Response Form A and form is to be completed and attached to Bid Response Form B.

All containers must be new or in like new/refurbished condition. All containers must fit in the waste enclosure.

Pricing must include all fees, including delivery and removal, environmental fees, fuel surcharges, and container exchange services, must be included in the monthly base rate and/or call out rate.

Flat 10-month service rate for all district-wide schools/sites - Contract - August 1st – May 31st – based on the school year.

On-Call service dates – June 1st – July 31st - Summer call out for pickups to reduce costs at sites with the exception of summer school sites that are providing breakfast and/or lunch service, which will be invoiced from the current schedule service.

Please provide the time that a school/dept. would have to meet to receive call service for the next day.

Permits –

- Vendor must provide their permits for landfill disposal with their bid.

Recycling –

Comingled Recycling is for the following items

- plastic (1-7)
- paper
- glass
- cardboard
- aluminum

Recycle bins are to be provided to District 300 upon award of the contract at no charge. Initial number to be determined.

35 gal recycling wheeled totes for comingle

18 gal comingle recycle bins

Replacement bins will be provided to District 300 at no charge for up to 100 per year for 18 gal bins.

Recycling - Light Bulbs –

Do you have a recycling program for light bulbs?

Compactors –

District 300 is evaluating both the Jacobs High School and Westfield Community Schools sites for adding a compactor. Compactors are self- contained.

Please provide specifications and site requirements for new compactors with your bid.

Portable Toilets –

Special Events - base rate must include delivery, removal and servicing for events under 2 weeks.

Monthly base rate must include delivery, removal and servicing fees.

Provide pricing for standard and handicap accessible toilets.

Current Contract Spend

Actual Fiscal Spend by Fiscal Period	
FY19	$ 173,616.62
FY20	$ 164,227.59
FY21	$ 158,258.68

Actuals for Container Services from January 2021 – December 2021	
Container Type	**# of Pulls**
10 Yard Rolloff - Trash	8
30 Yard Rolloff - Trash	65
20 Yard Rolloff - Recycle	9
10 Yard Concrete	0
30 Yard Compactor - Trash	41
40 Yard Compactor - Trash	14
30 Yard Metal Recycling	11
Battery	4
Recycling- Bulbs	**# of Boxes**
4' Large Bulb Box	20
4' Medium Bulb Box	8
Assorted Bulb Recycling	12
5 Gallon Ballast	1

Customer Service and Account Review-

Vendor to attend required quarterly account reviews with District 300 to evaluate District services to review the possibility of any changes in service that might enable the district obtain any cost cutting measures.

A dedicated Sales Representative is required. Please provide dedicated Sales Representative contact information, including office, cell phone and company email address.

A dedicated Customer Service representative is required. Please provide dedicated Customer Service Representative Contact Information for entire District 300 service area.

Please provide telephone number for dispatch service for the entire area of District 300 for on call service.

Safety Training –

Please provide your companies Safety Program guidelines for driver training and ongoing verification of driving record with the State of Illinois DMV.

Education Resources –

Provide your current plan for ongoing District 300 Staff and Student training on recycling.

Please provide examples of your education training materials and posters, and online resources for teachers.

Please provide any other specials programs that your company can provide District 300 on recycling.

Invoicing -

Required paperless master consolidated corporate billing for permanent services is to be provided to District 300.

Please provide a sample invoice and contract.

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Groot, Inc.
1330 Gasket Drive
Elgin, IL 60120

SURETY:
(Name, legal status and principal place of business)

Argonaut Insurance Company
P.O. Box 469011
San Antonio, TX 78246-9011
Mailing Address for Notices
1411 Opus Place, Suite 450
Downers Grove, IL 60515

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Community Unit School District #300
2605 Bunker Hill Drdive
Algonquin, IL 60102

BOND AMOUNT: $ 10% Ten Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

District Wide Waste and Recycling Services

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 22nd day of March, 2022

Samantha Gordon
(Witness) Samantha Gordon

Tariese M. Pisciotto
(Witness) Tariese M. Pisciotto

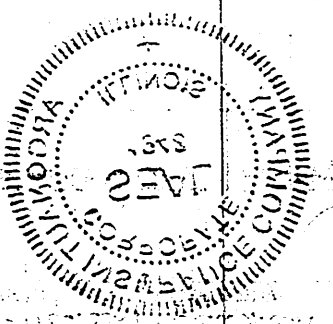
Groot, Inc.
(Principal) *(Seal)*

By: Scott I. Schreiber
(Title) Vice President - Equipment & Operational Support

Argonaut Insurance Company
(Surety) *(Seal)*

By: James Moore
(Title) Attorney-in-Fact

ARGONAUT INSURANCE COMPANY CORPORATE SEAL 1948 ILLINOIS


ILLINOIS
STATE GEOLOGICAL SURVEY
NATURAL RESOURCES BUILDING
URBANA

Argonaut Insurance Company
Deliveries Only: 225 W. Washington, 24th Floor
Chicago, IL 60606
United States Postal Service: P.O. Box 469011, San Antonio, TX 78246
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the Argonaut Insurance Company, a Corporation duly organized and existing under the laws of the State of Illinois and having its principal office in the County of Cook, Illinois does hereby nominate, constitute and appoint: **James Moore**

Surety Bond No.: Bid Bond
Principal: Groot, Inc.
Obligee: Community Unit School District #300

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

$97,550,000.00

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolution adopted by the Board of Directors of Argonaut Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the Company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the Argonaut Insurance Company, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Argonaut Insurance Company has caused its official seal to be hereunto affixed and these presents to be signed by its duly authorized officer on the 19th day of November, 2021.

Argonaut Insurance Company

ARGONAUT INSURANCE COMPANY CORPORATE SEAL 1948 ILLINOIS

by: _____

Gary E. Grose, President

STATE OF TEXAS
COUNTY OF HARRIS SS:

On this 19th day of November, 2021 A.D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICER OF THE COMPANY, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said corporation, and that Resolution adopted by the Board of Directors of said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.

NOTARY PUBLIC STATE OF TEXAS
KATHLEEN M MEEKS
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 07/15/25
NOTARY ID 557902-8

_____
(Notary Public)

I, the undersigned Officer of the Argonaut Insurance Company, Illinois Corporation, do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 22nd day of March, 2022.

ARGONAUT INSURANCE COMPANY CORPORATE SEAL 1948 ILLINOIS

_____
Austin W. King, Secretary

IF YOU HAVE QUESTIONS ON AUTHENTICITY OF THIS DOCUMENT CALL (833) 820 - 9137.

ARGO POWER OF ATTORNEY

State of Illinois

County of DuPage

SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)

I, Tariese M. Pisciotto Notary Public of DuPage County, in the State of Illinois, do hereby certify that James Moore Attorney-in-Fact, of the Argonaut Insurance Company who is personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the Argonaut Insurance Company for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Downers Grove in said County, this 22nd day of March, 2022.

Notary Public Tariese M. Pisciotto

My Commission expires: June 26, 2022

OFFICIAL SEAL
TARIESE M PISCIOTTO
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:05/26/22

WASTE CONNECTIONS, INC.

Groot, INC.
A Waste Connections Company
1330 Gasket Dr
ELGIN, IL, 60120-7543
DISTRICT NO. 3107

ACCOUNT NO.	3107-47344
INVOICE NO.	
STATEMENT DATE	3/1/2022
DUE DATE	Upon Receipt
BILLING PERIOD	3/1/2022-3/31/2022
FOR ASSISTANCE CALL	
CUSTOMER SERVICE	847-429-7370
ONE TIME PAYMENTS	855-569-2719

INVOICE STATEMENT

PO# 0

Date	Description			Amount
	Previous Balance			**$120.93**
2/14/2022	METAVANTE ONLINE PAYMENT	PAYMENT		-$120.83
	Total Payments			-$120.83
	Service Location			
	Acct #3107-47344			
3/1/2022	COMMERCIAL SERVICE		(1.0000 @ $98.44)	$98.44
	(3/1/2022 - 3/31/2022)			
	ENERGY/ENVIRONMENTAL FEES			$24.27
	(3/1/2022 - 3/31/2022)			
	3107-47344 Charges and Taxes			**$122.71**
	Current Charges and Fees			**$122.71**
	Total Due:			**$122.81**

Please remit to the address below and return your remit stub with your payment

Groot, INC.
A Waste Connections Company
1330 Gasket Dr
ELGIN, IL, 60120-7543

ACCOUNT NO.	3107-47344
INVOICE NO.	
STATEMENT DATE	3/1/2022
DUE DATE	Upon Receipt
PAY THIS AMOUNT	$122.81

WRITE AMOUNT PAID $

MAIL PAYMENTS TO:
Groot, INC.
A Waste Connections Company
PO Box 535233
PITTSBURGH, PA, 15253-5233

Groot, Inc.
1330 Gasket Dr, Elgin, Illinois 60120
P:(847) 429-7370 F:(847) 841-5496

CUSTOMER SERVICE AGREEMENT
#00757936

SERVICE LOCATION

Customer Name Test Account Sample Contract
Address 1330 Gasket Drive
City, State, Zip Elgin, IL, 60120
Contact Test Account Sample Contract Test Account Sample Contract
Phone Test Account Sample Contract
Email ccolbert@groot.com

BILLING INFORMATION

Customer Name Test Account Sample Contract
Address 1330 Gasket Drive
City, State, Zip Elgin, IL, 60120
Contact Test Account Sample Contract Test Account Sample Contract
Phone Test Account Sample Contract
Email ccolbert@groot.com

SERVICES AND RATES

Effective Date: 4/1/2022

Type	Quantity	Bin Size	Service Frequency	Service Type	Price
Recurring	1.00	2 Yard	1XM	COMMERCIAL SERVICE	$40.00

PAYMENT TERMS

The undersigned individual signing this Agreement on behalf of Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer. **TERMS: NET 10 DAYS.** State and local taxes, government franchise fees (if applicable), administrative fees, fuel surcharges and environmental fees also apply. Container relocation, container removal and seasonal restarts will be provided at additional costs.

The service agreement is for 60 months and the renewal period is for 60 months.

CUSTOMER

Authorized Signature	
Printed Name	
Title	Date (MM/DD/YYYY) 03/21/2022

REPRESENTATIVE

Calen Colbert
Territory Manager
Groot, Inc.

M: +1 2242900128
@: ccolbert@groot.com

ARTICLE I
SERVICES RENDERED

Customer grants to Contractor the exclusive right to collect and dispose of all of Customer's Waste Materials (as defined below) and agrees to make payments to Contractor as described herein, and Contractor agrees to furnish the services and equipment specified above, all in accordance with the terms of this Agreement.

ARTICLE II
TERM

THE INITIAL TERM (THE "INITIAL TERM") OF THIS AGREEMENT IS 60 MONTHS FROM THE EFFECTIVE SERVICE DATE SET FORTH ON THE FIRST PAGE OF THIS AGREEMENT, WHICH IS THE DATE CONTRACTOR'S EQUIPMENT IS DELIVERED TO CUSTOMER'S LOCATION OR SERVICE UNDER THIS AGREEMENT COMMENCES, WHICHEVER IS EARLIER. THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 60 MONTHS TERMS (EACH A "RENEWAL TERM" AND TOGETHER WITH THE INITIAL TERM, THE "TERM") THEREAFTER UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION BY U.S. CERTIFIED OR REGISTERED MAIL, POSTAGE PRE-PAID AND RETURN RECEIPT REQUESTED, TO THE OTHER PARTY AT LEAST NINETY (90) DAYS, BUT NOT MORE THAN ONE HUNDRED TWENTY (120) DAYS, PRIOR TO THE EXPIRATION OF THE INITIAL TERM OR ANY RENEWAL TERM. ANY SUCH NOTICE SHALL BE SENT TO THE OTHER PARTY'S ADDRESS SET FORTH ON THE FIRST PAGE OF THIS AGREEMENT, OR ANY CHANGE OF ADDRESS COMMUNICATED IN WRITING BY THE OTHER PARTY DURING THE TERM OF THE AGREEMENT. A RENEWAL TERM SHALL BECOME EFFECTIVE (THEREBY EXTENDING THE THEN-CURRENT TERM) UPON EITHER PARTY'S FAILURE TO GIVE NOTICE OF TERMINATION WITHIN THE TIME PERIOD SET FORTH ABOVE. NOTWITHSTANDING THE FOREGOING, CUSTOMER AGREES THAT IT SHALL NOT PROVIDE ANY SUCH NOTICE OF TERMINATION IF CONTRACTOR MEETS COMPETITIVE OFFERS MADE BY THIRD PARTIES IN WRITING FOR SIMILAR SERVICES AFTER CONTRACTOR'S REVIEW THEREOF PURSUANT TO ARTICLE XIII BELOW.

ARTICLE III
WASTE MATERIALS

The waste materials to be collected and disposed of by Contractor pursuant to this Agreement consist of all solid waste (including recyclable materials) generated or collected by Customer at the locations specified on the first page of this Agreement (the "Waste Materials"); provided, however, that the term Waste Materials specifically excludes and Customer agrees not to deposit in Contractor's equipment or place for collection by Contractor any radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or hazardous material as defined by applicable federal, state or local laws or regulations ("Excluded Waste"). Customer agrees to comply with any description of and/or procedures with respect to removal of contaminants or preparation of recyclable materials as reasonably provided by Contractor. In the event that any recyclable materials furnished to Contractor by Customer are, due to presence of contaminants, rejected by a recycling facility or otherwise are determined by Contractor not to be resalable or to have a reduced resale value, Contractor may, in addition to its other remedies, require Customer to pay Contractor, as liquidated damages and not as a penalty, the charges incurred by Contractor (plus overhead and profit) for hauling, processing and/or disposal of such materials and for the reduction in resale value of such materials. Contractor shall deliver properly prepared recyclable materials furnished to Contractor by Customer to a recycling facility owned and/or operated by Contractor or an affiliate of Contractor or a third party that Contractor understands will recycle the materials ("Third Party Facility"); provided, however, that Contractor shall not be responsible for and has not made any representation to Customer regarding the ultimate recycling of such recyclable materials by a Third Party Facility.

ARTICLE IV
TITLE

Contractor shall acquire title to the Waste Materials when they are loaded into Contractor's truck. Title to and liability for any Excluded Waste shall remain with Customer. Customer expressly agrees to defend, indemnify and hold harmless Contractor from and against any and all damages, penalties, fines, liabilities and costs (including reasonable attorneys' fees) resulting from or arising out of the deposit of Excluded Waste in Contractor's trucks, containers or other equipment.

ARTICLE V
PAYMENTS

Customer agrees to pay Contractor on a monthly basis for the services and/or equipment furnished by Contractor in accordance with the rates, charges and fees provided for herein ("Charges"). Payment shall be made by Customer to Contractor within the period of time set forth on the first page of this Agreement. Contractor may impose and Customer agrees to pay a late fee as determined by Contractor for all past due payments, and interest on all past due payments at the rate of one and one-half percent (1½%) per month, provided that no such late fee or interest charge shall exceed the maximum rate allowed therefor by applicable law. Any dispute or claim against Contractor concerning any amount invoiced by Contractor must be asserted by Customer in writing to Contractor at the address set forth on the first page of this Agreement not later than one hundred eighty (180) days following the event or circumstance giving rise to the underlying dispute or claim; the failure to abide by such time requirement shall constitute a release and waiver by Customer of any rights in respect of, and shall constitute a bar on, any claims or requests for relief by Customer on the basis of such dispute or claim. Customer will pay Contractor a standard recycling services and equipment charge set forth herein (irrespective of changing commodity values). Customer shall continue to provide, and Contractor shall continue to collect, recyclable materials from Customer in accordance with the terms of this Agreement for the Term hereof notwithstanding changing commodity values.

ARTICLE VI
RATE ADJUSTMENTS

Customer agrees that the Charges shall be increased from time to time to adjust for increases in the Consumer Price Index. Because disposal, fuel, materials and operations costs constitute a significant portion of the cost of Contractor's services provided hereunder, Customer agrees that Contractor may increase the Charges to account for any increase in such costs or any increases in transportation costs due to changes in location of the disposal facility. Customer agrees that Contractor may also increase the Charges to account for increases in the average weight per container yard of Customer's Waste Materials, increases in Contractor's costs due to changes in local, state or federal rules, ordinances or regulations applicable to Contractor's operations or the services provided hereunder, increases in taxes, fees or other governmental charges assessed against or passed through to Contractor (other than income or real property taxes), and changes in the values associated with recyclable materials. Contractor may increase Charges for reasons other than those set forth above with the consent of Customer. Such consent may be evidenced orally, in writing or by the practices and actions of the parties. In the event Contractor adjusts the Charges as provided in this Article VI, the parties agree that this Agreement as so adjusted will continue in full force and effect. Customer acknowledges and agrees that adjustments to the Charges might not be directly associated with increased costs of servicing Customer's specific account; rather, adjustments to the Charges might be based upon overall costs and expenses incurred by Contractor on a regional or national basis.

ARTICLE VII
SERVICE CHANGES AND AMENDMENTS

Changes to the type, size and amount of equipment, the type or frequency of service, and corresponding adjustments to the rates, may be made by agreement of the parties, evidenced orally, in writing or by the practices and actions of the parties, without affecting the validity of this Agreement and this Agreement shall be deemed amended accordingly. This Agreement shall continue in effect for the Term provided herein and shall not be affected by any changes in Customer's service address if any new service address is located within Contractor's service area. Should Customer change its service address to a location outside Contractor's service area, Customer may cancel the Agreement upon thirty (30) days' written notice to Contractor. Any other amendment to this Agreement not otherwise expressly provided for herein shall be made in writing and signed by both parties.

ARTICLE VIII
RESPONSIBILITY FOR EQUIPMENT

Any equipment furnished hereunder by Contractor shall remain the property of Contractor; however, Customer acknowledges that it has care, custody and control of the equipment while at Customer's location and accepts responsibility for all loss or damage to the equipment (except for normal wear and tear or for loss or damage resulting from Contractor's handling of the equipment) and for its contents. Customer shall not overload (by weight or volume), move, alter or install any devices on the equipment, and shall not manually or mechanically compact any materials inside the equipment, except inside compactor receiver boxes specially designed for such purpose, and shall not allow any third party to take any such actions. Customer shall pay additional charges each time that a container is overloaded (by weight or volume). Customer shall use the equipment only for its proper and intended purpose. Customer agrees to indemnify, defend and hold harmless Contractor, its employees and agents against all claims, damages, suits, penalties, fines, liabilities and costs (including reasonable attorneys' fees) for injury or death to persons or loss or damage to property arising out of Customer's use, operation or possession of the equipment. Customer agrees to provide unobstructed access to the equipment on the scheduled collection day. If the equipment is inaccessible so that the regularly scheduled pick-up cannot be made, Contractor will promptly notify Customer and afford Customer a reasonable opportunity to provide the required access; however, Contractor reserves the right to charge an additional fee for such inaccessibility and/or delay or any additional collection service required by Customer's failure to provide such access. The word "equipment" as used in this Agreement shall mean all containers used for the storage of Waste Materials, and such other on-site devices as may be specified on the first page of this Agreement.

ARTICLE IX
DAMAGE TO PAVEMENT

Customer warrants that Customer's pavement, curbing or other driving surface or any right of way reasonably necessary for Contractor to provide the services described herein are sufficient to bear the weight of all of Contractor's equipment and vehicles reasonably required to perform such services. Contractor will not be responsible for damage to any such pavement, curbing, driving surface or right of way, and Customer agrees to assume all liabilities for any such damage, which results from the weight of Contractor's vehicles providing service at Customer's location.

ARTICLE X
EARLY TERMINATION; LIQUIDATED DAMAGES

In the event Customer requests termination of this Agreement prior to the expiration of its Term other than as a result of an uncured breach by Contractor or if Contractor terminates this Agreement for Customer's breach (including nonpayment), then, in addition to such other damages as may be sustained by Contractor, Customer agrees to pay to Contractor all past due sums plus, as liquidated damages, a sum calculated as follows: (a) if the remaining Term under this Agreement is six (6) or more months, the average of Customer's most recent six (6) monthly charges multiplied by six (6); or (b) if the remaining Term under this Agreement is less than six (6) months, the average of Customer's most recent six (6) monthly charges multiplied by the number of months remaining in the Term. Notwithstanding the foregoing, if Customer suspended Contractor's collection services or reduced the frequency of Contractor's collection services by 50% or greater during the most recent six (6) month period, then Contractor may calculate liquidated damages using the average of Customer's six (6) monthly charges prior to the suspension or reduction in services, instead of Customer's most recent six (6) monthly charges. If the Term has not yet run for six (6) months, the average of Customer's monthly charges to date shall be used. Customer expressly acknowledges that in the event of an early termination of this Agreement, the anticipated loss to Contractor in such event is estimated to be the amount set forth in the foregoing liquidated damages provision and such estimated value is reasonable and is not imposed as a penalty. The parties stipulate and agree that the liquidated damages set forth in this Article will compensate Contractor for the loss of revenue attributable to the early termination of this Agreement, but the payment of these liquidated damages shall not in any way limit Contractor's rights and remedies relating to a breach of any other provision(s) of this Agreement.

Customer acknowledges and agrees that any request for termination of this Agreement prior to expiration of the Term requires an unscheduled collection of Contractor's equipment, which may take up to thirty (30) days to complete after Contractor receives from Customer: (a) a written request to terminate this Agreement; and (b) full payment of all liquidated damages and past due amounts owed by Customer to Contractor. Customer agrees that it shall not move or allow any third party to move Contractor's equipment during the thirty (30) day period and any time prior thereto within which Contractor has the sole and exclusive right to service and remove its equipment from Customer's service location, and hereby grants Contractor an irrevocable right and license to allow its equipment to remain on Customer's service location for such thirty (30) day period and all times prior thereto. This Article shall survive the termination or expiration of this Agreement.

ARTICLE XI
BREACH, SUSPENSION AND TERMINATION FOR CAUSE

If during the Term of this Agreement either party shall be in breach of any provision of this Agreement, the other party may suspend its performance hereunder until such breach has been cured or terminate this Agreement; provided, however, that no termination of this Agreement shall be effective until the complaining party has given written notice of such breach to the breaching party and the breaching party has failed to cure such breach within ten (10) days after its receipt of such notice. Upon any such failure to cure, the complaining party may terminate this Agreement by giving the breaching party written notice of such termination, which shall become effective upon receipt of such notice.

ARTICLE XII
ASSIGNMENT

Without the prior written consent of Contractor, which may be withheld in Contractor's sole and absolute discretion, Customer shall not take any one or more of the following actions: (a) assign or transfer this Agreement or any of its rights, or delegate any of its duties or obligations under this Agreement, whether voluntarily, by merger or operation of law, or otherwise; (b) appoint any third party agent (including without limitation any management company or broker) to exercise any rights, responsibilities, or take any action under this Agreement; or (c) request a change in Customer's billing address to any third party. Any violation of this Article by Customer shall constitute a breach of this Agreement for which Contractor may, in its sole and absolute discretion, seek damages and/or specific performance, including injunctive relief, without the requirement of establishing irreparable injury.

ARTICLE XIII
OPPORTUNITY TO PROVIDE ADDITIONAL SERVICES; RIGHT OF FIRST REFUSAL

Contractor values the opportunity to meet all of Customer's Waste Materials collection, disposal and recycling needs. Customer will provide Contractor the opportunity to meet those needs and to provide, on a competitive basis, any additional Waste Materials collection, disposal and recycling services during the Term of this Agreement. Customer also grants Contractor a right of first refusal to match any offer Customer receives (or makes) related to the provision of services to Customer similar to those covered hereunder upon expiration or termination of this Agreement for any reason, and Customer shall give Contractor prompt written notice of any such offer and a reasonable opportunity (but in any event at least five (5) business days from receipt of such notice) to match any such offer. In the event that Contractor matches such an offer, the parties hereto shall thereafter be bound by the terms of such offer. If Customer fails to comply with these right of first refusal provisions in any instance, then Customer shall pay to Contractor all resulting damages incurred by Contractor, including, without limitation, lost profits.

ARTICLE XIV
EXCUSED PERFORMANCE

Except for the payment of amounts owed hereunder, neither party hereto shall be liable for its failure to perform or delay in its performance hereunder due to contingencies beyond its reasonable control including, but not limited to, strikes, riots, compliance with laws or governmental orders, inability to access a container, fires, inclement weather and acts of God, and such failure shall not constitute a breach under this Agreement. For the avoidance of doubt, however, a law or government order, ordinance or award establishing an exclusive franchise or similar right for a service provider in Contractor's service area shall not excuse Customer's performance hereunder.

ARTICLE XV
BINDING EFFECT

This Agreement is a legally binding contract on the part of Contractor and Customer and their respective heirs, successors and permitted assigns, in accordance with the terms and conditions set out herein.

ARTICLE XVI
ATTORNEYS' FEES

In the event Customer fails to pay Contractor all amounts which become due under this Agreement (including any liquidated damages, late fees and interest assessed thereon), or fails to perform its obligations hereunder, and Contractor refers such matter to an attorney, Customer agrees to pay, in addition to all past due sums, any and all costs incurred by Contractor as a result of such action, including, to the extent permitted by law, reasonable attorneys' fees.

ARTICLE XVII
ENTIRE AGREEMENT; GOVERNING LAW; SEVERABILITY; SURVIVAL

This Agreement represents the entire understanding and agreement between the parties hereto concerning the matters described herein and supersedes any and all prior or contemporaneous agreements, whether written or oral, that may exist between the parties regarding the same. This Agreement shall be governed by the laws of the State in which Customer's service locations listed on the first page of this Agreement are situated, without regard to conflicts of law provisions, except that Article XVIII shall be governed by the Federal Arbitration Act (9 U.S.C. sections 1 et seq.). Except as otherwise provided in Article XVIII, if any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and the invalid, illegal, or unenforceable provision shall be modified only to the extent necessary to make it enforceable. All agreements, representations, warranties and acknowledgments of Customer shall survive any termination or expiration of this Agreement, including, without limitation, those set forth in Articles III, IV, V, VIII, IX, X, XII, XIII, XVI and XVIII.

ARTICLE XVIII
BINDING ARBITRATION AND CLASS ACTION WAIVER

Except for Excluded Claims (as defined below), any controversy or claim (collectively "Claims") arising out of or relating to this Agreement or any prior agreement between the parties hereto, or the breach of such agreement(s), shall be resolved by mandatory binding arbitration before a single arbitrator administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules (collectively "Rules"), and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The following controversies and claims are not subject to mandatory binding arbitration (collectively, "Excluded Claims"): (A) either party's claims against the other in connection with bodily injury, real property damage or Excluded Waste; (B) Contractor's claims against Customer to collect past due Charges or liquidated damages under this Agreement or any prior agreements between the parties; (C) Contractor's pursuit of any claims or relief relating to the provisions in Articles VIII and/or X or any similar provisions in any prior agreements between the parties, and any injunctive relief sought in relation thereto; and (D) any claims or relief sought in relation to Article XII or any similar provision in any prior agreements between the parties.

The parties hereto agree that any and all Claims, whether in arbitration or otherwise and whether relating to this Agreement or otherwise, must be brought in a party's individual capacity, and not as a plaintiff or class member in any purported class, consolidated, collective or representative proceeding. Accordingly, each party hereby waives any and all rights to bring any Claim as a plaintiff or class member in any purported class, consolidated, collective or representative proceeding.

This agreement to arbitrate Claims and waiver of class actions rights is governed by the Federal Arbitration Act (9 U.S.C. sections 1 et seq.) and evidences a transaction in interstate commerce. Notwithstanding anything to the contrary herein or in the Rules, this Article shall not be severable from this Agreement in any case in which the dispute to be arbitrated is brought as a class, consolidated, collective or representative action, and only a court, and not an arbitrator, may adjudicate any contention that any portion of this Article is unenforceable, void or voidable.

ARTICLE XIX
CUSTOMER MASTER SERVICE AGREEMENTS

If Customer and Contractor or any of their respective parent companies or affiliates enter into a Master Service Agreement concerning the Waste Materials, and in the event of a conflict between the Master Service Agreement and this Agreement, the terms of this Agreement shall control, except to the extent the Master Service Agreement specifically references a provision of this Agreement, which reference shall include any applicable Article or Section reference, and the parties specifically express their intent in the Master Service Agreement to amend such provision.

RESPONSE FORM – Part B

DISTRICT-WIDE WASTE, RECYCLING, AND PORTABLE TOILETS

Completed Scope/Response Form - Part A (Excel file) must be included with your sealed bid.

Other required items are as follows –

- **Bid Bond**
- **Notarized Vendor certifications forms**
- **References**
- **Landfill Disposal Permits**
- **Sample Contract and Invoice**
- **Vendor App and W-9**

COMMENTS AND ADDITIONAL INFORMATION

_____

_____

_____

_____

Vendor has received Addendum #1 Yes ✓ No _____
Addendum #2 Yes ✓ No _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included on Attachments I & II of this bid package.

Groot Inc
Name of Company/Corporation

90 days
Length of time quote is firm

1330 Gasket Dr Elgin, IL 60120
Street Address

Quote Submitted by:

Elgin, IL 60120
City, State, Zip Code

Authorized Signature

847-429-7370
Telephone Number

Caleb Colbert
Please Type or Print Name

NA
Fax Number

21-0000 9890
Illinois License Number

Email address - ccolbert@groot.com

*** Sealed Bids are due by 10:00AM CT, Tuesday, March 22, 2022***

Response Form A

SCHOOL	Grade Levels	STUDENT ENROLLMENT OR EMPLOYEE COUNT FOR 2021-2022	QTY	CURRENT CONTAINER SIZE (cubic yards)	ENCLOSURE ENTRANCE DIMENSION	CURRENT SERVICE	FREQ (per week)	CURRENT AND REQUESTED SERVICE DAYS	MONTHLY RATE FOR SERVICE	SUMMER SCHEDULE ON-CALL PICK UP RATE	SUMMER SCHEDULE ONCE PER WEEK RATE
Algonquin Lakes Elem	K-5	506	1	6	21'	Trash	4x	M-T-W-F	$ 205.76	$ 51.44	$ 51.44
			1	8		Recycle	1x	Th	$ 68.59	$ 68.59	$ 68.59
Algonquin Middle Schl	6-8	465	1	8	NA	Trash	3x	M-W-F	$ 205.76	$ 68.59	$ 68.59
			1	8		Recycle	1x	M	$ 68.59	$ 68.59	$ 68.59
Bunker HIll Transportation Ctr	NA	120	1	8	NA	Trash	2x	T-F	$ 137.17	$ 68.59	$ 68.59
			1	2		Recycle	1x	T	$ 17.15	$ 17.15	$ 17.15
Buildings & Grounds and Administration Building	NA	120	1	30	NA	Trash	On-Call	TBD		$198 haul plus $57 per ton	
			1	8	NA	Recycle	1X	T	$ 68.59	$ 68.59	$ 68.59
Carpentersville Middle Schl/Oakridge	6-8	1319	1	10	18'6"	Trash	6x	MTWHFS	$ 514.40	$ 85.73	$ 85.73
			1	10		Recycle	4x	M-T-H-F	$ 342.94	$ 85.73	$ 85.73
Carpentersville Trans Ctr	NA	145	1	8	12'6"	Trash	4x	M-T-W-F	$ 274.35	$ 68.59	$ 68.59
			1	2		Recycle	1x	F	$ 17.15	$ 17.15	$ 17.15
Delacey Family Ed Ctr	PRESCHOOL	443	1	8	16'	Trash	3x	M-W-F	$ 205.76	$ 68.59	$ 68.59
			1	2		Recycle	1x	F	$ 17.15	$ 17.15	$ 17.15
Dundee Crown High Schl	9-12	2414	1	30 Comp	NA	Trash	1X	H	See pricing under compactor pricing sheet 3		
			6	96 gal totes		Recycle	1x	H	$ 17.49	$ 17.49	$ 17.49
Dundee Highlands Elem	K-5	356	1	6	19'	Trash	1x	W	$ 51.44	$ 51.44	$ 51.44
			1	8		Recycle	1x	W	$ 68.59	$ 68.59	$ 68.59
Dundee Middle Schl	6-8	872	1	10	NA	Trash	3x	M-W-F	$ 257.20	$ 85.73	$ 85.73
			1	10		Recycle	1x	W	$ 85.73	$ 85.73	$ 85.73
Eastview Elem Schl	K-5	445	1	6	17'	Trash	4x	M-T-W-F	$ 205.76	$ 51.44	$ 51.44
			1	8		Recycle	2x	M-H	$ 137.17	$ 68.59	$ 68.59
Gilberts Elem Schl	K-5	728	1	10	16'	Trash	4x	M-T-W-F	$ 342.94	$ 85.73	$ 85.73
			1	2		Recycle	2x	T-F	$ 34.29	$ 17.15	$ 17.15
Golfview Elem Schl	K-5	672	1	8	16'	Trash	5x	M-T-W-H-F	$ 342.94	$ 68.59	$ 68.59
			1	8		Recycle	1x	H	$ 68.59	$ 68.59	$ 68.59
Hampshire Elem Schl	K-5	474	1	10	9'6"	Trash	2x	T-F	$ 171.47	$ 85.73	$ 85.73
			3	96 gal toters		Recycle	1x	F	$ 8.74	$ 8.74	$ 8.74
Hampshire High Schl	9-12	1555	1	40 Comp		Trash	On-Call	TBD	See pricing under compactor pricing sheet 3		
			1	8	13'	Recycle	2x	H	$ 137.17	$ 68.59	$ 68.59
Hampshire Middle Schl	6-8	959	2	10	17'	Trash	2x	T-F	$ 342.94	$ 171.47	$ 171.47
			1	8	11'	Recycle	1x	H	$ 68.59	$ 68.59	$ 68.59
HD Jacobs High Schl	9-12	2082	2	8	NA	Trash	5x	M-T-W-H-F	$ 685.87	$ 137.17	$ 137.17
			2	8		Recycle	2x	M-H	$ 274.35	$ 137.17	$ 137.17
LITH Elementary Schl	K-5	525	1	6	NA	Trash	3x	M-W-F	$ 154.32	$ 51.44	$ 51.44
			1	8		Recycle	1x	T	$ 68.59	$ 68.59	$ 68.59
Lakewood Elementary Schl	K-5	587	1	8	23'	Trash	4x	M-T-H-F	$ 274.35	$ 68.59	$ 68.59
			1	8		Recycle	1x	H	$ 68.59	$ 68.59	$ 68.59
Liberty Elementary Schl	K-5	774	1	8	21'	Trash	4x	M-T-H-F	$ 274.35	$ 68.59	$ 68.59
			1	8		Recycle	1x	F	$ 68.59	$ 68.59	$ 68.59
Lincoln Prairie	K-5	457	1	8	21'	Trash	4x	M-T-H-F	$ 274.35	$ 68.59	$ 68.59

SCHOOL	Grade Levels	STUDENT ENROLLMENT OR EMPLOYEE COUNT FOR 2021-2022	QTY	CURRENT CONTAINER SIZE (cubic yards)	ENCLOSURE ENTRANCE DIMENSION	CURRENT SERVICE	FREQ (per week)	CURRENT AND REQUESTED SERVICE DAYS	MONTHLY RATE FOR SERVICE	SUMMER SCHEDULE ON-CALL PICK UP RATE	SUMMER SCHEDULE ONCE PER WEEK RATE	
~~Lincoln Prairie~~			1	8		Recycle	1x	Th	$ 68.59	$ 68.59	$ 68.59	
Meadowdale Elem	K-5	399	1	6	18'	Trash	3x	M-W-F	$ 154.32	$ 51.44	$ 51.44	
			1	8		Recycle	1x	H	$ 68.59	$ 68.59	$ 68.59	
Neubert Elem	K-5	438	1	6	NA	Trash	3x	M-W-F	$ 154.32	$ 51.44	$ 51.44	
			1	8		Recycle	1x	T	$ 68.59	$ 68.59	$ 68.59	
Parkview Elemetary	K-5	487	1	8	19'	Trash	2x	T-F	$ 137.17	$ 68.59	$ 68.59	
			3	2		Recycle	1x	F	$ 51.44	$ 51.44	$ 51.44	
Perry Elementary	K-5	577	1	6	20'	Trash	5x	M-T-W-H-F	$ 257.20	$ 51.44	$ 51.44	
			1	8		Recycle	1x	H	$ 68.59	$ 68.59	$ 68.59	
Sleepy Hollow Elementary	K-5	383	1	8	NA	Trash	3x	M-W-F	$ 205.76	$ 68.59	$ 68.59	
			1	8		Recycle	1x	W	$ 68.59	$ 68.59	$ 68.59	
Westfield Community	K-8	1313	2	8	17'	Trash	4x	M-T-H-F	$ 548.70	$ 137.17	$ 137.17	
			1	10	14'6"	Recycle	3x	M-W-F	$ 257.20	$ 85.73	$ 85.73	
Gary D Wright Elem	K-5	738	2	10	15'6"	Trash	2x	T-F	$ 342.94	$ 171.47	$ 171.47	
			1	6		Recycle	1x	H	$ 51.44	$ 51.44	$ 51.44	
Big Timber Elementary Schl	K-5	450	3	3	7'8"	Trash	2x	T-F	$ 154.32	$ 77.16	$ 77.16	
			1	3		Recycle	2x	T-F	$ 51.44	$ 25.72	$ 25.72	
								Grand Total	$ 9,336.97	$3,798.57	$ 3,798.57	
							PER EXCEPTIONS ATTACHED					

UNIT PRICING

CONTAINER SIZE	WASTE	RECYCLE	CONCRETE
2 YARD	See pricing	See pricing	NA
6 YARD	See pricing	See pricing	NA
8 YARD	See pricing	See pricing	NA
10 YARD	See pricing	See pricing	NA
96 GAL TOTE	See pricing	See pricing	NA
Battery	See pricing	See pricing	NA

TEMPORARY ROLLOFF	WASTE	RECYCLE	CONCRETE
10 YARD OPEN TOP	$198 haul p	$198 haul p	$198 haul plus $57/per ton
20 YARD OPEN TOP	$198 haul p	$198 haul p	NA
30 YARD OPEN TOP	$198 haul p	$198 haul p	NA

MISC	RECYCLE
4' Large Bulb Recycle	87
4' Medium Bulb Recycle	87
Assorted Bulb Recycle	$127.84
5 Gallon Ballast Recycle	$131.14

PER EXCEPTIONS ATTACHED

Unit Pricing

1-34yd flat compactor	Rental	Pull	
Jacobs High School	125	$198 per haul plus $57 per ton	need site review
Westfield Community School	125	$198 per haul plus $57 per ton	

1- 30yd compactor	Rental	Pull
Dundee-Crown High School	125	$198 per haul plus $57 per ton

1- 40yd compactor	Rental	Pull
Hampshire High School	125	$198 per haul plus $57 per ton

*Provide flat rate pricing based upon annual average tonnage of 100 tons for DCHS and HHS.
PER EXCEPTIONS ATTACHED

$125 = maintenance on existing compactors?	rental fee includes maintenance
Lease amount to replace compactor?	needs to follow up based on size and type of unit

Unit Pricing

Porta Potties	Rental	Pull
Regular	135	NA
Handicap	200	NA

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 · (217) 782-3397
JB PRITZKER, GOVERNOR JOHN J. KIM, DIRECTOR

217/524-3301

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

FEB 22 2022

7011 1150 0001 0856 9849

OWNER
Winnebago Landfill Company, LLC
Attention: Tom Hilbert
5450 Wansford Way
Suite 201
Rockford, Illinois 61109

OPERATOR
Winnebago Reclamation Service, Inc.
Attention: Tom Hilbert
5450 Wansford Way
Suite 201
Rockford, Illinois 61109

Re: 2018080001 -- Winnebago County
Winnebago Landfill – East Expansion Unit
Permit No. 2013-295-LF
Modification No. 20
Log No. 2021-394
Expiration Date: July 15, 2022
Permit Landfill 811 File
Permit Approval

Dear Mr. Hilbert:

Permit has been granted to Winnebago Landfill Company, LLC as owner and Winnebago Reclamation Service, Inc. as operator, approving development of a new municipal solid and non-hazardous special waste landfill all in accordance with the application and plans provided in Application Log No. 2013-295, specifications, application, and supporting documents, as submitted and approved, shall constitute part of this permit and are identified in the records of the Illinois Environmental Protection Agency (Illinois EPA), Bureau of Land, Division of Land Pollution Control by the permit number and log number designated in the heading above.

Permit No. 2013-295-LF approved the modification of development of the existing landfill by the development of a new Municipal Solid Waste Landfill (MSWLF) unit, known as the "East Expansion Unit", within the facility boundaries of Winnebago Landfill approved under Permit No. 2006-221-LF, so as to comply with the applicable requirements of Title 35, Illinois Administrative Code (hereinafter 35 IAC), Subtitle G, Parts 811 and 812, pursuant to 35 IAC, Section 813.104. The overall facility boundary is 855 acres in size. (The 855 acre facility boundary also encompasses the following permitted waste disposal units: 1. Northern and Southern Units, Permit No. 1991-138-LF; 2. North Expansion Unit, Permit No. 2006-221-LF; and 3. West Expansion Unit, Permit No. 2010-133-LF. The development, operation and/or post closure care of these units shall continue in accordance with these respective permits). The East Expansion Unit has a waste disposal area encompassing approximately 222.38 acres, with an "in-place" net disposal capacity of approximately 51,790,568 cubic yards of net volume, excluding daily, intermediate and final cover, and protective soils/air space. The maximum final elevation shall be approximately 1002 feet above mean sea level. The lateral waste boundaries

of the East Expansion Unit, and permitted final contours of the unit and surrounding areas, are those shown on Drawing No. D12 entitled Proposed Final Landform, dated May 2013 and received by the Illinois EPA on January 26, 2015. Additionally, Permit No. 2013-295-LF approved the acceptance of special waste streams without individual special waste stream authorizations, in accordance with the special conditions listed in Part III of this permit, upon receipt of a permit that allows waste disposal to begin in the East Expansion Unit.

Modification No. 20 is hereby granted to Winnebago Landfill Company, LLC as owner and Winnebago Reclamation Service, Inc. as operator, allowing a significant modification of a municipal solid waste and non-hazardous special waste landfill all in accordance with permit application Log No. 2021-394. Log No. 2021-394 was prepared, signed and sealed by Brian J. Wozniak, P.E. of Andrews Engineering, Inc., signature dated October 29, 2021.

The application, Illinois EPA Log No. 2021-394, approved as Modification No. 20 consists of the following documents:

DOCUMENT	DATED	DATE RECEIVED
Original Application Log No. 2021-394	November 1, 2021	November 1, 2021
Addenda	November 5, 2021 November 22, 2021	November 8, 2021 November 24, 2021

Modification No. 20 to Permit No. 2013-295-LF approves the construction and operation of the 21.4-acre Cell E5 disposal area and revised the total cost estimate for closure and post-closure care to $9,300,114.68.

Except for the differences described in the table below, the special conditions of the permit letter for Modification No. 20 to Permit No. 2013-295-LF are identical to the special conditions in Modification No. 19 to Permit No. 2013-295-LF, issued November 30, 2021.

Condition No. in Modification No. 19	Condition No. in Modification No. 20	Description of Revision
VII.3	VII.3	Removed "not yet installed" designation for L605.
VII.5	VII.5	Updated leachate sampling points.
VIII.9	VIII.9	Removed "Wells to be phased in" designation for appropriate wells.
IX.1(b)	IX.1(b)	Updated list of installed gas monitoring probes.
X.6	X.6	Updated cost estimate values.

Pursuant to Section 39(a) of Illinois Environmental Protection Act (Act) [415 ILCS 5/39(a)] and 35 IAC, 813.104(b), this permit is issued subject to the development, operating and reporting requirements for non-hazardous waste landfills in 35 IAC, Parts PARTS the standard conditions attached hereto, and the following special conditions. In case of conflict between the permit application and these conditions (both standard and special), the conditions of this permit shall govern.

I. CONSTRUCTION QUALITY ASSURANCE

1. All necessary surface drainage control facilities shall be constructed prior to other disturbance in any area.

2. No part of the unit shall be placed into service or accept waste until an acceptance report for all the activities listed below has been submitted to and approved by the Illinois EPA as a significant modification pursuant to 35 IAC, Sections 811.505(d) and 813.203:

   a. Installation of dewatering systems;

   b. Preparation of the subgrade and foundation to design parameters;

   c. Installation of the compacted earth/synthetic liner;

   d. Installation of the leachate drainage, collection and management systems (including all storage and conveyance systems);

   e. Placement of final cover;

   f. Installation of gas control facilities; and

   g. Construction of ponds, ditches, lagoons and berms.

3. The permittee shall designate an independent third party contractor as the Construction Quality Assurance (CQA) Officer(s). The CQA Officer(s) shall be an Illinois Certified Professional Engineer who is independent from and not under the control or influence of the operator, any employee of the operator, or any other corporation, company or legal entity that is a subsidiary, affiliate, parent corporation or holding corporation associated with the operator.

4. Except as provided below, the CQA Officer(s) designated pursuant to Special Condition I.3. shall personally be present during all construction and testing that is subject to CQA certification pursuant to 35 IAC, Section 811.503(a). If the CQA Officer(s) is unable to be present as required, then a written explanation and signed statement must be provided for each absence pursuant to 35 IAC, Section 811.503(b).

5. The clay liner shall be tested for density and moisture content, a minimum of five tests per lift per acre.

6. A minimum of one conformance laboratory hydraulic conductivity test on a representative undisturbed sample shall be performed for every 5,000 cubic yards of soil placed in the liner and for every 10,000 of soil placed in the low-permeability layer of the final cover system.

7. Foundation and the clay portion of the liner shall not be constructed with, or upon, frozen soil. If the clay portion of the liner is exposed to freezing conditions, it must be recertified. The designated CQA Officer(s) shall then certify that the clay portion of the liner and all necessary repairs to the liner geomembrane, leachate drainage layer and geotextile layers meet the required design standards. This certification must be provided to the Illinois EPA prior to disposal of waste on the subject portion of the liner. If operating authorization has not yet been issued for that area, the recertification shall be included in the application for Significant Modification of Permit to obtain Operating Authorization for that area.

   All sampling, testing, construction and reporting shall conform with the approved facility CQA plan.

8. Pursuant to 35 IAC, Section 811.505(d), upon completion of construction of each major phase, the CQA Officer(s) shall submit an acceptance report to the Illinois EPA. The acceptance report shall be submitted before the structure is placed into service and shall contain the following:

   a. A certification by the CQA Officer(s) that the construction has been prepared and constructed in accordance with the engineering design;

   b. As-built drawings; and

   c. All daily summary reports.

9. Construction of Sidewall Liner

   a. The operator shall maintain a minimum "freeboard" of one (1) foot between the top of the sidewall liner and the top of the waste.

   b. Prior to installing an increment of the sidewall liner, the sidewall liner in that area shall be inspected. Any areas damaged by desiccation, frost action, etc. shall be excavated and reconstructed in accordance with the Construction Quality Assurance program approved by this permit.

   c. After each increment of the compacted earth liner up the sidewall is completed, the operator shall provide written notification of its completion to the Illinois EPA's Rockford Regional Office. Upon receipt of the notification, the inspector shall be allowed fifteen working days to examine the construction. The Illinois EPA is not obligated to approve the construction or certification. The operator may dispose of refuse in the subphase after the fifteen day period if, having complied with the terms of this condition, the operator is not informed of a problem by the Illinois EPA or its agents.

   d. At the same time the Rockford Regional Office or delegated government is given notification that an increment of the sidewall liner has been completed, the Permit Section shall be provided with the information required in an Acceptance Report pursuant to 35 IAC, 811.505(d) on its construction.

10. Applications for operating authorization shall not be made for areas of less than 1.5 acre increments of constructed liner.

11. All stakes and monuments marking the facility boundary and the permitted disposal area shall be maintained, inspected annually and surveyed no less frequently than once in five years by a professional land surveyor. Any lost or damaged monuments shall be replaced.

12. All standards for testing the characteristics and performance of materials, products, systems and services shall be those established by the American Society for Testing and Materials (ASTM) unless otherwise stated in the permit application.

13. All CQA conformance testing of material properties and seam strength for installed geomembranes shall meet Geosynthetic Research Institute's requirements with the following exceptions: For the geomembrane used in the bottom liner, the minimum thickness must be within 5% of nominal for all samples, i.e. 60 mil liner must be at least 57 mil; and UV resistance testing is not necessary unless the geomembrane is exposed for more than 30 days.

14. The angle of friction (φ) and adhesion for the interface between 60 mil HDPE (liner) geomembrane and the uppermost lift of the compacted clay liner shall meet or exceed the limits provided in Table 2.5-2 of Application Log No. 2017-495. Similarly, the angle of friction for the interface between and the 40 mil LDPE (final cover) geomembrane and the compacted cohesive soil cover shall meet or exceed the limits provided in Table 2.5-3 of Log No. 2017-495. Test methods shall be in accordance with ASTM D5321. Testing frequency shall be, at a minimum, once per (soil) material change as described in Tables 2.5-2 and 2.5-3 of the approved CQA Plan and once per liner/final cover construction phase for which a CQA Acceptance report is filed pursuant to 35 IAC 813.203. A revised slope stability analysis will be required for liner or final cover construction for which the soil liner interface does not meet the aforementioned direct shear testing results for angle of friction and adhesion.

15. Minimum testing frequencies of the approved CQA Plan may only be reduced by Illinois EPA approval of a significant modification permit submitted pursuant to 35 IAC 813.201(a).

16. The Illinois EPA shall be notified in writing at least 30 days prior to the cessation of operation of the dewatering system. This condition applies the cessation of operation of any major increment of the dewatering system, as well as the final shutdown of the system following completion of construction of the liner and leachate collection systems for the unit.

17. Layer thickness dimensions for liner, leachate collection system, and final cover components are minimums and may not be reduced unless approved by significant modification permit issued pursuant to 35 IAC, Part 813. Revisions to approved pipe diameters for leachate collection and management system components will also be subject of a significant modification permit.

II. OPERATING CONDITIONS

1. Pursuant to 35 IAC, Sections 811.107(a) and 811.107(b), throughout the operating life of this landfill, waste shall not be placed in a manner or at a rate which results in unstable internal or external slopes or interference with construction, operation or monitoring activities.

2. The operator of this solid waste facility shall not conduct the operation in a manner which results in any of the following:

   a. refuse in standing or flowing waters;

   b. leachate flows entering waters of the State;

   c. leachate flows exiting the landfill confines (i.e., the facility boundaries established for the landfill in a permit or permits issued by the Illinois EPA);

   d. open burning of refuse in violation of Section 9 of the Illinois Environmental Protection Act (Act);

   e. uncovered refuse remaining from any previous operating day or at the conclusion of any operating day, unless authorized by permit;

   f. failure to provide final cover within time limits established by Board regulations;

   g. acceptance of wastes without necessary permits;

   h. scavenging as defined by Board regulations;

   i. deposition of refuse in any unpermitted (i.e., without an Illinois EPA approved significant modification authorizing operation) portion of the landfill;

   j. acceptance of a special waste without a required manifest and identification record;

   k. failure to submit reports required by permits or Board regulations;

   l. failure to collect and contain litter from the site by the end of each operating day.

m. failure to submit any cost estimate or any financial assurance mechanism for the facility as required by the Act or Board regulations.

3. Moveable, temporary fencing shall be used to prevent blowing litter when the refuse is above the natural ground line.

4. At the end of each day of operation, all exposed waste shall be covered with:

a. Clean soil at least six (6) inches thick (i.e., conventional daily cover); or

b. An alternate cover as described below.

5. The following materials are approved as alternate material for daily cover pursuant to 35 IAC, Sections 811.106(b) and 812.111(b) at this facility:

a. Geotextile fabric,

b. Foundry sand*,

c. Biodegradable clay-based materials, produced commercially for use as daily cover (e.g., Liquid Clay Formulation 480),

d. Dried sewage sludge,

e. Sand blast media*,

f. Fully composted yard waste*,

g. Lime sludge from water treatment*,

h. Petroleum Contaminated soil,

i. Separated and processed landscape waste,

j. Construction and demolition (C & D) materials*, and

k. Broken glass*.

* - Materials that may be stockpiled in accordance with Condition No. II.6.

6. Storage/stockpiling of alternate daily cover materials shall be subject to the following conditions:

   a. Only materials denoted by an asterisk (*) in Condition No. II.5 above may be stockpiled.

   b. Cumulative storage of stockpiled alternate daily cover materials shall not exceed 6700 cubic yards.

   c. Incoming loads of materials will be stockpiled within approximately 300 feet of the landfill's active face and within the permitted waste boundary line.m

   d. Drainage from stockpiled materials and storage areas shall be collected and managed as leachate.

   e. Alternate daily cover material storage is limited to 15 days.

7. Use of alternate materials as daily cover shall be subject to the following conditions:

   a. If any alternate daily cover other than those approved by this permit are to be used, their use must be approved by the Illinois EPA through the permit process.

   b. At any one time, the total area, using alternate daily cover, shall be no more than 60,000 square feet. Beyond this maximum, daily cover soil shall be used on all areas where waste has been disposed and to which intermediate or final cover has not been applied.

   c. Areas upon which alternate daily cover has been used must be covered with either conventional cover or additional waste within six days.

   d. Conventional daily cover in accordance with 35 IAC 811.106(a) shall be used if weather or other conditions adversely affect the ability of the alternate daily cover to prevent problems with blowing litter, fire, odors, or vectors. For dried sewage sludge and spent sand blast media, such conditions would include winds gusting 15 miles per hour (or higher).

e. Geotextile fabric shall be anchored adequately to prevent wind damage. If the alternate daily cover is torn during or after placement, it must be repaired immediately or the damaged area must be covered with six inches of daily cover soil. If tires are used as weights for the alternate daily cover, they shall be converted tires, in accordance with 35 IAC, Part 848: Management of Used and Waste Tires.

f. When an alternate daily cover is applied, the operator shall keep a record including a description of the weather conditions, the type of alternate daily cover used and its performance. A summary of this information shall be provided with this facility's annual reports.

g. Any alternate daily cover which has been used for daily cover may not be reused for any purpose (including road underlayment and erosion control) outside of permitted disposal boundaries.

h. When dried sewage sludge, spent sand blast media, or processed landscape waste from off-site facilities are employed as daily cover, a layer at least six (6) inches thick shall be applied.

i. All dried sewage sludge, spent sand blast media, lime sludge, petroleum contaminated soil, and foundry sand received at this landfill for disposal or for use as daily cover, shall be accepted as special waste in accordance with the conditions contained in Part III of this permit letter.

j. Dried sewage sludge, petroleum contaminated soil and processed landscape waste from off-site facilities shall not be stockpiled, on an on-going basis, for use as daily cover. That is, by the end of each operating day these materials shall either have been used as daily cover or disposed.

k. Any runoff from areas in which foundry sand, dried sewage sludge, spent sand blast media, lime sludge, petroleum contaminated soil, processed landscape waste from off-site facilities, C&D materials, or broken glass has been stored or used as daily cover shall be collected and managed as leachate.

l. If the Illinois EPA's Field Operations Section determines that an alternate material is not performing satisfactorily as daily cover, the operator shall cease using it as daily cover immediately upon receipt of written notification of such determination.

m. The following conditions apply to lime sludge:

i. The sludge must not be a liquid and must have a radium concentration of <5pCi/g (dwb). (If radium concentration exceeds this level specific waste stream permit authorization must be sought from the Agency for the waste.)

ii. Stockpiles shall be managed including tarping as necessary to prevent nuisance conditions or failure of the established criteria for use as alternative daily cover.

n. The following conditions apply to petroleum contaminated soil:

i. The contaminated soil must be non-hazardous.

ii. Each load of contaminated soil to be used as daily cover shall be inspected to ensure that its use will not generate odors and will minimize the threat of fire. The operator shall maintain a log of these inspections including, but not limited to, the date, a description of the soil contaminant, the generator name, number, and the amount of soil in cubic yards. The logs shall be maintained in the operating record for the facility and shall be available for Illinois EPA inspection upon request.

iii. Contaminated soil with obnoxious odors or soil with debris shall not be used as alternative daily cover.

iv. Once placed as daily cover or disposed, contaminated soil shall not be removed.

v. It should be noted that this project includes air emission sources which may require a construction and operating permit from the Illinois EPA's Bureau of Air/Division of Air Pollution Control. (Any questions concerning this condition may be directed to a permit analyst in the Division of Air Pollution Control at 217/782-2113.)

vi. Soils contaminated with asbestos or PCB's > 2 mg/kg shall not be used for daily cover.

o. The following conditions apply to processed landscape waste:

i. Pursuant to Subsection 22.22(c) of the Act, all landscape waste used as daily cover shall be separated and processed at an off-site facility permitted by the Illinois EPA before July 30, 1997.

ii. Before accepting landscape waste from any off-site facility, the landfill operator must submit to the Illinois EPA written notification, identifying the off-site facility proposed a source of landscape waste. The Illinois EPA shall be allowed 45 days from the date of receipt of the notification to determine whether the off-site landscape waste facility meets the requirements of Subsection 22.22(c) of the Act. If Illinois EPA does not respond within 45 days, processed landscape waste from the off-site facility may be accepted for use as daily cover.

iii. When used as alternate daily cover, landscape waste shall have a minimum thickness of six (6) inches and a maximum thickness of 12 inches.

p. The following conditions apply to construction and demolition (C&D) materials:

i. The C&D material is to consist primarily of uncontaminated wood, either from new fresh scrap wood used in building construction, or from old wood from demolition of razed buildings. It may contain varying amounts of drywall, ceramic tile, roofing shingles, brick, or broken concrete. (Log No. 2000-119)

ii. The daily cover is to be a minimum of six (6) inches in thickness.

iii. Only material that can be placed without leaving unacceptably large voids or open passages to the waste mass may be used.

iv. Once applied as alternate daily cover, the materials shall not be removed.

v. C&D may be used for temporary roads within the permitted waste boundaries over areas with certified liner.

q. The following conditions apply to broken glass:

i. The broken glass may not be off-spec recycled glass mixed with waste. It must be generated from a source separated glass recycling program.

ii. The broken glass shall be no larger than two (2) inches in diameter.

iii. The daily cover is to be a minimum of six (6) inches in thickness.

iv. Only material that can be placed without leaving unacceptably large voids or open passages to the waste mass may be used.

v. Once applied as alternate daily cover, the broken glass shall not be removed.

r. Sand blast media shall only be used for alternate daily cover when the area is either below grade or protected from the prevailing winds. Stockpiled sand blast media must be covered with a tarp or similar cover to prevent fugitive dust emissions.

8. No later than 60 days after placement of the final lift of waste in any area, the area shall receive a final cover system meeting the design specifications approved in this permit application. The low permeability layer shall consist of a layer of compacted cohesive soil at least 12 inches thick with a maximum hydraulic conductivity of $1x10^{-7}$ cm/sec, overlain by a 40 mil LLDPE geomembrane. The final protective layer shall consist of a geocomposite drainage layer overlain by a three foot soil protective layer. The top six inches of the protective soil must be capable of supporting vegetation. The total thickness of the final protective layer shall not be less than three feet.

Immediately after measures have been taken to establish vegetation on top of the protective layer in a given area, the final cover system in that area shall be inspected and maintained in accordance with 35 Ill. Adm. Code 811.111(c)(1)(A), (c)(2), (c)(3), (c)(4), and (c)(5).

9. All waste not covered within sixty days of placement with additional waste or final cover shall have an intermediate cover of compacted clean soil with a minimum thickness of one foot applied to it.

10. The operator shall implement a load checking program that meets the requirements of 35 IAC, Section 811.323. If regulated hazardous waste is discovered, the Illinois EPA shall be notified no later than 5:00 p.m. the next business day after the day it is detected. The load checker shall prepare a report describing the results of each inspection. A summary of these reports shall be submitted to the Illinois EPA as part of this facility's annual report.

11. Asbestos debris from construction-demolition shall be managed in accordance with the National Emission Standards for Hazardous Air Pollutants (NESHAPS) regulations.

12. Management of Unauthorized Waste

    a. Landscape waste found to be mixed with municipal waste will be removed the same day and transported to a facility that is operating in accordance with the Act, Title V, Section 21.

    b. Lead-acid batteries will be removed the same day and transported either to a drop-off center handling such waste, or to a lead-acid battery retailer.

    c. Potentially infectious medical waste (PIMW) found to be mixed with municipal waste shall be managed in accordance with 35 IAC, Subtitle M.

    d. Tires found to be mixed with municipal waste shall be removed and managed in accordance with 35 IAC, Part 848.

    e. White good components mixed with municipal waste shall be removed and managed in accordance with Section 22.28 of the Act.

    f. This facility is prohibited from disposing any waste containing polychlorinated biphenyls (PCBs) in concentration greater than allowed, pursuant to the Toxic Substance Control Act (TSCA).

    g. No liquid waste (special or non-special) as determined by the Paint Filter Test shall be disposed unless the waste is from a household or is in a small container similar in size to that normally found in household waste and the container was designed for use other than storage. The prohibition applies to on-site generated wastes except for leachate or gas condensate that is specifically approved by permit for recirculation into the landfill. However, minor amounts of liquid resulting from precipitation (rain, sleet, hail or snow) during transport and disposal operations shall not be construed as a violation of this condition.

h. In accordance with Section 21.6 of the Act, beginning July 1, 1996, no owner or operator of a sanitary landfill shall accept liquid used oil for final disposal that is discernable in the course of prudent business operation.

i. After the unauthorized waste has been removed, a thorough cleanup of the affected area will be made according to the type of unauthorized waste managed. Records shall be kept for three (3) years and will be made available to the Illinois EPA.

j. In accordance with Subsection 95(b) of the Electronics Products Recycling and Reuse Act (415 ILCS 150), *beginning January 1, 2012, no person may knowingly cause or allow the disposal of a CED* [covered electronic device] *or any other computer, computer monitor, printer, television, electronic keyboard, facsimile machine, videocassette recorder, portable digital music player, digital video disc player, video game console, electronic mouse, scanner, digital converter box, cable receiver, satellite receiver, digital video disc recorder, or small-scale server in a sanitary landfill*, except as may be allowed by a waiver obtained pursuant to Subsection 95(e) of the Electronics Products Recycling and Reuse Act.

k. In accordance with Section 22.54(a) of the Illinois Environmental Protection Act (415 ILCS 5/1 et seq.), beginning January 1, 2014: *No owner or operator of a sanitary landfill that is located within a 25-mile radius of a site where asphalt roofing shingles are recycled under a Beneficial Use Determination (BUD) issued by the Agency pursuant to Section 22.54 of this Act shall accept for disposal loads of whole or processed asphalt roofing shingles. Nothing in this Section* [Section 22.54a] *shall prohibit or restrict a sanitary landfill from accepting for disposal asphalt roofing shingles that are commingled with municipal waste, including, but not limited to, general construction or demolition debris.* A map showing the locations of the permitted, operating, non-hazardous waste landfills in Illinois with respect to the sites that have current BUD's from the Agency to recycle asphalt roofing shingles can be viewed at:
http://illinois-epa.maps.arcgis.com/home/webmap/viewer.html?webmap=582fd9fce53f4b708b4b1c1d87d8f67d

13. Operating hours are those hours during which waste may be accepted. For this facility, the operating hours shall be limited to 4:30 am to 7:00 pm, Monday through Friday, and 4:30 am to 5:00 pm on Saturday. Adequate lighting shall be provided for outdoor activities at the landfill occurring before sunrise or after sunset.

14. If it is required for the facility to be open beyond normal operating hours to respond to emergency situations, a written record of the date(s), times and reason the facility was open shall be made part of the operating record for the facility. The Illinois EPA-FOS Regional Office and, when applicable, the county authority responsible for inspections of this facility per a delegation agreement with the Illinois EPA shall be notified no later than 5:00 p.m. the next business day following the acceptance of waste outside the specified operating hours.

15. Road building materials used to construct roads at the facility that are not solid waste may be stockpiled on-site in the amount estimated to be needed within the next construction season provided they are managed in accordance with 35 IAC, Section 811.108(c)(1).

16. Equipment shall be maintained and available for use at the facility during all hours of operation to allow proper operation of the landfill. If breakdowns occur that would prevent proper facility operation, back-up equipment shall be brought onto the site.

17. All utilities, including but not limited to heat, lights, power, communications equipment and sanitary facilities necessary for safe, efficient and proper operation of the landfill shall be available at the facility at all times.

18. Waste shall be deposited at the fill face and compacted upward into the fill face unless precluded by extreme weather conditions or for reasons of safety.

19. The operator shall implement methods for controlling dust so as to prevent wind dispersal of particulate matter off-site.

20. The facility shall be constructed and operated to minimize the level of equipment noise audible outside the facility. The facility shall not cause or contribute to a violation of 35 IAC, Parts 900 through 905.

21. The operator shall implement measures to control the population of disease and nuisance vectors.

22. The operator shall institute fire protection measures in accordance with the proposed fire safety plan.

23. The operator shall implement methods to prevent tracking of mud by hauling vehicles onto public roadways.

24. Access to the active area and all other areas within the boundaries of the facility shall be controlled by use of fences, gates and natural barriers to prevent unauthorized entry at all times.

25. A permanent sign shall be maintained at the facility entrance containing the information required under 35 IAC, Section 811.109(b)(1) through (5).

III. SPECIAL WASTE

A. DISPOSAL OF SPECIAL WASTE

1. The permittee is authorized to accept non-hazardous special waste that meets the definition of industrial process waste or pollution control waste as found in Sections 3.235 and 3.335, respectively, of the Illinois Environmental Protection Act, in accordance with the following requirements:

   a. The waste is analyzed in accordance with the requirements described below and complies with the acceptance criteria in the approved waste analysis plan;

   b. The waste is delivered by an Illinois licensed special waste hauler or an exempt hauler as defined in 35 IAC, Section 809.211; and

   c. The waste is accompanied by a manifest, if required.

2. The permittee shall obtain a completed Special Waste Preacceptance Form: http://www.epa.illinois.gov/Assets/iepa/forms/land/manifests/special-waste-preacceptance-form.pdf, and a preacceptance analysis from each generator for each waste to be accepted. In addition, the Annual Generator Special Waste and Recertification for Disposal of Special Waste form: http://www.epa.illinois.gov/Assets/iepa/forms/land/manifests/annual-generator-special-waste-recertification.pdf, which certifies the waste has not changed since the last analysis, must be completed and included in the operating record. A complete laboratory analysis must be provided with the exceptions listed below.

Analysis shall be conducted using SW-846 test methods. The waste shall be reanalyzed at least every five years and must identify the actual concentration of each chemical constituent and state of each physical parameter. In all cases, a copy of the lab analysis (on lab letterhead and signed by a responsible party such as the person conducting the analysis or his/her supervisor) must be included in the operating record with the Special Waste Preacceptance Form (Profile Identification Sheet). The analysis may not be greater than one year old at the time. A new analysis is required if the composition of the waste changes (normal variations in waste composition are expected and are not included in this requirement). All waste must be analyzed as follows:

a. The permittee shall obtain the following lab analyses to determine the concentrations of the following parameters.

Paint Filter Test
Flash point
Sulfide (reactive)
Cyanide (reactive)
Phenol (total)
pH
Toxicity Characteristic Constituents

b. The permittee shall obtain analysis for reactive sulfides (H2S) and cyanides (HCN). Waste containing 250 ppm or greater reactive cyanide or 500 ppm or greater reactive sulfide is presumed to be hazardous waste pursuant to 35 IAC, Section 721.123(a)(5) unless specific information to show it does not present a danger to human health or the environment is provided. Analysis for total sulfide and/or cyanide may be substituted for reactive concentrations if they are equal to or less than 10 ppm. For wastes containing greater than 10 ppm reactive cyanide or reactive sulfide, the permittee shall not accept the waste unless the generator provides a signed and dated statement indicating the following:

i. The waste has never caused injury to a worker because of H_2S and/or HCN generation;

ii. That the OSHA work place air concentration limits for H2S and/or HCN have not been exceeded in areas where the waste is generated, stored or otherwise handled; and

iii. That air concentrations of H2S and/or HCN above 10 ppm have not been encountered in areas where the waste is generated, stored or otherwise handled.

c. The permittee shall obtain analysis for phenols. If the total phenol concentration is greater than 1000 ppm, the waste will be required to be drummed and labeled, unless justification that this precaution is not necessary is provided. The justification must demonstrate skin contact is unlikely during transport or disposal.

d. The permittee shall obtain metals and organics analysis. Either procedure may be utilized (i.e., total or TCLP), but any constituent whose total concentration exceeds the TCLP limit specified in 35 IAC, Section 721.124 must be analyzed using the TCLP test and the results reported, unless an alternative test has been approved by the Illinois EPA. TCLP test methods must be in accordance with SW 846-1311.

e. EXCEPTIONS:

i. The generator may certify that the eight pesticides (D012, D013, D014, D015, D016, D017, D020 and D031) would not reasonably be expected to be present in the waste based on the nature of the process generating the waste.

ii. Petroleum contaminated media and debris from LUST sites subject to corrective action regulation under 35 IAC, Parts 731 and 732 are temporarily exempt from complete TCLP analysis and the generator may limit analyses to flashpoint, paint filter test and TCLP lead.

iii. For off-specification, unused or discarded commercial or chemical products, a Safety Data Sheet (formerly known as Material Safety Data Sheets) to determine the hazardous constituents present may be provided in lieu of analytical results.

f. CLARIFICATIONS:

Notwithstanding the exception for manufactured gas plant waste contained in 35 IAC 721.124(a), no manufactured gas plant waste shall be disposed in a non-hazardous waste landfill, unless: i) the waste has been tested in accordance with subsection (d) of this special condition, and ii) the analysis has demonstrated that the waste does not exceed the regulatory levels for any contaminant given in the table contained in 35 IAC 721.124(b).

g. Pursuant to 35 IAC 722.111, the generator of a solid waste is required to determine if the waste is hazardous and comply with all applicable hazardous waste regulations. For any waste that has been determined to be hazardous, the results of quality assurance testing for the treatment program, taken at an appropriate frequency to demonstrate the waste is no longer hazardous, must be obtained. Verification that the waste meets the land disposal restrictions must also be documented. These requirements are in addition to the other standard special waste test requirements.

3. An individual waste stream permit is no longer required by the Illinois EPA for this facility. Therefore, a waste stream permit number will no longer be required on the manifest when shipping waste to this facility as authorized by this permit.

4. Special waste generated due to an emergency situation may be disposed without complete TCLP analysis if:

   a. The permittee receives authorization from the Emergency Response Unit of the Illinois EPA at 1-217-782-3637;

   b. The permittee ensures that the generator has received an incident number from the Illinois Emergency Management Agency at 1-800-782-7860 within Illinois, or 1-217-782-7860 outside of Illinois; and

   c. The waste is analyzed for the chemical constituents required by the Emergency Response Unit.

5. The permittee shall conduct the following analyses for waste received in labeled containers in lab packs, including commingled wastes:

   a. Compatibility review in accordance with the procedures identified in USEPA document EPA-600/2-80-076; and

   b. Safety Data Sheet review to determine the hazardous constituents present and appropriate USEPA hazardous waste class.

6. RCRA empty containers received as a special waste are subject to the following conditions:

   a. Containers have a rated capacity of less than 110 gallons only.

   b. Containers which formerly held 'P' listed hazardous waste must be triple rinsed in accordance with 35Ill. Adm. Code 721.107(b)(3)(A).

c. TSCA regulated quantities of PCBs or empty compressed gas cylinders are not included under this permit. Container which formerly held TSCA regulated quantities of PCBs are subject to the TSCA requirements administered by the USEPA.

d. All containers must meet the definition of empty as described in 35 IAC, Section 721.107(b).

e. Additionally, where possible, a copy of the material safety data sheets for products last present in the container shall be obtained and kept on file.

f. For drums, at least one end must be removed and the drums must be crushed flat.

7. The Special Waste Preacceptance Form: http://www.epa.illinois.gov/Assets/iepa/forms/land/manifests/special-waste-preacceptance-form.pdf, shall be utilized for the special waste profile identification requirements of 35 IAC, Section 811.404(a).

8. The Annual Generator Special Waste Recertification for Disposal Special Waste form: http://www.epa.illinois.gov/Assets/iepa/forms/land/manifests/annual-generator-special-waste-recertification.pdf, shall be utilized for the special waste recertification requirements of 35 IAC, Section 811.404(b).

9. The operator shall retain all special waste records until the end of the post-closure period in accordance with 35 IAC, Section 811.405.

B. SOLIDIFICATION OF SPECIAL WASTE

1. Waste solidification shall take place in a mixing chamber equipped with a secondary containment system equivalent to the protection provided by a five (5) foot thick clay liner having a permeability no greater than 1×10^{-7} cm/sec or; leakproof, inspectable containers placed over the area of the landfill that has both a certified liner and an operating leachate collection system that meet the standards of 35 IAC 811.306, 811.307 and 811.308.

2. All special waste generators which send liquid waste to this facility for solidification and disposal must have an Illinois EPA generator number.

3. Only non-hazardous wastes as defined in 35 IAC 722.111 may be received for solidification at this facility.

4. This permit approves the use of the following reagents and absorbents in the solidification process:

   a. Portland cement
   b. Lime
   c. Soil
   d. Petroleum contaminated soil (to be used only if waste has a $5 < pH < 9$)
   e. Sand
   f. Foundry sand
   g. Oil dry
   h. Sawdust
   i. Kitty litter
   j. Corn cobs
   k. Straw
   l. Hay
   m. Diapers
   n. Shredded construction and demolition waste
   o. Wood chips
   p. Non-hazardous baghouse dust
   q. General use compost
   r. Bleaching clay
   s. Latex powder

   All reagents and absorbents used must not exhibit any characteristic which would classify it as a hazardous waste. Use of other materials or wastes other than those listed above shall be subject to approval by the Illinois EPA permit process.

5. The following conditions are applicable to any waste containing a liquid phase(s) (fails paint filter):

   i. Each phase must be analyzed for total organic halogen (TOX) using the test method specified in 35 IAC, Part 729. Any waste containing 10,000 ppm or greater of TOX must be analyzed to determine the specific constituents, and their concentrations, that make up TOX. These constituents and their concentration should be reported on the lab analysis report. Any liquid containing multiple phases must include individual analyses for each phase.

   ii. The preacceptance documentation must include a description of the solidification method used at the generating site (or off-site permitted treatment facility) with test results demonstrating that the solidified waste passes the paint filter test.

iii. If a waste is used to solidify the liquid (i.e., two or more wastes are mixed) all required testing must be performed on the solidified waste. Otherwise, all testing (except paint filter) may be performed on the waste before solidification and a statement from the generator may be accepted certifying that the additives used have been evaluated and there is no reason to believe they would cause the waste to become hazardous.

6. The permittee shall not perform solidification if the test of waste analysis plan determines incompatibility of the waste and reagent.

7. The following information shall be documented in the facility's operating record for each load of waste received for solidification:

   a. Date the load was received;

   b. Manifest number associated with the waste load;

   c. Waste name;

   d. Volume of waste received;

   e. Generator name, location and Illinois EPA generator number or hauler number, if not a special waste;

   f. Results of all analyses conducted on the waste load;

   g. Type of reagent and/or absorbent used to solidify the waste;

   h. Documentation that the solidified waste does not exhibit hazardous characteristics as defined in 35 IAC 721 Subpart C, e.g., result of the compatibility test done in accordance with the facility's waste analysis plan.

8. Each load of the solidified waste shall be sampled and tested by the paint filter test described in 35 IAC 729.320 prior to disposal. Waste that yields fluid may not be disposed.

9. A complete TCLP analysis shall be performed on solidified waste resulting from a liquid waste with a pH $\leq$5 to demonstrate that no hazardous waste has been produced.

10. All wastes received for solidification shall be stored in covered containers within the disposal limits of the landfill in accordance with Special Condition No. III.B.1, and shall not be stored within the containers for longer than seven (7) days of receipt at the facility, prior to mixing. After the waste has been solidified (within 7 days), it shall be disposed of at the active face of the landfill immediately following a passing paint filter test.

11. This permit allows the storage of reagents and absorbents to be used in the solidification process. However, storage shall not contribute to a violation of Section 21(a), Section 12, or Section 9 of the Illinois Environmental Protection Act.

12. Reagents and absorbent shall be stored covered and protected from precipitation events and exposure to wind.

13. All wash water generated from the solidification unit shall be managed in the same manner as leachate.

14. The solidification unit may be operated from 4:30 a.m. – 7:00 p.m. Monday through Friday, and 4:30 a.m. – 5:00 p.m. on Saturday.

15. In the event of a spill, such materials and equipment necessary must be available on site in order to prevent leachate migration from the contaminated area.

16. The operator shall increase the total amount of financial assurance to include the closure costs for the solidification area, provided in Application Log No. 2020-105, prior to the operation of the solidification process (if necessary).

17. Shredded construction and demolition waste used for solidification shall not contain any asbestos or gypsum wallboard (drywall) materials.

18. All wastes accepted at the solidification processing unit must be disposed of at an operating disposal unit within this permitted landfill facility (IEPA Site No. 2018080001). The solidification processing unit must cease operation and waste acceptance when waste disposal operations at this facility have ended or have been temporarily suspended.

19. Uncontaminated soil and sand are not considered waste. Portland cement, lime, and unused oil dry purchased for solidification are also not considered waste. All other solidification reagents and absorbents listed in Condition No. III.B.4 are considered waste and must be managed as such, unless approval for their use as solidification agents has been obtained through one of the beneficial use determination (BUD) processes described in Sections 3.135 and 22.54.

IV. RECORDKEEPING

1. Information developed by the operator but not yet forwarded to the Illinois EPA in a quarterly or annual report shall be kept at or near the facility for inspection by the Illinois EPA or their designee through an Intergovernmental Agreement upon request during normal working hours.

2. Information and observations derived from load checking inspections shall be recorded in writing and retained at the facility for at least three years.

3. Every person who delivers special waste to a special waste hauler, every person who accepts special waste from a special waste hauler and every special waste hauler shall retain a copy of the special waste transportation record as a record of each special waste transaction. These copies shall be retained for three years and shall be made available at reasonable times for inspection and photocopying by the Illinois EPA or their designee through an Intergovernmental Agreement pursuant to Section 4(d) of the Act.

4. The operator shall retain copies of any special waste profile identification sheets, special waste recertifications, certifications of representative samples, special waste laboratory analyses, special waste analysis plans, and any waivers of requirements, at the facility until the end of the closure period and thereafter at the site office until the end of the post-closure care period.

5. Inspections of the closed landfill shall be conducted in accordance with the approved post-closure care plan. Records of field investigations, inspections, sampling and corrective action taken are to be maintained at the site and made available to Illinois EPA personnel or their designee through an Intergovernmental Agreement. During the post-closure care period, those records are to be maintained at the office of the site operator.

6. The owner or operator shall record and retain near the facility in an operating record or in some alternative location specified by the Illinois EPA, the information submitted to the Illinois EPA pursuant to 35 IAC, Parts 812 and 813, as it becomes available. At a minimum, the operating record shall contain the following information, even if such information is not required by 35 IAC, Part 812 or 813:

a. Any location restriction demonstration required by 35 IAC, Sections 811.302, 812.109, and 812.303;

b. Inspection records, training procedures, and notification procedures required by 35 IAC, Section 811.323;

c. Gas monitoring results and any remediation plans required by 35 IAC, Sections 811.310 and 811.311;

d. Any MSWLF unit design documentation for placement of leachate or gas condensate in a MSWLF unit required by 35 IAC, Section 811.107(m);

e. Any demonstration, certification, monitoring results, testing, or analytical data relating to the groundwater monitoring program required by 35 IAC, Sections 811.319, 811.324, 811.325, 811.326, 812.317, 813.501 and 813.502;

f. Closure and post-closure care plans and any monitoring, testing, or analytical data required by 35 IAC, Sections 811.110, 811.111, 812.114(h), 812.115 and 812.313; and

g. Any cost estimates and financial assurance documentation required by 35 IAC Part 811, Subpart G.

V. GENERAL CONDITIONS

1. This permit is issued with the expressed understanding that no process discharge to Waters of the State or to a sanitary sewer will occur from these facilities except as authorized by a permit issued by the Bureau of Water Pollution Control.

2. It should be noted that the issuance of this permit does not relieve the Permittee of the responsibility of complying with the provisions of the State of Illinois Rules and Regulations, 35 IAC, Subtitle B, Air Pollution Control, Chapter 1. The Illinois EPA's - Bureau of Air - Division of Air Pollution Control has determined that this project requires both a Construction and Operating permit in accordance with 35 IAC Section 201. If you have any questions regarding this requirement, contact the Illinois EPA's Bureau of Air, Division of Air Pollution Control, Permit Section at 217-782-2113.

3. If changes occur which modify any of the information the permittee has used in obtaining a permit for this facility, the permittee shall notify the Illinois EPA. Such changes would include but not be limited to any changes in the names or addresses of both beneficial and legal titleholders to the herein-permitted site.

The notification shall be submitted to the Illinois EPA within fifteen days of the change and shall include the name or names of any parties in interest and the address of their place of abode; or, if a corporation, the name and address of its registered agent.

4. Pursuant to 35 IAC, Section 813.201(a), any modifications to this permit shall be proposed in the form of a permit application and submitted to the Illinois EPA.

5. Pursuant to 35 IAC, Section 813.301, an application for permit renewal shall be filed with the Illinois EPA at least ninety days prior to the expiration date of this permit.

6. Current, valid Prior Conduct Certification pursuant to 35 IAC Part 745 is required for all operators of landfills that require a permit.

7. Landfill Operator Certification pursuant to 68 IAC Part 870 is required for operation of a landfill.

8. The permittee shall submit current 39(i) certifications and supporting documentation with all applications for a permit.

VI. SURFACE WATER CONTROL

1. Runoff from disturbed areas to Waters of the State shall be permitted by the Illinois EPA in accordance with 35 IAC, Part 309, and meet the requirements of 35 IAC, Part 304 unless permitted otherwise.

2. All surface water control structures other than temporary diversions for intermediate phases shall be operated until the final cover is placed and erosional stability is provided by the final protective layer of the final cover system.

3. Runoff from undisturbed areas resulting from precipitation events less than or equal to the 25-year, 24-hour precipitation event shall be diverted around disturbed areas and not commingled with runoff from disturbed areas.

4. Site surface drainage, during development, during operation and after the site is closed, shall be managed in accordance with the approved drainage control plan detailed in Permit Application Log No. 2013-295. Stormwater management structures shall be constructed prior to disturbing any portion of a drainage area identified in Application Log No. 2013-295.

VII. LEACHATE MANAGEMENT/MONITORING

1. Pursuant to 35 IAC, Section 811.309(h)(3), leachate from this MSWLF landfill shall be collected and disposed beginning as soon as it is first produced and continuing for at least 30 years after closure except as otherwise provided by 811.309(h)(4) and (h)(5). Collection and disposal of leachate may cease only when the conditions described in 35 IAC, Section 811.309(h)(2) have been achieved. Leachate removed from this landfill shall be treated at an IEPA permitted facility in accordance with the leachate management plan proposed in Permit Application Log No. 2013-295.

2. Pursuant to 35 IAC, Sections 811.307(a) and (b), 811.308(a) and (h), and 811.309(a), leachate shall be pumped from the side slope riser sump(s) before the level of leachate rises above the invert of the collection pipe(s) at its lowest point(s). Leachate removal as such shall be performed throughout the period that the leachate collection/management system must be operated in accordance with 35 IAC, Section 811.309(h)(3) and Permit Application Log No. 2010-133.

3. The following monitoring points are to be used in the Leachate Monitoring Program for this facility:

Leachate Monitoring Points

Applicant Designation	Illinois EPA Designation
L601	L601
L602	L602
L603	L603
L604	L604
L605	L605
L606	L606*
L607	L607*
L608	L608*
L609	L609*
L610	L610*
L611	L611*

* - Leachate monitoring point not yet installed

4. Pursuant to 35 IAC, Sections 811.309(g), 722.111 and 721, Subpart C, leachate monitoring (i.e., sampling, measurements and analysis) must be conducted in accordance with the permit for this facility. The concentrations or values for the parameters contained in List L1 (below) must be determined on a semi-annual basis and the results must be submitted with the groundwater reports.

   Each year, the permittee shall collect a representative leachate sample and have it tested for the parameters contained in List L2.

   Special Condition VII.5. presents the sampling, testing and reporting schedules in tabular form. Leachate monitoring at each monitoring point shall continue as long as groundwater monitoring at this landfill is necessary pursuant to 35 IAC, Section 811.319(a)(1)(C).

LIST L1

Leachate Monitoring Parameters	STORET
pH (S.U.)	00400
Elevation Leachate Surface (ft. MSL)	71993
Bottom of Well Elevation (ft. MSL)	72020
Leachate Level from Measuring Point (ft.)	72109
Arsenic (total)	01002
Barium (total)	01007
Cadmium (total)	01027
Iron (total)	01045
Ammonia Nitrogen – N (mg/L)	00610
Bacteria (Fecal Coliform) (CFU/100mL)	31616
Biochemical Oxygen Demand (BOD5) (mg/L)	00310
1,1,1,2-Tetrachloroethane	77562
1,1,1-Trichloroethane	34506
1,1,2,2-Tetrachloroethane	34516
1,1,2-Trichloroethane	34511
1,1-Dichloroethane	34496
1,1-Dichloroethylene	34501
1,1-Dichloropropene	77168
1,2,3-Trichlorobenzene	77613
1,2,3-Trichloropropane	77443
1,2,4-Trichlorobenzene	34551
1,2,4-Trimethylbenzene	77222

LIST L1

Leachate Monitoring Parameters	STORET
1,2-Dibromo-3-Chloropropane	38760
1,2-Dichloroethane	34531
1,2-Dichloropropane	34541
1,3,5-Trimethylbenzene	77226
1,3-Dichloropropane	77173
1,3-Dichloropropene	34561
1-Propanol	77018
2,2-Dichloropropane	77170
2,4,5-tp (Silvex)	39760
2,4,6-Trichlorophenol	34621
2,4-Dichlorophenol	34601
2,4-Dichlorophenoxyacetic Acid (2,4-D)	39730
2,4-Dimethylphenol	34606
2,4-Dinitrotoluene	34611
2,4-Dinitrophenol	34616
2,6-Dinitrotoluene	34626
2-Chloroethyl Vinyl Ether	34576
2-Chloronaphthalene	34581
2-Chlorophenol	34586
2-Hexanone	77103
2-Propanol (Isopropyl Alcohol)	81310
3,3-Dichlorobenzidine	34631
4,4-DDD	39310
4,4-DDE	39320
4,6-Dinitro-O-Cresol	34657
4-Bromophenyl Phenyl Ether	34636
4-Chlorophenyl Phenyl Ether	34641
4-Methyl-2-Pentanone	78133
4-Nitrophenol	34646
Acenaphthene	34205
Acetone	81552
Alachlor	77825
Aldicarb	39053
Aldrin	39330
Alpha – BHC	39337

LIST L1

Leachate Monitoring Parameters	STORET
Aluminum	01105
Anthracene	34220
Antimony	01097
Atrazine	39033
Benzene	34030
Benzo (a) Anthracene	34526
Benzo (a) Pyrene	34247
Benzo (b) Fluoranthene	34230
Benzo (ghi) Perylene	34521
Benzo (k) Fluoranthene	34242
Beryllium (total)	01012
Beta – BHC	39338
Bicarbonate (mg/L as CaCO3)	00425
Bis (2-Chloro-1-Methylethyl) Ether	73522
Bis (2-Chloroethoxy) Methane	34278
Bis (2-Chloroethyl) Ether	34273
Bis (2-Ethylhexyl) Phthalate	39100
Bis(Chloromethyl) Ether	34268
Boron	01022
Bromobenzene	81555
Bromochloromethane	77297
Bromodichloromethane	32101
Bromoform	32104
Bromomethane	34413
Butanol	45265
Butyl Benzyl Phthalate	34292
Calcium (mg/L)	00916
Carbofuran	81405
Carbon Disulfide	77041
Carbon Tetrachloride	32102
Chemical Oxygen Demand (COD) (mg/L)	00335
Chlordane	39350
Chloride (mg/L)	00940
Chlorobenzene	34301

LIST L1

Leachate Monitoring Parameters	STORET
Chloroethane	34311
Chloroform	32106
Chloromethane	34418
Chromium (total)	01034
Chrysene	34320
Cis-1,2-Dichloroethylene	77093
Cobalt (total)	01037
Copper (total)	01042
Cyanide (mg/L)	00720
DDT	39370
Delta – BHC	46323
Di-N-Butyl Phthalate	39110
Di-N-Octyl Phthalate	34596
Dibenzo (a,h) Anthracene	34556
Dibromochloromethane	32105
Dibromomethane	77596
Dichlorodifluoromethane	34668
Dichloromethane	34423
Dieldrin	39380
Diethyl Phthalate	34336
Dimethyl Phthalate	34341
Endosulfan I	34361
Endosulfan II	34356
Endosulfan Sulfate	34351
Endrin	39390
Endrin Aldehyde	34366
Ethyl Acetate	81585
Ethylbenzene	78113
Ethylene Dibromide (EDB)	77651
Fluoranthene	34376
Flourene	34381
Fluoride (mg/L)	00951
Heptachlor Epoxide	39420
Heptachlor	39410
Hexachlorobenzene	39700

LIST L1

Leachate Monitoring Parameters	STORET
Hexachlorobutadiene	39702
Hexachlorocyclopentadiene	34386
Hexachloroethane	34396
Ideno (1,2,3-cd) Pyrene	34403
Iodomethane	77424
Isopropylbenzene	77223
Lead (total)	01051
Lindane	39782
Magnesium (total) (mg/L)	00927
Manganese (total)	01055
Mercury (total)	71900
Methoxychlor	39480
Methyl Ethyl Ketone	81595
Naphthalene	34696
Nickel (total)	01067
Nitrate-Nitrogen (mg/L)	00620
Nitrobenzene	34447
Oil. Hexane Soluble (or Equivalent) (mg/L)	00550 or 00552
Parathion	39540
Pentachlorophenol	39032
Phenanthrene	34461
Phenols	32730
Phosphorous (mg/L)	00665
Polychlorinated Biphenyls	39516
Potassium (mg/L)	00937
Pyrene	34469
Selenium	01147
Silver (total)	01077
Specific Conductance (umhos/cm)	00094
Sodium (mg/L)	00929
Styrene	77128
Sulfate (mg/L)	00945
Temperature of Leachate Sample (°F)	00011
Tert-Butylbenzene	77353

LIST L1

Leachate Monitoring Parameters	STORET
Tetrachlorodibenzo-p-Dioxins	34675
Tetrachloroethylene	34475
Tetrahydrofuran	81607
Thallium	01059
Tin	01102
Toluene	34010
Total Organic Carbon (TOC) (mg/L)	00680
Total Dissolved Solids (TDS) (mg/L)	70300
Total Suspended Solids (TSS) (mg/L)	00530
Toxaphene	39400
Trans-1,2-Dichloroethylene	34546
Trans-1,3-Dichlorpropene	34699
Trans-1,4-dichloro-2-butene	73547
Trichloroethylene	39180
Trichlorofluoromethane	34488
Vinyl Acetate	77057
Vinyl Chloride	39175
Xylene	81551
Zinc (total)	01092
m-Dichlorobenzene	34566
m+p-Xylene	61283
n-Butylbenzene	77342
n-Nitrosodimethylamine	34438
n-Nitrosodiphenylamine	34433
n-Nitrosodipropylamine	34428
n-Propylbenzene	77224
o-Chlorotoluene	77275
o-Dichlorobenzene	34536
o-Nitrophenol	34591
o-Xylene	77135
p-Chlorotoluene	77277
p-Cresol	77146
p-Dichlorobenzene	34571
p-Isopropyltoluene	77356
sec-Butylbenzene	77350

LIST L2

RCRA Parameters for Leachate and Condensate

RCRA PARAMETERS	STORETS
Ignitability	
Flashpoint, Pensky-Martens Closed Cup (°F)	00497
Corrosivity	
pH (S.U.)	00400
Reactivity	
Reactive Cyanide	99040
Reactive Sulfide	99042

Toxicity	Total conc. (ug/L)	TCLP conc. (mg/L)
Aresenic	1002	99021
Barium	1007	99014
Cadmium	1027	99016
Chromium	1034	99018
Lead	1051	99020
Mercury	71900	99022
Selenium	1147	99024
Silver	1077	99026
Endrin	39390	99028
Lindane	39782	99030
Methoxychlor	39480	99032
Toxaphene	39400	99034
2,4-D	39730	99036
2,4,5-TP Silvex	39760	99038
Benzene	34030	99128
Carbon Tetrachloride	32102	99050
Chlordane	39350	99148
Chlorobenzene	34301	99096
Chloroform	32106	99149
o-Cresol	77152	99150
m-Cresol	77151	99151
p-Cresol	77146	99152
Cresol	79778	99153

1,4-Dichlorobenzene	34571	99154
1,2-Dichloroethane	34531	99155
1,1-Dichoroethylene	34501	99156
2,4-Dinitrotoluene	34611	99157
Heptachlor (and its epoxide)	39410 and 39420	99158
Hexachlorobenzene	39700	99159
Hexachloro-1,3-Butadiene	39702	99160
Hexachloroethane	34396	99161
Methyl Ethyl Ketone	81595	99060
Nitrobenzene	34447	99062
Pentachlorophenol	39032	99064
Pyridine	77045	99066
Tetrachloroethylene	34475	99068
Trichloroethylene	39180	99076
2,4,5-Trichlorophenol	77687	99078
2,4,6-Trichlorophenol	34621	99080
Vinyl Chloride	39175	99162

Notes for all leachate monitoring parameters:

a. The test methods for leachate monitoring shall be those approved in the USEPA's Test Methods for Evaluating Solid Waste, Physical/Chemical Methods (SW-846), Third Edition or the equivalent thereof.

b. All parameters shall be determined from unfiltered samples.

c. The monitoring results should be reported in ug/l units unless otherwise indicated.

d. Flashpoint shall be reported in degrees Fahrenheit. The parameters for reactivity and toxicity shall be reported in parts per million.

e. The permittee shall obtain metals and organics analysis. For List L2 parameters, either procedure may be utilized (i.e., total or TCLP), but any constituent whose total concentration exceeds the TCLP limit specified in 35 IAC, Section 721.124 must be analyzed using the TCLP test and the results reported, unless an alternative test has been approved by the Illinois EPA. TCLP test methods must be in accordance with SW 846-1311.

5. The schedule for leachate sample collection and submission of monitoring data is illustrated below (Note: Leachate sampling will commence upon initiation of waste disposal operations):

Sampling Period	Sampling Points	Lists	Report Due Date
April-May 2020	L601	L1	July 15, 2020
	LRep	L2	July 15, 2020
Oct-Nov 2020	L602	L1	January 15, 2021
April-May 2021	L603	L1	July 15, 2021
	LRep	L2	July 15, 2021
Oct-Nov 2021	L604	L1	January 15, 2022
April-May 2022	L601	L1	July 15, 2022
	LRep	L2	July 15, 2022
Oct-Nov 2022	L602	L1	January 15, 2023
April-May 2023	L603, L605	L1	July 15, 2023
	LRep	L2	July 15, 2023
Oct-Nov 2023	L604	L1	January 15, 2024
April-May 2024	L601	L1	July 15, 2024
	LRep	L2	July 15, 2024
Oct-Nov 2024	L602	L1	January 15, 2025

L1 – Leachate Monitoring Parameters
L2 – Annual RCRA Leachate Parameters
LRep – Representative Sample

6. The leachate monitoring data must be submitted in an electronic format. The information is to be submitted as fixed-width text files formatted as found at www.epa.state.il.us/land/waste-mgmt/groundwater-monitoring.html.

7. The demonstration that the leachate head on the liner will not exceed one foot (35 IAC 812.307 and 811.307(b)(1)) is based on an assumption of a freely drained leachate collection trench. The demonstration that the leachate collection piping is sized for open channel flow (35 IAC 812.307 and 811.308(b)) is based on a condition in which the leachate collection trench is over-filled with liquid. The Illinois EPA has determined pipe sizing is also adequate to provide for open channel flow under the conditions established under 35 IAC 811.307(b). Any subsequent permit modifications involving an increase in the liquid loading to the leachate collection system must include a reevaluation of both aforementioned design aspects and may not utilize conflicting design assumptions.

8. A valid and current contract with a permitted leachate hauler must be maintained in the facilities operating record described in Section IV of this permit.

VIII. GROUNDWATER MONITORING

1. The groundwater monitoring program must be capable of determining background groundwater quality hydraulically upgradient of and unaffected by the units and to detect, from all potential sources of discharge, any releases to groundwater within the facility. The Illinois EPA reserves the right to require installation of additional monitoring wells as may be necessary to satisfy the requirements of this permit.

2. The groundwater monitoring wells shall be constructed and maintained in accordance with the requirements of 35 Ill. Adm. Code, 811.318(d) and designs approved by the Illinois EPA.

3. The approved locations and phasing schedule for groundwater monitoring wells at the East Expansion Unit are provided in the January 23, 2015 addendum to Application Log No. 2013-295. Groundwater monitoring wells shall be installed at the locations depicted in Figure 2.8-2 and according the phasing schedule provided as Table 2.8-1 of the addendum. The wells shall be screened in the hydrogeologic unit(s) identified as potential contaminant pathway(s) within the zone of attenuation. The "upgradient wells" listed in Condition VIII.9 shall be installed so that the initial groundwater samples are obtained during 2nd quarter 2018. Monitoring wells downgradient of Cell E1 shall be installed so that initial sampling is done prior to waste placement in Cell E1.

4. All wells/piezometers shall be easily visible, clearly identified on the protective casing with the Illinois EPA monitoring point designations and shall be equipped with protective caps and locks. Monitoring wells or piezometers located in high traffic areas must be protected with bumper guards.

5. Construction of each monitoring well/piezometer must be completed in accordance with the Illinois EPA "Well Completion Report" form, which can be found at http://www.epa.illinois.gov/Assets/iepa/forms/land/permits/well-completion.pdf. All new and replacement monitoring wells/piezometers to be installed must be continuously sampled. The Permittee shall submit boring logs compiled by a qualified geologist, construction diagrams, data sheets, and a completed "Well Completion Report" form for each new or replacement groundwater and/or leachate monitoring well to the Illinois EPA within thirty (30) days of the date that the installation of the well is completed.

6. The Permittee shall notify the Illinois EPA in writing within thirty (30) days if any of the wells in the monitoring network are damaged, the structural integrity has been compromised, or have become consistently dry or unserviceable; a replacement well shall be installed within ten (10) feet of the existing well. This well shall monitor the same zone as the existing well and be constructed in accordance with the current Illinois EPA groundwater monitor well construction standards at the time that the well is replaced. A replacement well which is more than ten (10) feet from the existing well or which does not monitor the same geologic zone must be approved by the Illinois EPA via a significant modification permit application and designated as a new well.

   The original well shall not be plugged until the replacement well is installed and monitoring data has been obtained and verified, unless the well is extremely damaged or would create a potential route for groundwater contamination. The Permittee shall submit certification that plugging and abandonment of a well was carried out in accordance with the approved procedures of the Illinois EPA within thirty (30) days of the date that the well is plugged and abandoned. All information should be submitted to the appropriate State Agencies.

7. All wells/piezometers not utilized in the approved groundwater monitoring system, but retained by the facility, must be constructed and maintained in accordance with 77 Ill. Adm. Code 920 regulations. Monitoring wells and piezometers that are improperly constructed or no longer used by the facility must be abandoned in accordance with the decommissioning and reporting procedures contained in the Illinois Department of Public Health's (IDPH) Water Well Construction Code, 77 Ill. Adm. Code, Part 920 (effective 1/1/92). In the event specific guidance is not provided by IDPH procedures, the Illinois EPA monitoring well plugging procedures can be found at: http://www.epa.illinois.gov/Assets/iepa/forms/land/permits/well-plugging-procedures.pdf

8. Groundwater sampling and analysis shall be performed in accordance with the requirements of 35 Ill. Adm. Code 811.318(e) and the specific procedures and methods approved by the Illinois EPA.

9. The following monitoring points are to be used in the groundwater detection monitoring program for this facility:

CELL E1

Upgradient Wells

Applicant Designation	Illinois EPA Designation
G527	+G527
G528	+G528
G529	+G529
G530	+G530

Compliance Boundary Well(s)

Applicant Designation	Illinois EPA Designation
G535	G535

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G501	G501
G502	G502
G531	G531
G532	G532
G533	G533
G534	G534

CELL E2

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G503	G503
G504	G504
G505	G505

CELL E3

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G506	G506
G507	G507

CELL E4

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G508	G508
G509	G509

CELL E5

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G510	G510
G511	G511
G512	G512

CELL E6

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G513	G513%
G514	G514%

CELL E7

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G515	G515%
G516	G516%
G517	G517%

CELL E8

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G518	G518%
G519	G519%

CELL E9

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G520	G520%
G521	G521%

CELL E10

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G522	G522%
G523	G523%
G524	G524%

CELL E11

Wells Within the Zone of Attenuation

Applicant Designation	Illinois EPA Designation
G525	G525%
G526	G526%

+ = Upgradient wells.
% = Wells to be phased in.

10. The monitoring program, approved by Permit No. 2013-295-LF, shall continue for a minimum period of 30 years after closure and shall not cease until the conditions described in 35 Ill. Adm. Code, 811.319(a)(1)(C) have been achieved. The operator shall collect samples from all of the monitoring points listed in Condition VIII.9, test the samples for the parameters listed in Condition VIII.12 (Lists G1 and G2), and report the results to the Illinois EPA, all in accordance with the schedule in Condition VIII.18.

11. The applicable groundwater quality standards (AGQS), as listed in Attachment 1, are subject to the following conditions:

    a. Temperature and the field parameters involving depth or elevation are not considered groundwater constituents and do not need AGQS.

b. For constituents which have not been detected in the groundwater, either the practical quantitation limit (PQL) or the method detection limit (MDL) shall be used as the AGQS.

c. AGQS are only applicable to upgradient/background and compliance boundary wells.

12. AGQS values must be determined for all of the parameters which appear in either Lists G1 or G2 (not including groundwater depth or elevations). The AGQS values shall be calculated using a minimum of four (4) consecutive quarters of groundwater monitoring data and employing the statistical method described in Section 2.8 of Application Log No. 2013-295.

LIST G (Groundwater)

GROUNDWATER MONITORING PARAMETER	STORETS
Elevation of Bottom of Well (ft. MSL) (Annually without dedicated pumps; every 5 years with dedicated pumps)	72020

LIST G1 (Groundwater - Quarterly)

FIELD PARAMETERS	STORETS
pH	00400
Specific Conductance	00094
Temperature of Water Sample (° F)	00011
Depth to Water (ft. below land surface)	72019
Depth to Water (ft. below measuring point)	72109
Elevation of Measuring Point (Top of casing ft. MSL)	72110
Elevation of Groundwater Surface (ft. MSL)	71993

INDICATOR PARAMETERS	STORETS
Ammonia (as Nitrogen; Dissolved) mg/L	00608
Arsenic (Dissolved) ug/L	01000
Boron (Dissolved) ug/L	01020
Cadmium (Dissolved) ug/L	01025
Chloride (Dissolved) mg/L	00941
Chromium (Dissolved) ug/L	01030
Cyanide (Total) mg/L	00720
Lead (Dissolved) ug/L	01049

Magnesium (Dissolved) mg/L	00925
Mercury (Dissolved) ug/L	71890
Nitrate (as Nitrogen, Dissolved) mg/L	00618
Sulfate (Dissolved) mg/L	00946
Total Dissolved Solids (TDS, 180°C; Dissolved) mg/L	70300
Zinc (Dissolved) ug/L	01090

NOTES:

i. All parameters with the "(Dissolved)" label to the right shall be determined using groundwater samples which have been filtered through a 0.45 micron filter. All other parameters shall be determined from unfiltered samples.

ii. Applicable groundwater quality standards (AGQS) are given in ug/L except as otherwise noted. Also, the monitoring results should be reported in ug/L units unless otherwise indicated.

iii. List G1 and List G2 AGQS values are included in Attachment 1.

LIST G2 (Groundwater - Semiannual)

PARAMETERS (ug/L)	STORETS
Acetone	81552
Acrylonitrile	34215
Alachlor	77825
Benzene	34030
Bromobenzene	81555
Bromochloromethane (chlorobromomethane)	77297
Bromodichloromethane	32101
Bromoform (Tribromomethane)	32104
n-Butylbenzene	77342
sec-Butylbenzene	77350
tert-Butylbenzene	77353
Carbon Disulfide	77041
Carbon Tetrachloride	32102
Chloroethane (Ethyl Chloride)	34311
Chloroform (Trichloromethane)	32106
o-Chlorotoluene	77275
p-Chlorotoluene	77277
Dibromochloromethane	32105
1,2-Dibromo-3-Chloropropane	38760
1,2-Dibromoethane	77651

LIST G2 (Groundwater - Semiannual) (cont)

PARAMETERS (ug/L)	STORETS
1,2-Dichlorobenzene	34536
1,3-Dichlorobenzene	34566
1,4-Dichlorobenzene	34571
trans-1,4-Dichloro-2-Butene	73547
Dichlorodifluoromethane	34668
1,1-Dichloroethane	34496
1,2-Dichloroethane	34531
1,1-Dichloroethylene	34501
cis-1,2-Dichloroethylene	77093
trans-1,2-Dichloroethylene	34546
1,2-Dichloropropane	34541
1,3-Dichloropropane	77173
2,2-Dichloropropane	77170
1,1-Dichloropropene	77168
1,3-Dichloropropene	34561
cis-1,3-Dichloropropene	34704
trans-1,3-Dichloropropene	34699
Ethylbenzene	78113
Hexachlorobutadiene	39702
2-Hexanone (Methyl Butyl Ketone)	77103
Isopropylbenzene	77223
p-Isopropyltoluene	77356
Methyl Bromide (Bromomethane)	34413
Methyl Chloride (Chloromethane)	34418
Methylene Bromide (Dibromomethane)	77596
Dichloromethane	34423
Methyl Ethyl Ketone	81595
Methyl Iodide (Iodomethane)	77424
4-Methyl-2-Pentanone	78133
Naphthalene	34696
Oil (Hexane-Soluble) (mg/L)	00550
n-Propylbenzene	77224
Styrene	77128
1,1,1,2-Tetrachloroethane	77562
1,1,2,2-Tetrachloroethane	34516
Tetrachloroethylene	34475
Tetrahydrofuran	81607
Toluene	34010
Total Phenolics	32730

LIST G2 (Groundwater - Semiannual) (cont)

PARAMETERS (ug/L)	STORETS
1,2,3-Trichlorobenzene	77613
1,2,4-Trichlorobenzene	34551
Trichloroethylene	39180
Trichlorofluoromethane	34488
1,2,3-Trichloropropane	77443
1,2,4-Trimethylbenzene	77222
1,3,5-Trimethylbenzene	77226
Vinyl Acetate	77057
Vinyl Chloride	39175
Xylenes	81551

NOTES:

i. All parameters with the "(Dissolved)" label to the right shall be determined using groundwater samples which have been filtered through a 0.45 micron filter. All other parameters shall be determined from unfiltered samples.

ii. Applicable groundwater quality standards (AGQS) are given in ug/L except as otherwise noted. Also, the monitoring results should be reported in ug/L units unless otherwise indicated.

iii. List G1 and List G2 AGQS values are included in Attachment 1.

13. Pursuant to 35 Ill. Adm. Code, 811.319(a)(4)(A), any of the following events shall constitute an observed increase only if the concentrations of the constituents monitored can be measured at or above the practical quantitation limit (PQL):

a. The concentration of any constituent in List G1 of Condition VIII.12 shows a progressive increase over eight (8) consecutive quarters.

b. The concentration of any constituent monitored in accordance with List G1 or List G2 of Condition VIII.12 exceeds the AGQS at an established monitoring point within the zone of attenuation.

c. The concentration of any organic constituent in List G2, monitored in accordance with Condition VIII.12 exceeds the preceding measured concentration at any established point.

d. The concentration of any constituent monitored at or beyond the edge of the zone of attenuation (compliance boundary) exceeds its AGQS, or pursuant to 811.320(d) any constituent monitored at an upgradient well, exceeds its AGQS.

14. For each round of sampling described in Condition 10 of this Section, the operator must determine if an observed increase has occurred within 90 days of the initial sampling date. If an observed increase is identified, the operator must also notify the Illinois EPA in writing and follow the confirmation procedures of 35 Ill. Adm. Code, 811.319(a)(4)(B). Furthermore, the operator must complete the confirmation procedures within 180 days of the initial sampling event.

15. Upon confirmation of a monitored increase and within 180 days of the initial sampling date, the operator shall submit a permit application for a significant modification to demonstrate an alternate source per 35 Ill. Adm. Code 811.319(a)(4)(B)(ii) or begin an assessment monitoring program in order to determine whether the solid waste disposal facility is the source of the contamination and to provide information needed to carry out a groundwater impact assessment in accordance with 35 Ill. Adm. Code 811.319(b).

16. In the event that an alternative source demonstration is denied, pursuant to 35 Ill. Adm. Code 813.105, the operator must commence sampling for the constituents listed in 35 Ill. Adm. Code 811.319(b)(5), and submit an assessment monitoring plan as a significant permit modification, both within 30 days after the dated notification of Agency denial. The operator must sample the well or wells that exhibited the confirmed increase.

17. The first quarterly statistical evaluations for downgradient monitoring wells shall be performed on groundwater samples taken during the 4th quarter 2018, and the results submitted to the Illinois EPA during 1st quarter 2018.

18. The schedule for sample collection and submission of quarterly monitoring results is as follows:

Sampling Quarter	Sampling Due	Report Due Date
Jan-Feb (1st)	List G1	April 15
April-May (2nd)	List G, G1, and G2	July 15
July-Aug (3rd)	List G1	October 15
Oct-Nov (4th)	List G1 and G2	January 15

G - Groundwater Monitoring Parameter
G1 - Routine Groundwater Parameters
G2 - Semiannual Groundwater Parameters

19. Elevation of stick-up is to be surveyed and reported to the Illinois EPA:

    a. When the well is installed (with the as-built diagrams),

    b. Every two years thereafter, or

    c. Whenever there is reason to believe that the elevation has changed.

20. Annually, the operator shall prepare an evaluation of the groundwater flow direction and the hydraulic gradients at the facility using the groundwater surface elevations (STORET #71993) determined for each monitoring event. This assessment shall be submitted with the monitoring results due on July 15.

21. All monitoring points shall be maintained in accordance with the approved permit application such that the required samples and measurements may be obtained.

22. Background concentrations which exhibit a statistically significant change shall be adjusted and updated in accordance with 35 Ill. Adm. Code 811.320(d)(2) and submitted to the Illinois EPA as a permit modification.

23. Information required by Conditions VI.10 and VI.18 must be submitted in an electronic format. The facility shall submit a completed "Solid Waste Landfill Groundwater, Leachate and Gas Reporting Form" (LPC-591) as a cover sheet along with the information submitted as fixed-width text files format. Additional guidance regarding the submittal of the information in an electronic format can be found at: http://www.epa.illinois.gov/topics/waste-management/groundwater-monitoring/index

24. As proposed in Application Log No. 2020-303, monitoring well G529 shall be redeveloped, and mercury(d) concentrations at G529 shall be monitored for four additional quarters (3rd quarter 2021 through 2nd quarter 2022) with an evaluation of the results to be submitted thereafter. Exceedances for mercury(d) at G529 shall continue to be reported to the Illinois EPA in accordance with Condition VIII.14 of the permit; however, any additional assessment (i.e., alternate source demonstration / assessment monitoring required by Condition VIII.15) shall be conducted as part of the reevaluation. The monitoring results shall be submitted as an application for significant permit modification along with any proposed courses of action by July 30, 2022.

IX. LANDFILL GAS MANAGEMENT/MONITORING

1. The landfill gas monitoring plan described in Application Log No. 2013-295 is approved. Monitoring devices shall be put into service in accordance with the following schedule:

   a. The gas monitoring probes within the waste boundary shall be installed and put into service within ninety days after final cover has been applied to the various areas where they are located.

   b. Monitoring devices outside the waste boundary shall be put into service when waste has been disposed in the landfill near that monitoring location.

      Thirty one gas monitoring probes (GP 501 through GP 531) are to be incrementally installed at locations shown on Drawing No. D15 of Log No. 2013-295. Installation of the following gas monitoring probes has been documented.

GP501	GP502	GP503	GP504
GP505	GP506	GP507	GP508
GP526	GP527	GP528	GP529
GP530	GP531		

   c. Monitoring devices within buildings shall be put into service when waste disposal begins and the building has been constructed.

   d. Ambient air monitoring devices shall be put into service downwind of the disposal unit after initial receipt of waste.

   e. Documentation that all the gas monitoring probes outside the waste boundary and the methane monitoring devices within the on-site buildings and ambient air monitoring devices have been installed shall be included with the application for a significant modification requesting authorization to place waste upon new liner.

2. The gas monitoring probes both inside and outside the waste boundary shall be monitored for the following parameters:

   a. Methane;
   b. Pressure;
   c. Nitrogen*;
   d. Oxygen; and
   e. Carbon Dioxide

   *NOTE: For routine monitoring, Nitrogen may be reported as the net remaining volume fraction after the other measured constituents have been accounted for.

3. The ambient air monitoring devices described in the Application Log No. 2013-295 shall be used to test the air downwind of the landfill for methane.

4. All buildings within the facility boundaries shall be monitored continuously for methane.

5. Gas monitoring shall continue for at least 30 years after closure and may be discontinued only after the conditions described in 35 IAC, Section 811.310(c)(4) have been achieved.

6. Sampling and testing of the gas monitoring probes and ambient air monitoring shall be performed at least monthly throughout the remaining operating life and during the first five years after closure of the waste disposal unit. During the remainder of the post-closure care period, monitoring may be reduced to quarterly.

7. Pursuant to 35 IAC 811.311, in the event of any of the occurrences listed below, the operator must take the steps described in the last two paragraphs of this condition to ensure the protection of human health:

   a. A methane concentration greater than 50 percent of the lower explosive limit in air is detected in any of the below ground monitoring devices outside the waste boundary;

   b. A methane concentration greater than 50 percent of the lower explosive limit in air is detected during ambient air monitoring;

   c. A methane concentration greater than 25 percent of the lower explosive limit in air is detected in any building on or near the facility; or

   d. Malodors attributed to the unit are detected beyond the property boundary.

First, within two business days of the occurrence, the operator must notify the Illinois EPA in writing using the form LPC-591, pursuant to 35 IAC 811.311(b)(1). The notification must identify the location of the occurrence and describe its nature (quantitatively if possible). If the gas exceedance is corrected within 30 days, a follow up LPC-591 form may be submitted to the Illinois EPA describing the correction and providing confirmation test results.

Second, if a follow up LPC-591 is not submitted, then within 180 days of the occurrence, the operator must submit to the Illinois EPA an application for a significant modification that either: 1) proposes a gas collection/management system or modifications to the existing gas collection/management system, or 2) demonstrates that the facility is not the cause of the occurrence.

8. Please note that this project includes air emission units which may require a permit from the Illinois EPA Bureau of Air. Pursuant to 35 IAC 201.142 and 143, this project requires a construction permit prior to construction and an operating permit prior to operation of the emission units referenced above. You may apply for both a construction and operating permit simultaneously. If you have any questions regarding these requirements, contact the Illinois EPA's Bureau of Air, Division of Air Pollution Control, Permit Section at 217-782-2113.

9. The gas probes shall be inspected at least monthly for structural integrity and proper operation.

10. The results from gas monitoring for each calendar year shall be submitted to the Illinois EPA in the annual report required by 35 IAC, Section 813.504.

11. At the end of the post-closure care period, the gas monitoring probes shall be decommissioned. The probes outside the waste boundary shall be decommissioned using the method described in the enclosed Illinois EPA monitoring well plugging procedure guidance. In decommissioning the probes within the waste disposal unit, the pipes shall be cut off at least two (2) feet below the low permeability layer and plugged. Then the low permeability layer, the protective layer and the vegetation shall be restored in the excavated areas.

12. Any Construction Acceptance Report for Operating Authorization for a waste disposal area must include documentation that the gas monitoring probes described in Special Condition No. IX.1.a, that are located within 500 feet of said constructed disposal area, have been installed. This documentation shall include boring logs compiled by a qualified geologist, well development data and as-built diagrams. For each gas monitoring probe installed pursuant to this permit, and any replacement probe, one set of installation documentation is required.

13. All temporary gas management system components are fully subject to the CQA requirements of 35 IAC, 811.503(a)(7) and Special Condition No. I.2.f.

14. The design of the gas collection and control system (GCCS) was approved in Modification No. 12 (Permit Application Log No. 2019-490).

15. The Illinois EPA Rockford Regional Office shall be notified by telephone at least 7 days prior to any construction for the gas collection and control system.

X. CLOSURE/POST CLOSURE CARE AND FINANCIAL ASSURANCE

1. Per 35 IAC Part 813.401(a), the landfill operator shall send a notice of closure to the Illinois EPA within 30 days after the date of the final volume of waste is received. The facility shall be closed in accordance with the closure plan in Application Log No. 2013-295. Upon completion of closure activities, the operator shall notify the Illinois EPA that the site has been closed in accordance with the approved closure plan utilizing the Illinois EPA's "Affidavit for Certification of Closure of Solid Waste Landfills permitted under 35 IAC Parts 813 and 814".

2. Inspections of the closed landfill shall be conducted in accordance with the approved post-closure care plan in Application Log No 2013-295. Records of field investigations, inspections, sampling and corrective action taken are to be maintained at the site and made available to Illinois EPA personnel or their designee through an Intergovernmental Agreement. During the post-closure care period, these records are to be maintained at the office of the site operator.

3. If necessary, the soil over the entire planting area shall be amended with lime, fertilizer and/or organic matter. On side slopes, mulch or some other form of stabilizing material is to be provided to hold seed in place and conserve moisture.

4. The minimum post-closure care period for this municipal solid waste landfill (MSWLF) is thirty years. When the post-closure care period has been completed, the operator shall notify the Illinois EPA utilizing the Illinois EPA's "Affidavit for Certification of Post-Closure Care for Non-Hazardous Waste Facilities".

5. The owner or operator shall provide financial assurance for closure and post-closure care pursuant to 35 IAC, Section 811.700(b). Financial assurance shall be required only for those areas for which authorization to operate has been obtained or is being requested.

As part of (or prior to) the application for the first significant modification authorizing operation for waste disposal, approved by this permit and pursuant to 35 IAC, Section 813.203, the owner or operator shall revise this cost estimate to reflect any modifications entailed by the conditions of the permit. For example, there may be groundwater and leachate monitoring points and parameters required by the permit conditions which were not proposed in the permit application. The cost of sampling the additional points and analyzing for the additional parameters may increase the post-closure care cost estimate.

6. The total cost estimate for closure and post closure care for the East Expansion Unit (MSWLF unit approved by Permit No. 2013-295-LF) approved by this permit is $9,300,114.68.

7. The owner or operator shall increase the total amount of financial assurance so as to equal the current cost estimate within 90 days of an increase in the current cost estimate in accordance with 35 IAC, Section 811.701(b).

8. The owner or operator shall adjust the cost estimates for closure, post-closure, and corrective action for inflation on an annual basis during the following time periods:

   a. The active life of the unit for the closure cost;

   b. The active life and post-closure care period for the post-closure cost; and

   c. Until any corrective action program is completed in accordance with 35 IAC, Section 811.326, for the cost of corrective action.

   Each year, no later than July 1 of that year, the owner or operator shall submit revised cost estimates in the form of a permit application for significant modification. This application shall provide an update to the cost estimate or a certification that there are no changes to the current cost estimates.

XI. REPORTING REQUIREMENTS

1. The annual certification shall be submitted to the Illinois EPA during operation and for the entire post-closure monitoring period, pursuant to 35 IAC 813.501. The certification shall be signed by the operator or duly authorized agent, shall be filed each year by May 1 of the following year, and shall state:

   a. All records required to be submitted to the Illinois EPA pursuant to 35 IAC 858.207 and 858.308 have been timely and accurately submitted; and

b. All applicable fees required by the Act have been paid in full.

2. The annual report for each calendar year shall be submitted to the Illinois EPA by May 1 of the following year pursuant to 35 IAC 813.504. The annual report shall include:

a. Information relating to monitoring data from the leachate collection system, groundwater monitoring network, gas monitoring system and any other monitoring data specified in this permit, including:

1) Summary of monitoring data for the calendar year;

2) Dates of submittal of comprehensive monitoring data to the Illinois EPA during the calendar year;

3) Statistical summaries and analysis of trends;

4) Changes to the monitoring program; and

5) Discussion of error analysis, detection limits and observed trends.

b. Proposed activities including:

1) Amount of waste expected in the next year;

2) Structures to be built within the next year; and

3) New monitoring stations to be installed within the next year.

c. Any modification or significant modification affecting operation of the facility; and

d. The signature of the operator or duly authorized agent as specified in 35 IAC 815.102.

3. The permittee shall submit a completed "Solid Waste Landfill Groundwater, Leachate, Facility and Gas Reporting Form" (LPC 591) as a cover sheet for any notices or reports required by the facility's permit for identification purposes. One copy of the LPC 591 form must accompany each report; however, except for electronically formatted data, the permittee must submit one (1) original and a minimum of two (2) copies of each report you submit to the Illinois EPA. The form is not to be used for applications for supplemental permit or significant modification.

4. All certifications, logs, reports, plan sheets, notices and groundwater and leachate monitoring data, required to be submitted to the Illinois EPA by the permittee shall be mailed to the following address:

Illinois Environmental Protection Agency
Permit Section
Bureau of Land -- #33
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

Except for electronic groundwater and leachate monitoring data, the operator shall provide the Illinois EPA with the original and two (2) copies of all certifications, logs, reports and plan sheets required by this permit.

The applicant may appeal this final decision to the Illinois Pollution Control Board pursuant to Section 40 of the Act by filing a petition for a hearing within 35 days after the date of issuance of the final decision. However, the 35-day period may be extended for a period of time not to exceed 90 days by written notice from the applicant and the Illinois EPA within the initial 35-day appeal period. If the owner or operator wishes to receive a 90-day extension, a written request that includes a statement of the date the final decision was received, along with a copy of this decision, must be sent to the Illinois EPA as soon as possible.

For information regarding the request for an extension, please contact:

Illinois Environmental Protection Agency
Division of Legal Counsel
1021 North Grand Avenue East
Post Office Box 19276
Springfield, IL 62794-9276
217/782-5544

For information regarding the filing of an appeal, please contact:

Illinois Pollution Control Board, Clerk
State of Illinois Center
100 West Randolph, Suite 11-500
Chicago, IL 60601
312/814-3620

Work required by this permit, your application or the regulations may also be subject to other laws governing professional services, such as the Illinois Professional Land Surveyor Act of 1989, the Professional Engineering Practice Act of 1989, the Professional Geologist Licensing Act, and the Structural Engineering Licensing Act of 1989. This permit does not relieve anyone from compliance with these laws and the regulations adopted pursuant to these laws. All work that falls within the scope and definitions of these laws must be performed in compliance with them. The Illinois EPA may refer any discovered violation of these laws to the appropriate regulating authority.

Sincerely,

Kenneth E. Smith

Kenneth E. Smith, P.E., Manager
Permit Section
Division of Land Pollution Control
Bureau of Land

KES:CJS:2018080001-811LF-SM20-2021394-Approval.docx
CJS DEM

Attachments: Standard Conditions
Attachment 1: AGQS/MAPC Values
Attachment 2: Intrawell Values

cc: Brian J. Wozniak, P.E. – Andrews Engineering, Inc.
Thomas Hilbert – Waste Connections

Bcc: Bureau File
Rockford Region
Logan Rickard
Brandon Hargrave
Chris Sartain

STANDARD CONDITIONS FOR CONSTRUCTION/DEVELOPMENT PERMITS ISSUED BY THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY BUREAU OF LAND

August 22, 2001

The Illinois Environmental Protection Act (Illinois Revised Statutes, Chapter 111-1/2, Section 1039) grants the Environmental Protection Agency authority to impose conditions on permits which it issues.

These standard conditions shall apply to all permits which the Agency issues for construction or development projects which require permits under the Bureau of Land. Special conditions may also be imposed in addition to these standard conditions.

1. Unless this permit has been extended or it has been voided by a newly issued permit, this permit will expire two years after date of issuance unless construction or development on this project has started on or prior to that date.

2. The construction or development of facilities covered by this permit shall be done in compliance with applicable provisions of Federal laws and regulations, the Illinois Environmental Protection Act, and Rules and Regulations adopted by the Illinois Pollution Control Board.

3. There shall be no deviations from the approved plans and specifications unless a written request for modification of the project, along with plans and specifications as required, shall have been submitted to the Agency and a supplemental written permit issued.

4. The permittee shall allow any agent duly authorized by the Agency upon the presentation of credentials:

    a. to enter at reasonable times the permittee's premises where actual or potential effluent, emissions or noise sources are located or where any activity is to be conducted pursuant to this permit.

    b. to have access to and copy at reasonable times any records required to be kept under the terms and conditions of this permit.

    c. to inspect at reasonable times, including during any hours of operation of equipment constructed or operated under this permit, such equipment or monitoring methodology or equipment required to be kept, used, operated, calibrated and maintained under this permit.

    d. to obtain and remove at reasonable times samples of any discharge or emission of pollutants.

e. to enter at reasonable times and utilize any photographic, recording, testing, monitoring or other equipment for the purpose of preserving, testing, monitoring, or recording any activity, discharge, or emission authorized by this permit.

5. The issuance of this permit:

   a. shall not be considered as in any manner affecting the title of the premises upon which the permitted facilities are to be located;

   b. does not release the permittee from any liability for damage to person or property caused by or resulting from the construction, maintenance, or operation of the proposed facilities;

   c. does not release the permittee from compliance with other applicable statutes and regulations of the United States, of the State of Illinois, or with applicable local laws, ordinances and regulations;

   d. does not take into consideration or attest to the structural stability of any units or parts of the project;

   e. in no manner implies or suggests that the Agency (or its officers, agents or employees) assumes any liability, directly or indirectly, for any loss due to damage, installation, maintenance, or operation of the proposed equipment or facility.

6. Unless a joint construction/operation permit has been issued, a permit for operating shall be obtained from the Agency before the facility or equipment covered by this permit is placed into operation.

7. These standard conditions shall prevail unless modified by special conditions.

8. The Agency may file a complaint with the Board for modification, suspension or revocation of a permit:

   a. upon discovery that the permit application contained misrepresentations, misinformation or false statements or that all relevant facts were not disclosed; or

   b. upon finding that any standard or special conditions have been violated; or

   c. upon any violation of the Environmental Protection Act or any Rule or Regulation effective thereunder as a result of the construction or development authorized by this permit.

PARAMETER	STORETS	East Expansion Unit
pH, Field Aqueous	00400	5.47-8.32
Specific Conductivity (umhos/cm)	00094	5,390
Aluminum (Dissolved, ug/L)	01106	24
Ammonia as N (Dissolved, mg/L)	00608	1
Antimony (Dissolved, ug/L)	01095	3
Arsenic (Dissolved, ug/L)	01000	6.8
Barium (Dissolved, ug/L)	01005	110
Beryllium (Dissolved, ug/L)	01010	1
Boron (Dissolved, ug/L)	01020	65
Cadmium (Dissolved, ug/L)	01025	1.4
Calcium (Dissolved, mg/L)	00916	93.39
Chloride (Dissolved, mg/L)	00941	130
Chromium (Dissolved, ug/L)	01030	21
Cobalt (Dissolved, ug/L)	01037	7.4
Copper (Dissolved, ug/L)	01040	44
Cyanide (Total, mg/L)	00720	0.005
Fluoride (Dissolved, mg/L)	00950	0.42
Lead (Dissolved, ug/L)	01049	4.3
Iron (Dissolved, ug/L)	01046	10
Magnesium (Dissolved, ug/L)	00925	76
Manganese (Dissolved, ug/L)	01056	53
Mercury (Dissolved, ug/L)	71890	0.2
Nickel (Dissolved, ug/L)	01065	44
Nitrate as N (Dissolved, mg/L)	00618	19.61
Phenols (Total) ug/L	32730	43
Potassium (Dissolved, mg/L)	00935	1.97
Selenium (Dissolved, ug/L)	01147	1
Silver (Dissolved, ug/L)	01075	5
Sodium (Dissolved, mg/L)	00930	56.56
Sulfate (Dissolved, mg/L)	00946	52.12
Thallium (Dissolved, ug/L)	01057	1
Total Dissolved Solids - TDS (Dissolved, mg/L)	70300	1,400
Vanadium (Dissolved, ug/L)	01085	5
Zinc (Dissolved, ug/L)	01090	22

ATTACHMENT 1 (Cont.)

AGQS / MAPC Values

PARAMETER (totals)(ug/L)	STORETS	East Expansion Unit
Acenaphthene	34205	1
Acetone	81552	97
Acrolein	34210	10
Acrylonitrile	34215	10
Alachlor	77825	0.4
Aldicarb	39053	0.4
Aldrin	39330	0.5
alpha-BHC	39337	0.05
Alkalinity (mg/L)	00410	342.51
Aluminum	01105	13,000
Ammonia as N (mg/L)	00610	0.10
Anthracene	81582	1
Antimony	01097	3
Arsenic	01002	7.7
Atrazine	39003	0.2
Barium	01007	193.19
Benzene	34247	5
Benzo(a)anthracene	34526	0.13
Benzo(a)Pyrene	01012	0.2
Benzo(b)fluoranthene	34230	0.18
Benzo(k)fluoranthene	34242	0.1
Benzoic Acid	77247	100
Beryllium	01022	1
BOD (mg/L)	00310	24
Boron	01022	52.58
Bromobenzene	81555	1
Bromochloromethane (Chlorobromomethane)	77297	1
Bromodichloromethane	32101	1
Bromoform (Tribromomethane)	32104	1
Bromomethane (Methyl Bromide)	34413	2
Butanol	45265	250
n-Butylbenzene	77342	5
sec-Butylbenzene	77350	1
tert-Butylbenzene	77353	1
Cadmium	10127	1
Calcium (mg/L)	00916	369.95
Carbofuran	81405	1.5
Carbon Disulfide	77041	1
Carbon Tetrachloride	32102	1
Chemical Oxygen Demand (COD) (mg/L)	00335	30
Chlordane	39350	0.5
Chloride (mg/L)	00940	120

ATTACHMENT 1 (Cont.)

AGQS / MAPC Values

PARAMETER (totals)(ug/L)	STORETS	East Expansion Unit
Chlorobenzene	34301	1
Chloroethane (Ethyl Chloride)	34311	2
Chloroform (Trichloromethane)	32106	1
Chloromethane (Methyl Chloride)	34418	2
bis(Chloromethyl) ether	34268	10,000
2-Chlorotoluene (o)	77275	1
4-Chlorotoluene (p)	77277	1
Chromium (ug/L)	01034	99
Chrysene	34320	1
Dibromochloromethane (Chlorodibromomethane)	32105	1
Cobalt	01037	12
Copper	01042	69
P-Cresol (4-Methylphenol)	77146	1
Dalapon	38432	1.5
4,4'-DDT	39370	0.1
Dibenzo(a,h)anthracene	34556	0.2
Dibromomethane (Methylene Bromide)	77596	1
Dicamba	82052	0.3
m-Dichlorobenzene (1,3-Dichlorobenzene)	34566	1
o-Dichlorobenzene (1,2-Dichlorobenzene)	34536	1
p-Dichlorobenzene (1,4-Dichlorobenzene)	34571	1
Dichlorodifluoromethane	34668	1
Dichloromethane (Methylene Chloride)	34423	2
Dieldrin	39380	0.1
Diethylphthalate	34336	1
Dimethylphthalate	34341	1
Di-n-butylphthalate	39110	1
Dinoseb (DNBP)	31287	0.2
P-Dioxane (1,4-Dioxane)	81582	5
Endothall	38926	9
Endrin	39390	0.1
bis(2-Ethylhexyl)phthalate	39100	1
Ethylbenzene	78113	1.4
Ethylene Dibromide (EDB)(1,2-Dibromoethane)	77651	0.05
Fluoranthene	34376	1
Fluorene	34381	1
Fluoride (mg/L)	00951	0.25
Heptachlor	39410	0.05
Heptachlor epoxide	39420	0.05
Hexachlorobutadiene	39702	2
Hexachlorocyclopentadiene	34386	1

ATTACHMENT 1 (Cont.)

AGQS / MAPC Values

PARAMETER (totals)(ug/L)	STORETS	East Expansion Unit
Indeno(1,2,3-cd)pyrene	34403	0.2
Iodomethane (Methyl Iodide)	77424	1
Iron	01045	28,000
Isophorone	34408	1
Isopropylbenzene	77223	1
p-Isopropyltoluene	77356	1
Lead	01051	11
Lindane (gamma-BHC)	39782	0.05
Magnesium (mg/L)	00927	205.6
Manganese (mg/L)	01055	0.87
MCPP (Mecoprop)	38491	5
Mercury	71900	1.2
Methoxychlor	39480	0.5
Methyl tert-Butyl Ether (MTBE)	46491	1
Naphthalene	34696	5
Nickel	01067	41
Nitrate as N (mg/L)	00620	10.93
Oil (Hexane Soluble) (mg/L)	00550	8
Parathion	39540	0.2
Pentachlorophenol	39032	0.04
Perchlorate	61209	4
Picloram	39720	0.2
Polychlorinated Biphenyls (PCBs)	39516	0.5
Potassium (mg/L)	00937	7.1
n-Propylbenzene	77224	1
Pyrene	34469	1
Selenium	01147	1
Silver	01077	17
Silvex	39760	0.05
Simazine	39055	0.2
Sodium (mg/L)	00929	61.1
Styrene	77128	1
Sulfate (mg/L)	00945	27.48
TOC (mg/L)	00680	6.70
Tetrachloroethene (Perchloroethylene)	34475	1.6
Tetrahydrofuran	81607	10
Thallium	01059	1
Toluene	34010	1
Toxaphene	39400	0.5
Trichloroethylene (Trichloroethene)	39180	1

AGQS / MAPC Values

PARAMETER (totals)(ug/L)	STORETS	East Expansion Unit
Trichlorofluoromethane	34488	1
Vanadium	01087	31
Vinyl Acetate	77057	1
Vinyl Chloride	39175	2
Xylenes (Total)	81551	8.9
m-Xylene	77134	2
o-Xylene	77135	1
p-Xylene	77133	2
Zinc	01092	62
1,1,1,2-Tetrachloroethane	77562	1
1,1,1-Trichloroethane	34506	1
1,1,2,2-Tetrachloroethane	34516	1
1,1,2-Trichloroethane (Methylchloroform)	34511	1
1,1-Dichloroethane	34496	1
1,1-Dichloroethene	34501	1
1,1-Dichloropropene	77168	1
1,2,3-Trichlorobenzene	77613	1
1,2,3-Trichloropropane	77443	1
1,2,4-Trichlorobenzene	34551	1
1,2,4-Trimethylbenzene	77222	1
1,2-Dibromo-3-Chloropropane (DBCP)	38760	0.2
cis-1,2-Dichloroethene	77093	1
trans-1,2-Dichloroethene	34564	1
1,2-Dichloroethane	34531	1
1,2-Dichloropropane (Propylene Dichloride)	34541	1
1,3,5-Trimethylbenzene	77226	1
1,3-Dichloropropane	77173	1
1,3-Dichloropropene (Total)	34561	2
cis-1,3-Dichloropropene	34704	1
trans-1,3-Dichloropropene	34699	1
trans-1,4-Dichloro-2-Butene	73547	1
2,2-Dichloropropane	77170	1
2,4-Dichlorophenoxyacetic Acid (2,4-D)	39730	0.1
2-Butanone (Methyl Ethyl Ketone)	81595	220
2-Hexanone (Methyl Butyl Ketone)	77103	1
2-Methylnaphthalene	77416	1
2-Methylphenol (o-Cresol)	77152	1
4-Methyl-2-pentanone (Methyl Isobutyl Ketone)	78133	5
1-Propanol	77018	500
2-Propanol	81310	500

Attachment 2 - Intrawell Value Table

Site Name: Winnebago Landfill - East Expansion Unit
Site Number: 2018080001

IEPA Permit No: 2013-295-LF
Permit Log No: 2021-394

Parameter	STORET	Monitoring Wells								
		G501	G502	G504	G506	G507				
pH	00400	--	--	--	--	--				
Specific Conductance	00094	--	--	--	--	--				
Ammonia (as Nitrogen; Dissolved) mg/L	00608	--	--	--	--	--				
Barium (total) ug/L	01007	--	--	--	--	--				
Arsenic (Dissolved) ug/L	01000	--	--	--	--	--				
Boron (Dissolved) ug/L	01020	--	--	77.93	--	--				
Cadmium (Dissolved) ug/L	01025	--	--	--	--	--				
Chloride (Dissolved) mg/L	00941	--	--	--	--	--				
Chloride (Total) mg/L	00940	--	--	--	--	--				
Chromium (Dissolved) ug/L	01030	--	--	--	--	--				
Cyanide (Total) mg/L	00720	--	--	--	--	--				
Lead (Dissolved) ug/L	01049	--	--	--	--	--				
Iron (Dissolved) ug/L	01046	--	--	--	--	--				
Iron (total) ug/L	01045	--	--	--	--	--				
Magnesium (Dissolved) mg/L	00925	--	--	--	--	--				
Manganese (Dissolved) ug/L	01056	--	--	--	--	--				
Manganese (total) ug/L	01055	--	--	--	--	--				
Mercury (Dissolved) ug/L	71890	--	--	--	--	--				
Nitrate (as Nitrogen; Dissolved) mg/L	00618	--	--	--	--	--				
Phenols ug/L	32730	--	--	--	--	--				
Sulfate (Dissolved) mg/L	00946	61.72	70.75	--	96.05	78.55				
Sulfate (Total) mg/L	00945	--	--	--	--	--				
Total Dissolved Solids (TDS) mg/L	70300	--	--	--	--	--				
Total Organic Carbon (TOC) mg/L	00680	--	--	--	--	--				
Zinc (Dissolved) ug/L	01090	--	--	--	--	--				

Groot, Inc. ("Contractor") offers the following items to be incorporated into the resulting contract and as exceptions to the Request for Proposal for District Wide Waste and Recycling Services (the "RFP") issued by the Community Unit School District #300 Purchasing Department (the "District"). Contractor's proposal is subject to and contingent upon these exceptions. These items are intended to identify areas of concern and remain negotiable. Along with the exceptions is some explanation to provide the District with Contractor's thoughts behind such exceptions. Contractor's bid submission is contingent upon and subject to the exceptions and objections contained herein. Specifically, Contractor objects, and does not agree, to any provision of the RFP to the extent such would require a penalty, fine, fee or forfeiture of a bond in the event that the parties are unable to agree on, and ultimately enter into a contract, the terms of this RFP after good faith negotiations, including the objections and exceptions contained herein. We appreciate your consideration and welcome the opportunity to work with you on reaching agreeable terms. Unless defined herein, capitalized terms shall have the meanings set forth in the RFP.

(1) Contractor takes a general exception to any requirement of the RFP, including but not limited to Section 30 of the RFP, requiring confidential, proprietary or otherwise privileged information, including financials, of the Contractor. Contractor is a subsidiary of Waste Connections, Inc. ("WCN"). WCN is a publicly traded company whose shares trade on the New York Stock Exchange. Periodic and annual financial information is reported to the U.S. Securities and Exchange Commission ("SEC"). Audited financial information is provided in WCN's annual Form 10-K and quarterly Form 10-Q filings with the SEC. Copies of WCN's periodic and annual filings are available online at www.sec.gov. Separate financial statements are not prepared for Contractor. To the extent that the foregoing financial information does not satisfy the requirements in the RFP, Contractor takes exception to such requirements.

(2) Contractor objects to Section 14 of the RFP to the extent it would require Contractor provide a surety in any form other than an annually renewable performance bond in the amount equal to the annual value of the contracted services.

(3) Contractor objects to the phrase "additional named insured" contained in Section 18 of the RFP and requires it be deleted in each instance and replaced with "additional insured to the extent such liabilities are expressly assumed by Contractor".

(4) Contractor objects to the phrase "attorney's fees" contained in the RFP and requires it be deleted in each instance and replaced with "reasonable attorneys' fees".

(5) Contractor objects to Section 20 of the RFP and requires it be deleted in its entirety and replaced with the following or other mutually agreeable language (added language underlined):

"The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities

of whatsoever kind or nature including reasonable legal fees incurred by owner to the extent caused by:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by the willful misconduct or a negligent act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract."

(6) Contractor objects to Section 21 of the RFP and requires it be deleted in its entirety and replaced with the following or other mutually agreeable language (added language underlined):

In the event the bidder damages the District's property and such damage was caused by the negligence or willful misconduct of the Contractor, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

Notwithstanding the foregoing, except in the case of Contractor' negligence or willful misconduct, Contractor shall not be liable for any damages to pavement, curbing, or other driving surface resulting from the weight of its trucks and equipment."

(7) In addition to the terms set forth in the RFP, the following concepts need to be incorporated into the final form of the resulting contract:

a. Notwithstanding anything herein to the contrary: (a) Contractor shall have no obligation to collect any material which is or contains, or which Contractor reasonably believes to be or contain, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or hazardous material as defined by applicable federal, state or local laws or regulations ("Excluded Waste"); (b) if Contractor finds what reasonably appears to be discarded Excluded Waste, Contractor shall promptly notify the District and the producer of the Excluded Waste, if the producer can be readily identified; and (c) title to and liability for any Excluded Waste shall remain with the producer of the Excluded Waste, even if Contractor inadvertently collects or disposes of such Excluded Waste.

b. The District must comply with any description of and/or procedures with respect to removal of contaminants or preparation of recyclable materials as reasonably provided by Contractor. If the District fails to do so, Contractor may decline to collect such materials without being in breach of the contract. Contractor shall not be responsible for and has not made any representation regarding the ultimate recycling of such recyclable materials by any third party facilities.

c. The rights granted to Contractor under the contract shall be exclusive. The District may, in its sole discretion, enforce the exclusivity provisions of the contract against third-party violators, taking into account the cost of doing so and other factors. Contractor may independently enforce the exclusivity provisions of the contract against third-party violators, including, but not limited to, seeking injunctive relief and/or damages, and the District shall use good-faith efforts to cooperate in such enforcement actions brought by Contractor. The District shall use its best efforts to adopt ordinances, rules or regulations that have the effect of requiring third parties, including, without limitation, customers, to comply with the provisions of the contract, including, without limitation, the exclusive service rights granted to Contractor pursuant to the agreement.

d. Except in the case of Contractor' negligence or willful misconduct, Contractor shall not be liable for any damages to pavement, curbing, or other driving surface resulting from the weight of its trucks and equipment.

e. Notwithstanding anything herein to the contrary, to the extent supplied by Contractor, in the event that a waste container becomes lost, unsightly, unsanitary, broken, or unserviceable because of the acts or omissions of the District (excluding normal wear and tear), the District will be charged for the resulting repairs or replacement and such amounts will be paid to Contractor upon demand.

f. Any equipment furnished hereunder by Contractor shall remain the property of Contractor; however, the customers and the District (as applicable) shall have care, custody and control of the equipment while at the service locations. Customers and the District shall not overload (by weight or volume), move or alter the equipment, and shall use the equipment only for its proper and intended purpose. Customers and the District must provide unobstructed access to the equipment on the scheduled collection day. The word "equipment" as used herein shall mean all containers used for the storage of non-hazardous solid waste.

g. Notwithstanding anything herein to the contrary, Contractor may pass through and the District shall pay to Contractor any documented increases in and newly imposed taxes, fees or other governmental charges assessed against or passed through to Contractor (other than income or real property taxes).

h. Except for the payment of amounts owed hereunder, neither party hereto shall be liable for its failure to perform or delay in its performance hereunder due to contingencies beyond its reasonable control including, but not limited to, strikes, riots, compliance with laws or governmental orders, inability to access a container, fires, inclement weather and acts of God, and such failure shall not constitute a breach under the contract.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Weed, Fertilizer, and Stinging Insect Control Bid**

Background

As part of District 300's yearly grounds maintenance program, we solicit bids for the application, fertilization, and maintenance for school properties and perimeters of broadleaf weeds. This includes herbicides to control post-emergent grasses and grub control, district-wide.

Bids were released on May 7, 2025, with the bid opening scheduled for May 27, 2025. Two (2) companies responded. The lowest responsible bidder was Trinity Landscape, located in Carpentersville, IL.

Administrative Recommendation

The administration recommends awarding a contract to Trinity Landscape, Carpentersville, IL, for Weed Control, Lawn Fertilization, and Stinging Insect Control, with an estimated value of $128,474. The contract term is from July 15, 2025, to June 14, 2026, with the potential for two one-year extensions.

Fiscal Impact

The estimated total for the contract is $128,474. Service will be funded through the Operations and Maintenance Fund (Fund 20).

COMMUNITY UNIT SCHOOL DISTRICT 300
District Wide Weed Control & Lawn Fertilization Services and Stinging Insect Control
Tuesday, May 27, 2025 at 11:00 AM - Virtual Opening

Vendors	References	Certifications	Vendor Application	W9	Response Form A	Response Form B	Addendum 1	Comments
Advanced Tree Care								
Beary Landscaping	Y	Y	Y	Y	Y	Y	N	
Camphouse Country Landscaping								
Christy Webber & Company								
Conserv FS								
Davey Tree and Lawn								
Forever Green Lawn Care								
KACOA Landscaping , Inc.								
Langton Group								
Lawn Squad of Chicago's North Shore								
Pugsley Services								
Shelton Group								
Spring Green Lawn Tree and Pest								
Trinity Landscape of Northern IL	Y	Y	Y	Y	Y	Y	Y	
Trujillo Landscaping, LLC								

Trinity Landscape of Northern IL, Inc. of Carpentersville, IL: Award services to apply weed control, lawn fertilization, and stinging insect control.
The base contract amount of $ 78,832.00 and alternate mid-summer application (if needed) in the amount of $50,154.00 for a total contract award of $128,474.00.

COMMUNITY UNIT SCHOOL DISTRICT 300
District Wide Weed Control & Lawn Fertilization Services and Stinging Insect Control
Tuesday, May 27, 2025 at 11:00 AM - Virtual Opening

VENDOR	BASE BID			TOTAL	MIDSUMMER ALTERNATE - BY REQUEST		TOTAL	
	Fall Application: Dry Fertilizer Only. GRANULAR with post emergent herbicide. Single Application	Early Spring Application: Pre-Emergent GRANULAR with slow release fertilizer and post-emergent weed control. Single Application.	Mid-Summer: Post-emergent weed control and Fertilization LIQUID. Single Application.	TOTAL BASE BID	Weed Control: LIQUID ONLY with herbicide to control post-emergent grasses (Crabgrass, Goosegrass, Quackgrass). Single Application.	Insect Control: LIQUID or GRANULAR with insecticide for grub control and other turf-damaging insects. Single Application.	BASE BID + Mid-Summer Alternate	RATE PER HOUR for PESTICIDE APPLICATION
Beary Landscaping	$ 30,593.75	$ 34,265.00	$ 33,041.25	$ 97,900.00	$ 26,922.50	$ 28,145.75	$ 152,968.25	$ 105.00
Trinity Landscape of Northern IL, Inc.	$ 24,475.00	$ 27,779.00	$ 26,066.00	$ 78,320.00	$ 15,154.00	$ 35,000.00	$ 128,474.00	$ 130.00

District Wide Weed Control & Lawn Fertilization Services and			
ACTION	**DATE**	**TIME**	**LOCATION**
Timeline Established	Wednesday, May 7, 2025		Purchasing Office
Specification Reiew	Wednesday, May 7, 2025		Purchasing Office
Specifications Finalized	Wednesday, May 7, 2025		Purchasing Office
Bid Released to Vendors	Wednesday, May 7, 2025	4:00 PM	Bidnet
Legal Ad Published	Friday, May 9, 2025		Daliy Herald
Pre-Bid Meeting	Tuesday, May 13, 2025	11:00 AM	Google Meet
Q&A Deadline	Tuesday, May 20, 2025	12:00 PM	Bidnet
Bid Opening	Tuesday, May 27, 2025	11:00 AM	Virtual Meeting
Evaluation Period	Tuesday, May 27, 2025 to Friday, May 30, 2025		Purchasing
To CFO	Friday, May 30, 2025		Central Office
BOC Meeting	Tuesday, June 10, 2025		Central Office
BOE Workshop / Approval	Tuesday, June 24, 2025		Central Office
Contract Start Date	Tuesday, July 15, 2025		

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 10, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Patty Schmidt, Executive Director of School Improvement & Accountability

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Academic Progress Monitoring Suite - Renaissance Star**

Background

Renaissance Star provides a systematic approach for measuring the academic progress of students participating in reading and mathematics interventions across K–12 in District 300. Beginning in the 2025–2026 school year, all three high schools have requested the use of Renaissance Star computer-adaptive testing for students enrolled in English 9 and Algebra 1B. This expansion establishes a universal screener at the high school level, complementing existing implementation.

Integrating Renaissance Star within our Multi-Tiered System of Supports (MTSS) framework strengthens data-driven decision-making, ensuring that all students receive the support needed to meet grade-level expectations. This initiative aligns directly with Goal 1 of our Strategic Plan, which emphasizes providing an engaging and inclusive educational experience that prepares every student for future success. With Renaissance Star, educators will be better equipped to evaluate progress and assess the effectiveness of intervention strategies, ultimately improving outcomes for students.

Across the district, students are enrolled in targeted intervention courses designed to address skill gaps in reading and mathematics. These courses utilize a range of instructional programs tailored to individual learning needs. Feedback from collaborative teams, including intervention staff and building administrators, has consistently highlighted the need for a comprehensive digital tool that provides deeper insight into student learning and supports effective progress monitoring. Renaissance Star meets this need by offering both diagnostic assessments and curriculum-based measures in English and Spanish, making it particularly valuable for our dual language students.

The proposed contract includes professional development for high school staff who are new to the platform, ensuring accurate and effective implementation. It will provide teachers with access to a suite of diagnostic tools and curriculum-based measures for assessing student progress. Additionally, middle school dual language programs will continue to utilize the diagnostic tool during benchmark assessments to further support student achievement.

Administrative Recommendation

The administration recommends that the Board approve a one-year contract with Renaissance Learning for the use of Star Essentials assessments. This contract includes additional staff training, and custom data integration services.

Fiscal Impact

The following expenditures will be covered by the Assessment and MTSS budgets:

$73,105.84 - Star Essentials Suite: This cost includes licenses for 4,412 students to access Renaissance Star Essentials and a platform service fee per building.

$3,750 - Professional Development for Star Essentials Suite: This includes a six-hour onsite training day with a masterclass trainer from Renaissance.

$3,125.10 - Custom Data Integration Services for Star Essentials Suite: This expenditure covers automated rostering and data integration from our student information system to Renaissance Learning.

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 8, 2025

Kim Walsh
Renaissance
2911 Peach street
Wisconsin Rapids, WI 54494-1905

Via Email: kim.walsh@renaissance.com

Contract Extension Offer Letter – One Year Term

Dear Ms. Walsh:

Community Unit School District 300 would like to continue its relationship with Renaissance. District 300 would like to exercise a one-year term contract extension based on Quote #Q-174761 v7. The extension will run from August 1, 2025 through July 31, 2026. The contract total will amount to $79,980.94.

If your firm agrees to the pricing as shown in the quote provided, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 10, 2025 and award by the Board on Tuesday, June 24, 2025

The favor of a response is requested by Wednesday, May 14, 2025.

Sincerely,

Diane White **2025-05-15**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.
Diane C White, Director of Purchasing

Ted Wolf **2025-05-28**
3CFF1EAC0ACE6EB92348A57E5A4A22BE contractworks.
Service Provider

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Quote
Q-174761 v7

Community Unit School District 300 - 173221

Primary Contact
Patricia Schmidt
Email - patricia.schmidt@d300.org
2550 Harnish Dr
Algonquin, IL 60102-6870

Billing Contact
Diane White
Email - diane.white@d300.org
2550 Harnish Dr
Algonquin, IL 60102-6870

Quote Summary

School Count: 27

Renaissance Products & Services Total	$79,980.94
Estimated Sales Tax	$0.00
Shipping Cost	$0.00
Grand Total	**USD $79,980.94**

This quote includes: Star and Services.

By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at https://docs.renaissance.com/R62068 are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at https://www.renaissance.com/privacy/.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an Invoice for this Quote promptly after the date the Order is processed at Renaissance. If Customer requires a purchase order, Customer agrees to provide the purchase order to Renaissance as an attachment to this signed quote. Customer agrees to pay the invoice within 30 days after the Invoice Date.

Customer indicates that no Purchase Order is required, and that Billing Contact information is correct.

Renaissance Learning, Inc.	Community Unit School District 300
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: Chief Financial Officer	Title:
Date: 14-Apr-2025	Date:

Email: electronicorders@renaissance.com

If changes are necessary, or additional information is required, please contact your account executive Kim Walsh at . Thank you.

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is

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subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Quote Details

Dundee-Crown High School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	440	$12.32	$5,420.80
		Quote Year 1 Subtotal	**$5,420.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Dundee-Crown High School Total	**$6,170.80**

Carpentersville Middle School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Carpentersville Middle School Total	**$2,474.80**

Eastview Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Eastview Elementary School Total	**$2,474.80**

Lake In The Hills Elem School

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Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Lake In The Hills Elem School Total	**$2,474.80**

Neubert Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Neubert Elementary School Total	**$2,474.80**

Westfield Community School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Westfield Community School Total	**$2,474.80**

Algonquin Lakes Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			

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Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Algonquin Lakes Elementary School Total	**$2,474.80**

Dundee Middle School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Dundee Middle School Total	**$2,474.80**

Meadowdale Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Meadowdale Elementary School Total	**$2,474.80**

Liberty Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			

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Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Liberty Elementary School Total	**$2,474.80**

Lakewood School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Lakewood School Total	**$2,474.80**

Algonquin Middle School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Algonquin Middle School Total	**$2,474.80**

Gilberts Elmentary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**

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		Gilberts Elmentary School Total	**$2,474.80**

Lincoln Prairie Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Lincoln Prairie Elementary School Total	**$2,474.80**

Big Timber Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Big Timber Elementary School Total	**$2,474.80**

Gary D Wright Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Gary D Wright Elementary School Total	**$2,474.80**

Hampshire Middle School

Products & Services	Quantity	Unit Price	Total

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Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Hampshire Middle School Total	**$2,474.80**

Sleepy Hollow Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Sleepy Hollow Elementary School Total	**$2,474.80**

Golfview Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Golfview Elementary School Total	**$2,474.80**

Hampshire Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80

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		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Hampshire Elementary School Total	**$2,474.80**

Parkview Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Parkview Elementary School Total	**$2,474.80**

Perry Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Perry Elementary School Total	**$2,474.80**

Oak Ridge Charter School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	12	$12.32	$147.84
		Quote Year 1 Subtotal	**$147.84**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			

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Annual All Product Renaissance Platform	1	$0.00	$0.00
		Quote Year 1 Subtotal	**$0.00**
		Oak Ridge Charter School Total	**$147.84**

Dundee Highlands Elementary School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	140	$12.32	$1,724.80
		Quote Year 1 Subtotal	**$1,724.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Dundee Highlands Elementary School Total	**$2,474.80**

Harry D Jacobs High School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	440	$12.32	$5,420.80
		Quote Year 1 Subtotal	**$5,420.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Harry D Jacobs High School Total	**$6,170.80**

Hampshire High School

Products & Services	Quantity	Unit Price	Total
Star Assessments			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Star Essential Suite Subscription	440	$12.32	$5,420.80
		Quote Year 1 Subtotal	**$5,420.80**
Platform			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Annual All Product Renaissance Platform	1	$750.00	$750.00
		Quote Year 1 Subtotal	**$750.00**
		Hampshire High School Total	**$6,170.80**

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Quote
Q-174761 v7

Community Unit School District 300			
Products & Services	Quantity	Unit Price	Total
Data Integration Services			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
Custom Data Integration Maintenance	1	$3,125.10	$3,125.10
		Quote Year 1 Subtotal	**$3,125.10**
Onsite Training Services			
Quote Year 1 01-Aug-2025 – 31-Jul-2026			
6 Hour Onsite Day	1	$3,750.00	$3,750.00
		Quote Year 1 Subtotal	**$3,750.00**
		Community Unit School District 300 Total	**$6,875.10**

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3167591

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Community Unit School District 300 - 173221
2550 Harnish Dr
Algonquin, IL 60102-6870
Contact: Craig Zieleniewski - (847) 426-1300
Email: craig.zieleniewski@d300.org

Reference ID: 738570

Quote Summary	
School Count: 1	
Renaissance Products & Services Total	$12,200.00
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $12,200.00**

This Quote and your use of the Applications, the Hosting Services and Services are subject to the terms and conditions you or your state department, district, purchasing cooperative or archdiocese previously agreed to with Renaissance which terms and conditions are incorporated herein. To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Community Unit School District 300 - 173221
Ted Wolf	By: Jennifer Porter B286855FF728A002A6B185572D79A17D contractworks
Name: Ted Wolf	Name: Jennifer Porter
Title: VP - Corporate Controller	Title: Chief Financial Officer
Date: 7/23/2024	Date: 2024-08-28
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To: accounts.payable@d300.org

If changes are necessary, or additional information is required, please contact your account executive Kim Walsh at (847)969-5708, Thank You.

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Quote
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United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

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Quote Details

Community Unit School District 300 - 173221

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Professional Services					
60-minute Remote Session		6	$450.00	$0.00	$2,700.00
Masterclass Professional Learning Package (9 Remote Hours, 1 six-hour Onsite Day)		1	$9,500.00	$0.00	$9,500.00
Community Unit School District 300 Total				**$0.00**	**$12,200.00**

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3164330

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Federal I.D. 39-1559474
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Community Unit School District 300 - 173221
2550 Harnish Dr
Algonquin, IL 60102-6870
Contact: Patricia Schmidt - (847) 426-1300
Email: patricia.schmidt@d300.org

Reference ID: 723926

Quote Summary	
School Count: 26	
Renaissance Products & Services Total	$65,156.00
Applied Discounts	$(2,576.24)
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $62,579.76**

This quote includes: Star Essential Suite.

To receive applicable discounts, all orders included on this quote must be received at the same time.

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, please sign and return this Quote.
Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Community Unit School District 300 - 173221
Ted Wolf	By: Jennifer Porter B286855FF728A002A6B185572D79A17D contractworks
Name: Ted Wolf	Name: Jennifer Porter
Title: VP - Corporate Controller	Title: Chief Financial Officer
Date: 7/23/2024	Date: **2024-08-28**
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To: accounts.payable@d300.org

If changes are necessary, or additional information is required, please contact your account executive Kim Walsh at (847)969-5708, Thank You.

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Quote Details

Algonquin Lakes Elementary School - 2021433

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Algonquin Lakes Elementary School Total				**$(72.80)**	**$2,497.20**

Algonquin Middle School - 172987

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Algonquin Middle School Total				**$(72.80)**	**$2,497.20**

Big Timber Elementary School - 8828899

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Big Timber Elementary School Total				**$(72.80)**	**$2,497.20**

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Quote
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Carpentersville Middle School - 173199					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Carpentersville Middle School Total				**$(72.80)**	**$2,497.20**

Dundee Highlands Elementary School - 173277					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Dundee Highlands Elementary School Total				**$(72.80)**	**$2,497.20**

Dundee Middle School - 173274					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Dundee Middle School Total				**$(72.80)**	**$2,497.20**

Dundee-Crown High School - 173195					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total

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Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Dundee-Crown High School Total			**$(72.80)**	**$2,497.20**

Eastview Elementary School - 172983

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Eastview Elementary School Total			**$(72.80)**	**$2,497.20**

Gary D Wright Elementary School - 2385218

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Gary D Wright Elementary School Total			**$(72.80)**	**$2,497.20**

Gilberts Elmentary School - 2469634

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20

Renaissance

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Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Gilberts Elmentary School Total			**$(72.80)**	**$2,497.20**

Golfview Elementary School - 173206

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Golfview Elementary School Total			**$(72.80)**	**$2,497.20**

Hampshire Elementary School - 173697

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Hampshire Elementary School Total			**$(72.80)**	**$2,497.20**

Hampshire High School - 2675588

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00

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Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Hampshire High School Total			**$(72.80)**	**$2,497.20**

Hampshire Middle School - 173703					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Hampshire Middle School Total			**$(72.80)**	**$2,497.20**

Harry D Jacobs High School - 172977					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Harry D Jacobs High School Total			**$(72.80)**	**$2,497.20**

Lake In The Hills Elem School - 172990					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00

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Lake In The Hills Elem School Total	**$(72.80)**	**$2,497.20**

Lakewood School - 173215					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Lakewood School Total				**$(72.80)**	**$2,497.20**

Liberty Elementary School - 1673290					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Liberty Elementary School Total				**$(72.80)**	**$2,497.20**

Lincoln Prairie Elementary School - 1722481					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Lincoln Prairie Elementary School Total				**$(72.80)**	**$2,497.20**

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Meadowdale Elementary School - 173210					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Meadowdale Elementary School Total				**$(72.80)**	**$2,497.20**

Neubert Elementary School - 172969					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Neubert Elementary School Total				**$(72.80)**	**$2,497.20**

Oak Ridge Charter School - 3415072					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	12	$13.00	$(6.24)	$149.76
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Oak Ridge Charter School Total				**$(756.24)**	**$149.76**

Parkview Elementary School - 173203					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total

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Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Parkview Elementary School Total				**$(72.80)**	**$2,497.20**

Perry Elementary School - 173218

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Perry Elementary School Total				**$(72.80)**	**$2,497.20**

Sleepy Hollow Elementary School - 173287

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Sleepy Hollow Elementary School Total				**$(72.80)**	**$2,497.20**

Westfield Community School - 387196

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Essential Suite Subscription	08/01/2024 - 07/31/2025	140	$13.00	$(72.80)	$1,747.20

Renaissance

Quote
3164330

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$0.00	$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
	Westfield Community School Total			**$(72.80)**	**$2,497.20**

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Renaissance

Quote
3164212

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
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Federal I.D. 39-1559474
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Community Unit School District 300 - 173221
2550 Harnish Dr
Algonquin, IL 60102-6870
Contact: Patricia Schmidt - (847) 426-1300
Email: patricia.schmidt@d300.org

Reference ID: 723926

Quote Summary	
School Count: 1	
Renaissance Products & Services Total	$5,000.00
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $5,000.00**

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, please sign and return this Quote.
Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Community Unit School District 300 - 173221
Ted Wolf	By: Jennifer Porter B286855FF728A002A6B185572D79A17D contractworks
Name: Ted Wolf	Name: Jennifer Porter
Title: VP - Corporate Controller	Title: Chief Financial Officer
Date: 7/23/2024	Date: **2024-08-28**
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To: accounts.payable@d300.org

If changes are necessary, or additional information is required, please contact your account executive Kim Walsh at (847)969-5708, Thank You.

Renaissance

Quote
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2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
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All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Renaissance

Quote
3164212

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote Details

Community Unit School District 300 - 173221

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Data Integration Services					
Data Integration Fee Level 5	08/01/2024 - 07/31/2025	1	$5,000.00	$0.00	$5,000.00
Community Unit School District 300 Total				**$0.00**	**$5,000.00**

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DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 10, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Dr. Basilio Salazar,
Director of Behavior Services

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Behavioral Services Contract (Renewal)**

Background

A contract renewal for Rosecrance, Inc. is presented for review. Rosecrance, Inc. provides professional services for substance usage education, pre-assessment screenings, interventions, and re-entry counseling. Rosecrance, Inc. also provides prevention education for faculty, parents, and students, and counseling and support for parents.

Services include:

- Three full-time Rosecrance Student Assistant Professional (SAP) Counselors to deliver services during the 2025-2026 academic school year.
- Two part-time Rosecrance SAP Counselors to deliver services during the 2025-2026 academic school year.
- The Rosecrance Professionals will additionally provide services during summer programming and school breaks.

Administrative Recommendation

It is recommended to adopt the agreement as presented.

Fiscal Impact

The contract price for 2025-2026 is $391,000.00. This is a decrease of $111,154.53 from 2024-2025 due to a change in billing. This service is funded by the Education Fund.

AGREEMENT BETWEEN BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300 AND ROSECRANCE, INC. FOR SCHOOL-BASED BEHAVIORAL HEALTHCARE SERVICES 2025-2026

This Agreement is by and between Rosecrance, Inc., an Illinois not-for-profit corporation, ("Rosecrance") and the Board of Education of Community Unit School District 300 (herein referred to as "District") (individually may be referred to herein as a "party" and collectively referred to herein as the "Parties).

WHEREAS, District requires substance use disorder and mental health screening, assessment, individual, and group services ("Behavioral Healthcare Services") onsite at its middle schools and high schools for its students;

WHEREAS, District desires to partner with Rosecrance to provide Behavioral Healthcare Services for its students as described in this Agreement and Rosecrance desires to perform such services for the consideration set forth herein; and

NOW; THEREFORE, in consideration of the terms and conditions and mutual agreements contained herein, it is agreed as follows:

Section 1. Duties and Responsibilities of Rosecrance

During the term of this Agreement, Rosecrance will provide Behavioral Healthcare Services as listed and described in Exhibit A and such other services as may be requested by the District and agreed upon by Rosecrance from time to time. Exhibit A shall be updated from time to time by mutual consent of the parties.

The Behavioral Healthcare Services will be delivered by three (3) full-time and two (2) part-time Rosecrance Professionals. Rosecrance and District will work together to place Rosecrance Professionals in District buildings as they are hired and trained by Rosecrance. Rosecrance Professionals will be assigned to District Schools as agreed upon by the District and Rosecrance. Behavioral Healthcare Services will be provided according to a schedule and at the buildings agreed upon by the District and Rosecrance.

The Rosecrance Professionals will work during the academic school year and will additionally provide services during summer programming and school breaks as requested by the District and as agreed to by Rosecrance. Rosecrance and District agree to work collaboratively to design appropriate summer programming to meet the behavioral healthcare needs of students. If during the summer or on school breaks the Rosecrance Professionals are not providing services to the District and/or support the District students and families, then the District is under no obligation to pay for the Rosecrance Professionals' services during those days that services are not being provided. Payment shall be made for Rosecrance Professionals in accordance with Paragraph 4 hereof. Rosecrance and the District will collaborate to ensure full usage of Rosecrance Professionals' services as outlined in this contract. If both parties agree that an assignment is not working, the Professional may be assigned to a different District school as agreed upon by the District and Rosecrance. To the extent that there is disagreement between the parties regarding the school to which the Rosecrance Professional is assigned, the District's preference shall control. If both parties agree that Rosecrance Professionals' time is not being utilized by the District, Rosecrance has the ability to reassign that Professional to another Rosecrance location to provide necessary services, with the invoices to the District prorated accordingly.

Rosecrance is required to ensure that any employee or agent of Rosecrance that has direct and regular contact with any students assigned to Rosecrance's Behavioral Healthcare Services program undergo a required background check. Such background checks will be conducted by the District 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 District 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 Rosecrance that will work on the Property. Rosecrance shall not send to the Property, or allow to interact with students, any employee or agent (1) for whom the District 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.

Faith's Law. Prior to Rosecrance's initial hiring of an employee or prior to the assignment of an existing employee to perform the Services, Rosecrance shall ensure that it conducts an employment history review ("EHR") related to sexual misconduct compliant with the Illinois School Code at 105 ILCS 5/22-94 (commonly known as "Faith's Law"). Rosecrance shall: (a) prohibit any of its employees from having direct contact with children or students if Rosecrance has not performed an EHR; (b) prohibit any of its employees from having direct contact with children or students if the employee provides false information or willfully fails to disclose information required by an EHR; (c) immediately inform the District of any instances of sexual misconduct involving an employee as provided in 105 ILCS 5/22-94(j)(3): (d) prohibit any of its employees from having direct contact with children or students if the District objects to the employee's assignment after being informed of an instance of sexual misconduct; (e) maintain all records of EHRs and provide copies of such records upon the District's request; and (f) not enter into any agreements prohibited by 105 ILCS 5/22-94(g). Rosecrance understands its obligations under Faith's Law and agrees to fully comply with Faith's Law. A violation of this Section is a material breach of this Agreement.

Rosecrance personnel agree to abide by the provisions of the Illinois *Abused and Neglected Child Reporting Act,* (325 ILCS 5/1 et seq.), with respect to reporting abused and neglected children during their time providing Services to District students.

The District shall have the right to require Rosecrance to remove any Rosecrance Professional that, at the District's sole discretion, is not meeting the District's expectations or complying with all District policies.

The parties may coordinate meetings at each school where a Rosecrance Professional is assigned during the school year. The parties should make best efforts to ensure that the following meeting participants are present at meetings when invited or requested to be present: Rosecrance Professional, building leadership, school social worker, Rosecrance supervisor, and a District–member. Rosecrance Leadership will meet monthly with District Leadership for input and feedback on the Agreement's status and relationship.

Rosecrance Professionals performing services under the Agreement shall at all times meet and hold any licensure, certification, subject matter competency, or other requirements of law to provide such Services, and shall provide evidence of the same to the District upon request. Rosecrance Professionals will have a Bachelor's Degree with at least two years' experience in behavioral healthcare and will meet the State of Illinois requirements to be a Mental Health Professional (MHP) under Title 59 of the Illinois Administrative Code, Part 132.

Section 2. Duties and Responsibilities of District

The District will assign appropriate staff to work with the Rosecrance Professionals. The District will provide an office, group room, phone, locked file cabinet, and access to a fax machine. The District, in conjunction with Rosecrance, will offer trainings and orientation for its staff to learn about the Behavioral

Healthcare Services and to introduce the Rosecrance Professionals. The District will assist with developing a referral process whereby the District refers students for Rosecrance service. The District will communicate to its staff the process for making such referrals, as well as external referrals obtained through Access, Mobile Crisis Response, Rosecrance outpatient (OP), student and parent requests, the court system, peer-initiated concerns, and any other channel through which Rosecrance Professionals are consulted for referrals when on-sight at a District facility.

School assignment of Rosecrance Professionals is at the District's discretion, after consultation with Rosecrance. The parties may coordinate meetings at each school where a Rosecrance Professional is assigned during the school year. The parties should make best efforts to ensure that the following meeting participants are present at meetings when invited or requested to be present: Rosecrance Professional, building leadership, school social worker, Rosecrance supervisor, and a District representative. District leadership will meet monthly with Rosecrance leadership for input and feedback on the Agreement's status and relationship, unless the parties agree from time to time that said meeting is not necessary.

Section 3. Confidentiality

The Parties acknowledge that the records produced by each entity in the normal course of business and the information contained therein is governed by various State and federal laws related to record maintenance, access and release, and confidentiality of the information contained therein. Under substance use disorder and mental health confidentiality laws, this includes information related to the fact that a client sought or may be receiving services. For Rosecrance, the primary governing laws include: the Health Insurance Portability and Accountability Act (HIPAA), 42 USC § I 320d-l 320d-8; 45 CFR part 164 (privacy and security provisions); the Substance Use Disorder Act, 20 ILCS 301/1-1 et seq.; the Illinois Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/1 et seq; and the Federal Regulations on Confidentiality of Alcohol and Drug Abuse Patient Records (42 U.S.C. 290dd-2; 42 CFR Part 2). For District, the primary laws governing student records and student record information are the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA), the District Student Records Act, 105 ILCS 10/1 et seq., and the Local Records Act, 50 ILCS 205/1 et seq. The Parties further acknowledge and agree that educational records covered by FERPA are excluded from the definition of protected health information under HIPAA.

Based upon the above understanding, records produced by each Party in the regular course of business, pursuant to the terms of this Agreement, shall belong to the entity that provided the service to the student. Each Party is responsible for maintaining policies, practices, and procedures applicable to its respective records as required by State and Federal laws and their implementing regulations. This includes management of requests for access to and the release of records or record information, unless otherwise set forth in this Agreement. The District agrees that protected health information cannot be shared by Rosecrance without agreed upon appropriate releases, authorizations, or consents necessary to use or disclose protected health information or mental health or substance use disorder information. The obligations set forth in this section shall survive the termination of this Agreement.

The Parties will work collaboratively to develop and implement a program to share data metrics and outcomes, as outlined in Exhibit B.

Section 4. Compensation

District Funded Positions

District agrees to pay for three (3) full-time and two (2) part-time Rosecrance Professionals. Compensation will only be charged for those Rosecrance Professionals who are hired, assigned to District buildings, and providing Services. The annual cost for Rosecrance Professionals amounts to $391,000.00 for the aforementioned five (5) staff members.

Rosecrance will issue monthly invoices to the District based on the number of active Rosecrance Professionals. Notwithstanding anything in this Agreement to the contrary, if for any reason Rosecrance is not able to provide five (5) Rosecrance Professionals under this Agreement, District shall only pay a prorated fee for the duration of time that less than five (5) Rosecrance Professionals are provided.

Rosecrance Professionals shall have an eight (8) hour workday. Compensation shall include all costs of the Rosecrance Professional which includes vacation, personal days, holidays and sick time as provided to the Rosecrance Professionals under Rosecrance Personnel Handbook. The District shall not be charged for any Rosecrance Professional who is on any kind of extended leave or beyond 10 sick days per year.

Invoices for a Rosecrance Professional who provided Services for a partial month will be prorated based on the number of business days worked in the month.

The District will pay invoices within forty-five (45) days of the date on which the invoice is sent by Rosecrance. If any payment due to Rosecrance under this Agreement is overdue and is not subject to a good faith dispute, then District will pay penalty interest at a rate of 1% per month on the amount in arrears, accrued on a daily basis.

The Parties acknowledge that the compensation paid by the District for the services of the Rosecrance Professionals may not cover Rosecrance's full cost. The District acknowledges and agrees that during the Term of this Agreement, Rosecrance is eligible and has the sole right to bill third-party payers for permissible and reimbursable services rendered by Rosecrance Professionals pursuant to this Agreement. All fees collected for such services shall be the sole property of Rosecrance.

Notwithstanding anything contained herein to the contrary, the total obligation of the District shall not exceed $391,000.00 for three (3) full time and two (2) part-time equivalent Rosecrance Professionals over the one-year term of the Agreement.

It is understood that Rosecrance as assignee may be entitled to payment or reimbursement from third party sources such as Medicare or Medicaid. It is Rosecrance's responsibility to ensure compliance with all applicable Laws relating to funding, supplementation, primary and secondary payers, and coordination of benefits. Rosecrance represents and warrants that it is not supplementing Medicaid rates with outside funding and will not use District funds to supplement Medicaid rates.

Section 5. Term

This Agreement is effective as of July 1, 2025, and expires on June 30, 2026. This Agreement may be renewed upon the mutual written agreement of Rosecrance and District.

Section 6. Termination without Cause

Either party may terminate this Agreement without cause by providing at least sixty (60) days' prior written notice to the other party in accordance with Section 11.

Section 7. Obligations Upon Termination

Termination of this Agreement by either party shall not terminate any obligations of District for Compensation Amounts which arose prior to termination of the Agreement. Further, any termination of this Agreement shall be without prejudice to any other right or remedy to which the terminating party shall be entitled, either at law or in equity, under this Agreement or otherwise.

Section 8. Independent Contractor Status

This Agreement shall not be construed to create any relationship between the parties other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. The parties shall be independent contractors and none of them shall be construed to be the agent, partner, joint venture, or representative of the other. The parties agree that no party shall have the express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of any other party except as otherwise expressly provided in this Agreement.

Section 9. Indemnification

Each party shall indemnify, defend and hold harmless the other party and its officers, directors, employees, agents, successors and assigns against any and all claims, demands, damages, interest or penalties arising out of the breach of this Agreement by or the negligence or intentional misconduct of the indemnifying party or its present or former employees, agents or contractors. Any party seeking indemnification under this section will promptly notify the other party in writing of any actual, potential or threatened action, suit or proceeding to which it believes such indemnity applies. The indemnifying party may assume control of the defense or settlement of the action, suit, or proceeding by giving notice to the indemnified party. Any party seeking indemnification shall assist the indemnifying party in the defense of any action to the extent reasonably possible. The obligations set forth in the section shall survive the termination of this Agreement.

Section 10. Nondiscrimination; Equal Employment Opportunity

Rosecrance shall comply with a policy of nondiscrimination and equal employment opportunity for all persons and shall take affirmative steps to provide equal opportunity for all persons. Rosecrance shall not discriminate against members of the public, any employee, or any applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, disability, military status, sexual orientation, or unfavorable discharge from military service. Rosecrance shall comply with the Illinois Human Rights Act and all the regulations of the Illinois Department of Human Rights (the "Department") as required for public Agreements including the following:

(1) Refrain from unlawful discrimination and discrimination status in employment and undertake affirmative action to employment opportunity and eliminate the effects of past discrimination;

(2) Comply with the procedures and requirements of the Department's regulations concerning equal employment opportunities and affirmative action;

(3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;

(4) Have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) Rosecrance's internal

complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Illinois Human Rights Commission (the "Commission"); (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

Section 11. Prevailing Rate of Wage

Rosecrance shall comply with all statutes, both Federal and State, governing payment of wages to employees. Rosecrance will pay the prevailing rate of wage in the Winnebago County, Illinois area for the particular type of labor, in accordance with State of Illinois Codes and the Illinois Department of Labor ("IDOL"). Effective July 1, 2019, an amendment to the State of Illinois Prevailing Wage Act requires the IDOL to ascertain the prevailing wage rates for each county in Illinois and publish such rates on IDOL's official website no later than July 15 of each year. If, during the course of work under the Agreement, IDOL revises the prevailing rate of hourly wages to be paid under this Agreement for any trade or occupation, the prevailing rate of wages as revised by IDOL can be found and are available to Rosecrance on IDOL's official website. Rosecrance shall have the sole responsibility and duty to ensure that the then- current prevailing rate of hourly wages is paid by Rosecrance to each worker to whom a rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the Agreement pricing. Further, Rosecrance shall submit its monthly certified transcript of payroll directly to IDOL using IDOL's electronic portal, available at IDOL's official website.

Section 12. Service Quality/Assurance

It is recognized that service to the District and its patrons is the essence of the Agreement and to that end the Services provided by Rosecrance shall be regularly monitored.

Rosecrance shall provide the District with information concerning Rosecrance's designated person(s) for the purposes of obtaining instructions, answering inquiries, and resolving complaints. Such persons shall be available to discuss, and if necessary, meet with District personnel to resolve problems.

Rosecrance acknowledges and agrees that time is of the essence to complete the Services. Rosecrance agrees that all Services shall be prosecuted regularly, diligently, and uninterrupted at such a rate of progress as will ensure full completion within the time specified.

Rosecrance shall work with the District to create mutually agreed upon quality assurance surveys for the District to periodically send out to all buildings and employees served. The District and Rosecrance shall jointly design such surveys and the District shall have sole responsibility to administer the survey(s). Such survey results will be shared by the District with Rosecrance and Rosecrance shall make good faith efforts to improve survey results.

Section 13. Communications

Creating and maintaining good communications between Rosecrance and the District administration is vital to a safe, convenient, efficient, and cost-effective working environment. The designated communications person(s) shall be responsible for notifying District administration, including school building administration, whenever required under the Agreement.

Section 14. Board Policies and District Rules

Rosecrance shall at all times keep all employees informed of applicable Board of Education policies and District rules and regulations to the extent that Rosecrance has been provided such policies and rules or has been otherwise advised of said policies and rules.

Section 15. Compliance with Laws and Regulations

During the entire term of the Agreement, Rosecrance and its employees shall comply with all Board policies, Federal, State, and local laws, statutes, ordinances, rules and regulations and all laws and regulations of the State of Illinois, including but limited to the School Code, and the rules and regulations of the Illinois State Board of Education and Illinois Secretary of State. Rosecrance shall regularly update its employees concerning changes in the law affecting or relating to the provision of the Services.

Section 16. Force Majeure

Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Agreement by reason of any event beyond such Party's reasonable control including but not limited to Acts of God, fire, flood, explosion, earthquake, or other natural forces, civil or military authority, terrorists, war, civil unrest, accident, any strike or labor disturbance, shortage or inability to obtain critical material or supplies, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, or any other event similar to those enumerated above and beyond the Parties' control.

Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation. District's payment obligations under this Agreement shall be tolled for the duration of such force majeure and in proportion to the extent that Rosecrance's performance is delayed, suspended, or otherwise affected. If a Party's non-performance under this section extends for thirty (30) days or longer, the Party affected by such non-performance may terminate this Agreement by providing written notice thereof to the other Party.

Section 17. Unknown Situations

Throughout the term of the Agreement, situations may arise which have not been addressed herein. Such situations shall be negotiated between Rosecrance and the District in good faith and then become a part of the legal and binding Agreement between the two parties.

Section 18. Freedom of Information Act Compliance

The District is required by law to comply with the provisions of the Freedom of Information Act, 5 ILCS 140/1 et seq., as amended from time to time ("FOIA"). FOIA requires the District to provide, if requested to do so by any person, copies of documents that may be in Rosecrance's possession and related to this Agreement. Rosecrance agrees to and shall provide the District copies and all such documents when directed to do so by the District. All such documents shall be delivered to the District's Legal Department NO LATER THAN five (5) working days after the date of the District's direction to provide such documents. Failure of Rosecrance to provide documents within said five (5) working days as provided above shall result in the assessment of any and all penalties, damages, and/or costs incurred by the District to Rosecrance, which shall be paid immediately by Rosecrance upon demand of the same by the District.

Section 19. Record-Keeping

(a) Records. Rosecrance shall establish and maintain a reasonable accounting system that enables the District to readily identify Rosecrance's assets, expenses, costs of goods and use of funds related to this Agreement and the Services performed hereunder ("Records"). Such Records shall include, but not be limited to, accounting records, written policies and procedures; all paid vouchers, including those for out-of-pocket expenses, other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips, bank statements; journals; original estimates; estimating work sheets; Agreement amendments and change order files; back-charge logs and supporting documentation; insurance documents, payroll documents; timesheets; memoranda; training records; and correspondence; and excludes client medical records unless necessary and accompanied by a proper authorization In addition, without limiting the foregoing, Rosecrance shall maintain a record of training of its employees including the nature and extent of training, a record and copy of required employee licenses for operation of vehicles and equipment and shall produce such records upon demand by the District.

(b) Retention. Notwithstanding any other provision in this Agreement to the contrary, Rosecrance shall, at all times during its performance of this Agreement and for a period of three (3) years after the termination of the Agreement, unless otherwise required by law, maintain Records, together with all supporting or underlying documents and materials. Rosecrance shall upon written request by the District at any time or times, whether during or after termination of the Agreement, and at Rosecrance's expense, produce the Records for inspection, copying and audit (including copies and extracts of records as required) by the District, excluding client medical record unless accompanied by an appropriate authorization. Student records generated pursuant to this Agreement are not "client medical records" for which the District must provide authorization. Said records must be provided to the District upon request. The Records shall be made available to the District, upon three-day written notice, during normal business hours at Rosecrance's principal office if located in Rockford, Illinois, or at such other location specified by the District including the District offices. Upon expiration of the retention period specified in this paragraph, prior to destruction of the Records, Rosecrance shall provide not 1ess than thirty (30) days written notice of its intent to destroy any part or all of the Records, specifying the nature, character and extent of Records to be destroyed and the District may at its discretion and expense obtain all Records or copies of Records intended to be destroyed. Rosecrance shall ensure the District's right to access and audit the Records in the possession of, created or maintained by Rosecrance and its agents and representatives. Rosecrance shall notify in writing its agents and representatives of the requirements of records, retention and audit as set forth in this Section. Any and all Agreements or agreements between Rosecrance and any other party related to this Agreement shall expressly include the records retention and audit provisions of this Section.

(c) Audit. The District and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from necessary business Records (in whatever form they may be kept, whether written, electronic, or other), including, but not limited to, those kept by Rosecrance, its agents and representatives. Client medical records, if necessary, require an appropriate authorization. Cost of any examination or audit of Records conducted by the District will be borne by the District (excluding any cost to produce Records under Section (b) above), except where the examination or audit identifies overpricing or overcharges (of any nature) by Rosecrance to the District in excess of one-half of one percent (0.5%) of the total Agreement billings, in which event, the entire cost of the examination or audit shall be Rosecrance's cost and Rosecrance shall reimburse the District for the total cost of the examination or audit. If the examination or audit reveals substantive findings of fraud, misrepresentation, or non-performance by Rosecrance, its employees, agents or representatives, Rosecrance shall pay all costs of the examination or audit; and if paid by the District, reimburse the District for all such costs. In the event Rosecrance fails to

pay such costs within thirty (30) days of demand by the District, the District may offset any such costs unpaid by Rosecrance from any balance due Rosecrance by the District or at the election of the District proceed to collect such costs by any available means including litigation in which event the costs of collection including reasonable attorney's fees shall also be paid by Rosecrance.

(d) Records Ownership and Security. Rosecrance hereby acknowledges and agrees that all records, information and documents, whether in electronic or written form or otherwise, received by Rosecrance from the District or otherwise obtained or received by Rosecrance, its employees, agents and representatives during or in conjunction with performance of this Agreement and all records, whether in electronic or written form or otherwise, created by Rosecrance in performance of its obligations under the Agreement ("Records") shall be and remain owned by the District. Rosecrance shall use all reasonable and timely means to protect and preserve all such records and to deliver the same to the District upon demand. The Records are subject to access and examination by the District and any federal agency with relevant responsibility for any federal grant funds providing funding for this Agreement. Rosecrance shall cooperate and produce the Records for inspection and examination by any governmental agency, including the District, providing funding for the Agreement.

(e) Confidentiality. The Records and all documents and information received, accessed or observed by Rosecrance in performance of this Agreement shall be and remain confidential. In the performance of its obligations under this Agreement Rosecrance may acquire access to certain information, including but not limited to, information concerning students and/or school personnel, and other confidential and/or proprietary information, including the Records (collectively, "Confidential Information "). Rosecrance will not, absent court order issued by a court of competent jurisdiction, without the prior written consent of the District, and regarding student record information, without the express prior written consent of the parent/guardian, disclose, re-disclose or make available to anyone, at any time, either during Rosecrance's engagement with the District or following termination of this Agreement, for any reason whatsoever, any of the Confidential Information. The provisions of this Section shall survive the termination of this Agreement.

Section 20. Insurance

Rosecrance will maintain at its sole expense a valid policy of insurance evidencing general and professional liability coverage (including sexual misconduct coverage) of not less than $1 million per occurrence and $2 million in the aggregate, covering acts or omissions in conducting and providing Services under this Agreement. Rosecrance will provide a certificate of insurance evidencing such coverage to District upon request and will give prompt written notice of any material change in Rosecrance's coverage.

Section 21. Notice

All notices, requests, approvals, demands, and other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given and to be effective when delivered personally (including delivery by express or courier service) or, if mailed, three (3) business days after being deposited, postage prepaid, certified or registered mail, return receipt requested, in the United States mail bearing the address shown in this Agreement, for, or such other address as may be designated in writing hereafter by, such party:

If to Rosecrance:
Rosecrance, Inc.
Attn: General Counsel
1021 N. Mulford Road

If to District:
District 300
Attn: Central Office
2550 Harnish Drive

Rockford, IL 61107 Algonquin, IL 60102

Section 22. Amendments

Neither this Agreement nor any term or provision hereof may be changed, waived, discharged, or terminated except by an instrument in writing signed by the party against which the enforcement of the change, waiver, discharge, or termination is sought.

Section 23. Assignment

The parties expressly agree that this Agreement shall not be assigned except with the written consent of the other party.

Section 24. Severability

The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision shall be deemed as severable from other sections or provisions of this Agreement.

Section 25. Non-Solicitation

During the Term of this Agreement and for a period of 12 months after termination of the Agreement for any reason or no reason, the District shall not solicit or induce directly or indirectly for employment any Rosecrance employee who provided services under this Agreement. A general advertisement for employment that is not targeted at a Rosecrance employee shall not constitute a breach of this Section 25.

Section 26. Waiver

No delay or failure to exercise any right under this Agreement by either party shall operate as a waiver of such right or of any other rights under this Agreement. A waiver on one occasion shall not be construed as a bar to or waiver of any such right or remedy on any future occasion.

Section 27. Governing Law

This Agreement shall be subject to and construed under the laws of the State of Illinois.

Section 28. Entire Agreement

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof.

[*signature page to follow*]

IN WITNESS HEREOF, the parties have executed this Agreement by and through their respective authorized officers as of the day and year first above written.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300	**ROSECRANCE, INC.**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A

Training and orientation to the Rosecrance Professional for both faculty and students at the beginning of each academic school year;

Onsite behavioral health screenings, assessments, interventions, and referrals to treatment for students;

Interventions and referrals to appropriate treatment for behavioral health conditions to improve student social, emotional, and academic success.

Delivery of ongoing case management, coordination, and communication with school staff, students, families, and other community organizations

Training, education, and consultation on behavioral health issues for school personnel, students, and parents.

Facilitation of group services to provide clinical support and early intervention for students. Group topics, curriculum, and outcomes will be defined and implemented in consultation between Rosecrance and District staff to address current student needs.

Individual student services such as short-term therapeutic support and interventions

Participate in re-entry conferences with students returning from substance use disorder or mental health treatment and respective District personnel when requested.

Prevention education and support for parents as agreed upon by both Parties.

EXHIBIT B

Agreed Upon Data and Outcome Metrics

The Data measured and exchanged may be changed by written agreement of both Parties with 30 days' written notice.

At monthly district level meetings, Rosecrance will provide and report out on the following data;

- Total number of students served; and
- Number of successful completions

Rosecrance will store and maintain its record in Avatar, or other system as may be appropriate, for purposes of record keeping.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: John Hummel,
Chief Technology Officer

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Copier Maintenance Contract (Extension)**

Background

Our district currently relies on Ricoh as its sole provider for all copy and print services for our fleet of Ricoh-brand printers and copiers, encompassing both the supply of consumables, such as toner, and comprehensive maintenance and repair for our entire fleet of copiers and printers.

Administrative Recommendation

We recommend renewing the Ricoh contract for one year.

Fiscal Impact

The one-year renewal is $141,240.00, which the Technology budget will cover.

RICOH

ORDER AGREEMENT

Order Agreement: Cash or FMV / $ Option
Lease with TS, TS Only

Ricoh USA, Inc
300 Eagleview Blvd.
Exton, PA 19341

ORDER AGREEMENT CONSISTS OF THIS PAGE AND THE TERMS AND CONDITIONS ATTACHED

EQUIPMENT BILL TO INFORMATION

Customer Legal Name:	Community Unit School District 300
Address Line 1:	2550 Harnish Drive
Address Line 2:	
City:	Algonquin
State / Zip:	Illinois / 60102
Contact Name:	Diane White
Phone:	847-551-8460
Email	Diane.white@d300.org
Fax:	847-551-8463

SERVICE (TS) BILL TO INFORMATION

Customer Legal Name:	Community Unit School District 300
Address Line 1:	2550 Harnish Drive
Address Line 2:	
City:	Algonquin
State / Zip:	Illinois / 60102

CHECK ALL THAT APPLY:

PO Included PO#	X	TS PO# (if applicable)	
Sales Tax Exempt (Attach Valid Exemption Certificate)	X	PS Service (Subject to and governed by additional Terms and Conditions)	
Fixed Rate Service Term	X	IT Service (Subject to and governed by additional Terms and Conditions)	
Add to Existing Service Contract #: 4900480			

SERVICE INFORMATION

Service Term (Months)	Base Billing Frequency	Overage Billing Frequency	Service Type
12 Months	Quarterly	Annual	Silver

Guaranteed Group or Blended Total Allowance *Insert {Overage Bill Freq*		Group or Blended Overages		Service Base *{{Base Bill Freq}}*
B/W	5,625,000 Quarter	B/W	.003424	Quarterly
Color	375,000 Quarter	Color	.0428	

PRODUCT & SHIP TO INFORMATION

Product Description	Qty	Service Level	11 x 17	Total B/W Allowance / Total Color Allowance	B/W Ovg / Color Ovg *Insert Overage Bill Freq*	Service Base *Insert Base Bill Freq*	Sell Price	Extended Sell Price	Address / Contact Info
SEE ATTACMENT FOR PRODUCT DETAILS	146			5,625,000 QTR/BW 375,000 QTR/COLOR		*QUARTERLY*	$35,310		DIANE WHITE Diane.white@d300.org 847-551-8460

ADDITIONAL SERVICE

Basic Connectivity / PS / IT Services Description	Qty	Sell Price	Extended Sell Price	Address / Contact Info

RICOH SMART INTEGRATION (RSI) ESSENTIALS SUBSCRIPTION N/A			
Ricoh Smart Integration Service	Initial Term: 12 Months	____ Authorized Devices	$0.00 per Month

DEVICES ENABLED WITH RSI

Qty	Make	Model	Address
	RICOH		

ORDER TOTALS

Service Type Offerings:		
Silver: Includes all supplies. Excludes paper and staples.	**Product Total:**	N/A
	BASIC CONNECTIVITY / PS / IT Services:	N/A
	Buyout After Promotions:	N/A
	Grand Total (Excludes Tax):	N/A
Additional Provisions: Insert additional provisions here		

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER

By: _____
Authorized Signer Signature

Printed Name: _____

Title: _____Date: _____

Accepted by: RICOH USA, INC.

By: _____
Authorized Signer Signature

Printed Name: _____

Title: _____Date: _____

Terms applicable to Ricoh Smart Integration transactions only:

Ricoh Smart Integration Service. To the extent selected on the Order, Ricoh agrees to provide Customer with access to Ricoh Smart Integration Service for the products listed under the "Devices Enabled with RSI" table in the Order (the "RSI Products"). Ricoh Smart Integration Service is designed to provide advanced document routing and distribution (the "Hosted Service"). The Hosted Service may not be accessed by Customer or Customer's users other than on the RSI Products. For the duration of the Subscription Term, Customer shall be entitled to access and use the Hosted Service over the Internet for internal business purposes only. Ricoh hereby grants to Customer and Customer's authorized users a time-limited, non-exclusive, non-assignable, non-sub licensable, non-transferable license to access and use the Hosted Service remotely over the Internet in accordance with the agreement found at https://contract.na.smart-integration.ricoh.com/html/termsOfServices.html. Customer must agree to these terms before Customer or Customer's authorized users access or use the Hosted Service for the first time. The Hosted Service is licensed for use on a time-limited subscription basis (the "Subscription Term") as set forth on the Order. THIS SUBSCRIPTION TERM AND RELATED FEES ARE UNCONDITIONAL AND NON-CANCELABLE. The initial Subscription Term shall commence on the date the Order is signed. Upon expiration of the initial Subscription Term, unless either party provides the other with written notice of its intent not to renew at least thirty (30) days prior to the end of such Subscription Term, the Subscription Term will automatically renew on an annual basis. Fees for the Hosted Service, upon expiration of the initial complementary twelve (12) month term, will be $120.00 plus any charges for new or additional use, modules, features or extensions of the Subscription

Term that may be requested in previous and or subsequent purchase orders. If Customer does not pay all fees promptly when due, or otherwise defaults under any other obligation under these terms, the Agreement or applicable license or terms of use, following ten (10) days written notice to Customer, Ricoh may in addition to its other remedies: (a) suspend access to the Hosted Service; or (b) cancel these terms and terminate the Hosted Service. No refund or credit will be given for any early termination of these terms.

Terms and Conditions for Order Agreement

These Terms and Conditions for Order Agreement (together with the Order (defined below), the "Agreement") set forth the specific terms and conditions under which Ricoh USA, Inc. ("Ricoh") agrees to sell the specific equipment, software, and/or hardware ("Products") and/or provide the services ("Services") identified on the order (in the form provided by Ricoh) attached to these Terms and Conditions for Order Agreement (the "Order") to the "Customer" identified in the Order. To obtain Products and/or Services from Ricoh, Customer will execute the Order.

Terms applicable to Service transactions only:

1. **Services**. (a) An Order for Services must identify the specific Services to be performed, including, if applicable, the equipment to be serviced (the "Serviced Products"), the Term (defined in Section 3) of the Service engagement, the location at which Services shall be performed and the applicable Service Charges (defined in Section 4) for such Order. Ricoh will not be responsible to provide Services for Serviced Products in the event the Term and location(s) are not identified on the Order accepted by Ricoh.

(b) For maintenance and repair Services, Ricoh will repair or replace in accordance with the terms and conditions of this Agreement and the manufacturer's specifications, any part of the Serviced Products that becomes unserviceable due to normal usage (other than consumable supplies). Replacement parts will be furnished on an exchange basis and will be new, reconditioned or used. All parts removed due to replacement will become the property of Ricoh.

(c) The maintenance and repair Services provided by Ricoh under an Order will not include the following: (i) repairs resulting from misuse (including, without limitation, using unauthorized media, improper voltage, or the use of consumable or other supplies or media that do not conform to the manufacturer's specifications) or the failure to provide, or the failure of, adequate electrical power, air conditioning, humidity control, or other failure to provide a suitable operating environment; (ii) repairs made necessary by service performed by persons other than Ricoh representatives; (iii) unless covered under an extended hour service contract, service calls or work which Customer requests to be performed outside of Normal Business Hours (defined below) and Service calls or work which Customer requests to be performed on Ricoh Holidays (defined below); (iv) repairs or replacements that are materially hindered by Customer's failure to perform the Customer obligations set forth in this Agreement; (v) repairs or replacement of any removable cassette, copy cabinet, exit trays, or any item not related to the mechanical or electrical operation of the Serviced Products; (vi) consumable supplies such as paper, staples, refillable staple cartridges (even under a staples inclusive Order), or any toner (other than black, cyan, yellow, magenta under a toner inclusive Order), unless expressly provided for in the Order; (vii) repairs, service calls and/or connectivity of attachments not purchased from Ricoh; (viii) any software, system support or related connectivity unless specified in writing by Ricoh; (ix) parts no longer available from the applicable manufacturer; (x) electrical work external to the Serviced Products, including problems resulting from overloaded or improper circuits; (xi) installation or de-installation and/or movement of the Serviced Products from one location to another unless specified in writing by Ricoh; (xii) maintenance or repairs of any Serviced Product that is relocated by someone other than Ricoh or a Ricoh authorized agent until such Serviced Product passes inspection by a Ricoh technician at the new location demonstrating that the Serviced Product was not damaged during the move and functions in accordance with the applicable manufacturer's specifications, and Customer understands that a minimum one (1) hour labor charge (or longer, depending on the circumstances) at then-prevailing time and materials rates will apply for inspection of the equipment at the new location; (xiii) repairs of damage or increase in service time caused by Force Majeure Conditions; (xiv) reconditioning and similar major overhauls of Serviced Products; (xv) any obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Serviced Products, whether through a digital storage device, hard drive or other electronic medium ("Data Management Services"), unless Customer engages Ricoh to perform such Data Management Services at then-prevailing rates pursuant to an Order for such purpose; and (xvi) engineering changes which provide additional capabilities to the Ricoh Equipment (defined in Section 13) covered herein unless made at Customer's request and paid at Ricoh's applicable time and material rates then in effect. Damage to Serviced Products or parts arising from causes beyond the control of Ricoh are not covered by this Agreement. Ricoh may terminate its Service obligations under an Order for Serviced Products that have been modified, damaged, altered or serviced by personnel other than those employed by Ricoh.

2. **Service Calls**. Unless otherwise specified in the Order, service calls will be made during 8:00am – 5:00pm local service time, Monday through Friday ("Normal Business Hours") at the installation address shown on the Order. Service does not include coverage on Ricoh holidays, which include New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day (collectively, "Ricoh Holidays"). Travel and labor-time for the service calls after Normal Business Hours, on weekends and on Ricoh Holidays, if and when available and only in the event and to the extent that Ricoh agrees to provide such non-standard coverage, will be charged at overtime rates in effect at the time the service call is made. While at Customer's site, Ricoh personnel shall comply with Customer's reasonable policies pertaining to access, security and use of Customer sites and systems, provided that such policies are provided to Ricoh in advance and in writing, do not conflict with the terms and conditions of this Agreement, and do not impose any additional financial or legal burden on Ricoh.

3. **Term; Early Termination**. This Agreement shall become effective on the date that Ricoh accepts the Order and shall continue for the term identified in the Order. At the expiration of the term identified in the Order, it will automatically renew for successive twelve (12) month periods unless notice of termination as specified below is given. The duration of the initial term and any extension or renewal thereto are collectively referred to as the "Term." Customer may terminate this Agreement for convenience prior to expiration of its Term so long as Customer is not then in default and provides Ricoh at least thirty (30) days prior written notice. Ricoh may terminate this Agreement for convenience prior to expiration of its Term so long as Ricoh is not then in default and provides Customer at least sixty (60) days prior written notice. Should Customer elect to terminate this Agreement for convenience when the Order has a Term of at least thirty-six (36) months, Customer shall pay to Ricoh, as liquidated damages and not as a penalty, an early termination fee in accordance with the following ("Termination Fee"): (i) if the termination occurs in months one (1) through twelve (12) of the Term, an amount equal to twelve (12) times the Monthly Service Charge (as defined below); (ii) if the termination occurs in months thirteen (13) through twenty-four (24) of the Term, an amount equal to nine (9) times the Monthly Service Charge; and (iii) if the termination occurs any time after the twenty-fourth (24th) month of the Term, an amount equal to the lesser of six (6) times the Monthly Service Charge or the number of months remaining under the then current Term. For an Order having a Term of less than thirty-six (36) months, the Termination Fee shall be equal to the lesser

of six (6) times the Monthly Service Charge or the number of months remaining under the Term of the Order. For the purposes herein, the "Monthly Service Charge" shall equal (i) the base monthly Service Charge set forth in the Order; or (ii) in the event the Order does not contain a base monthly Service Charge, the average monthly Order charges for the six (6) month period prior to the date of Customer's termination. If such termination date occurs less than six (6) months after the effective date of the Order, the Monthly Service Charge will be equal to the average monthly Order charges for the number of months the Order was in effect.

4. **Service Charges**. (a) Service charges ("Service Charges") will be set forth on the Order. Service Charges will not include any charges for repairs or Service that are otherwise covered by the applicable manufacturer's limited warranty during the period covered by any such warranty, to the extent Ricoh has agreed with such manufacturer not to charge a customer for any such charges. Customer acknowledges and agrees that: (i) alterations, attachments, specification changes, or use by Customer of sub-standard supplies that cause excessive service calls may require an increase in Service Charges; (ii) the transfer of the Serviced Products from the location indicated on the Order may result in an increase of Service Charges or the termination of the Agreement; and (iii) to the extent that Customer requests that Ricoh registers with a third-party vendor prequalification service and Ricoh agrees to register, Customer will be charged for Ricoh's registration and any other related fees for registering with such service and this Agreement shall be the only terms and conditions to govern such registration and service. Customer shall be responsible for any costs related to freight (including fuel surcharges, which may be imposed from time to time), postage/mailing expense (meter rentals) and/or administrative and processing fees and, to the extent Ricoh pays such costs, Customer shall immediately reimburse Ricoh.

(b) Unless otherwise specified in the Order, Service Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images or other image sizes. Customer acknowledges that pricing is based on the prevailing rates at the time of the Order. Unless otherwise expressly agreed to in writing, if the Term of the Order exceeds twelve (12) months, and (i) the Service Charges or rates expressly set forth in the Order are not fixed for a period longer than twelve (12) months, then the Service Charges and any rate expressly set forth in the Order may be increased by Ricoh up to fifteen percent (15%) of the then-current Service Charges and rates annually for each year beyond the initial twelve (12) month period, and Customer expressly consents to such adjustment without additional notice, or (ii) the Service Charges or any rates expressly set forth in the Order are fixed for a period longer than twelve (12) months, then upon the expiration of the period during which the fixed Service Charges or other rates are fixed, the Service Charges or other rates may be increased by Ricoh in an amount up to fifteen percent (15%) of the then-current Service Charges and rates multiplied by the number of years during which the Service Charges or other rates were fixed, and Customer expressly consents to such adjustment without additional notice.

5. **Use of Recommended Supplies; Meter Readings**. (a) It is not a condition of this Agreement that Customer use only Ricoh-provided supplies. If Customer uses other than manufacturer-recommended supplies, including paper, developer, toner, and fuser oil, and if such supplies are defective or not acceptable for use on the Serviced Products, that do not conform to the manufacturer's specifications, or cause abnormally frequent service calls or service problems, then Ricoh may, at its option, assess a surcharge or terminate the Agreement with respect to such Serviced Products. If so terminated, Customer will be offered Service on a "per call" basis at Ricoh's then-prevailing time and material rates. If Ricoh determines that Customer has used more Ricoh-provided supplies than the manufacturer's recommended specifications, then Customer will pay reasonable charges for those excess supplies and/or Ricoh may refuse Customer additional supply shipments.

(b) Customer is required to provide Ricoh actual and accurate meter readings in accordance with the billing schedule set forth on the Order. Ricoh may, at its discretion and dependent upon Serviced Product capabilities, collect remote meter readings and utilize equipment monitoring services using automatic meter reading solutions ("AMR"). This may allow for automated meter reading and submission, automatic placement of low toner alerts, automatic placement of service calls in the event of a critical Serviced Product failure and may enable firmware upgrades. The meter count and other information collected by AMR ("Data") is sent via the internet to remote servers some of which may be located outside the U.S. **AMR cannot and does not collect Customer document content**. Ricoh uses reasonably available technology to maintain the security of the Data; however, Customer acknowledges that no one can guaranty security of information maintained on computers and on the internet. Ricoh retains full rights to the Data (but not Customer documents or information), which it or its authorized third parties may use to service the Serviced Products. Ricoh may also use the Data for its normal business purposes including product development and marketing research, however, the Data will not be provided to any non-Ricoh third party in a form that personally identifies the Customer. Ricoh may dispose of the Data at any time and without notice. AMR technology is the confidential and proprietary information of Ricoh and/or its licensors protected by copyright, trade secret and other laws and treaties. Ricoh retains full title, ownership and all intellectual property rights in and to AMR.

(c) If Customer fails to provide actual and accurate meter readings to Ricoh in accordance with the billing schedule set forth on the Order, Ricoh may calculate an estimated meter reading from previous meter readings and Customer agrees to pay Service Charges based on such calculated estimate. Appropriate adjustments will be made by Ricoh in a subsequent billing cycle following Customer providing actual and accurate meter readings. If Ricoh contacts Customer to obtain a meter reading, then Ricoh may assess an administrative fee in an amount equal to twenty-five dollars ($25.00) per meter reading collected per billing period for the time and expense associated with meter collection activity in addition to the Service Charges. If Ricoh visits Customer location to obtain a meter reading, Ricoh may assess a fee according to the hourly service charge rate. Customer shall notify Ricoh within forty-eight (48) hours of any Serviced Product moves, installation/deinstallation, and/or removal of managed and monitored Serviced Products that impact AMR.

6. **Connectivity and Professional Services**. Customer may acquire connectivity, IT and professional services from Ricoh ("Professional Services") by executing and delivering to Ricoh an Order setting forth the specific services to be provided. Ricoh shall provide the Professional Services at Customer's location(s) or on a remote basis as set forth in the Order. Customer shall provide Ricoh with such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform the Professional Services. Customer acknowledges that Ricoh's performance of the Professional Services is dependent upon Customer's timely and effective performance of its responsibilities as set forth in the Order. Estimated delivery and/or service schedules contained in the Order are non-binding estimates. Intellectual property rights, if any, arising from the Professional Services provided under the Order shall remain the property of Ricoh. Unless connectivity Services are specifically identified in the Order as part of the Services to be performed by Ricoh, Ricoh shall have no obligation to perform and no responsibility for the connection of any hardware or software to any Customer network or system.

7. **Customer Obligations**. Customer agrees to provide a proper place for the use of the Serviced Products, including but not limited to, electric service, as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the service of the Serviced Products hereunder within a reasonable distance of the Serviced Products. Customer agrees to provide such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform its Services, including but not limited to "360 degree" service access to the Serviced Products. Customer will provide a

key operator for the Serviced Products and will make operators available for instruction in use and care of the Serviced Products. Unless otherwise agreed upon by Ricoh in writing or designated in the Order, all supplies for use with the Serviced Products will be provided by Customer and will be available "on site" for servicing. Customer agrees that (i) any equipment not serviced by Ricoh which utilizes identical supplies to the Serviced Products must be covered under a separate inclusive non-Ricoh service program; (ii) any Serviced Products under one Ricoh Service Level may not utilize any supplies provided to other Serviced Products with a different Ricoh Service Level (i.e., no sharing of supplies across different Ricoh Service Levels); (iii) all supplies that Ricoh provides as part of the Services are only for use with the Serviced Products and Customer may not resell any supplies; (iv) upon expiration or termination of the applicable Services or change to a service program that does not include supplies, Customer must promptly return to Ricoh all unused supplies provided as part of the Services, otherwise Customer will be billed for and will pay for all such unreturned supplies; and (v) if Customer is participating in Ricoh's trained customer replaceable units program ("TCRU Program"), then Customer must follow the return requirements of the TCRU Program and, if Customer does not return any units in accordance with the terms of the TCRU Program, then, in addition to any other amounts owed, Customer will pay for the unreturned units. In addition, Customer agrees to use Ricoh's remote, self-service support tools (which are available at www.My.Ricoh-USA.com, or a successor site, at no additional charge) to resolve common uncomplicated issues quickly and conveniently. If Customer does not use the available self-service support tools, then Ricoh may charge additional fees at the then-prevailing time and materials rates for performing those tasks on Customer's behalf.

8. **Insurance**. Each party certifies that it maintains, through self-insurance or otherwise, reasonable amounts of general liability, auto and personal property insurance, and workers' compensation insurance in the amount required by law, and that such insurance will remain in effect during the Term of the Order. Such insurance shall be primary and non-contributory. Limits provided may not be construed to limit liability. General liability insurance shall include the other party as an additional insured and contain no exclusions for cross liability between insureds. Upon request, each party agrees to deliver the other party evidence of such insurance coverage. Failure to maintain adequate insurance does not relieve liability under this Agreement.

9. **Indemnification**. Each party ("Indemnifying Party") shall indemnify, defend and hold harmless the other ("Indemnified Party") from all third-party claims incurred by the Indemnified Party arising out of the death or bodily injury of any agent, employee, or business invitee of the Indemnified Party, or the damage, loss, or destruction of any tangible property of the Indemnified Party to the extent proximately caused by the negligent acts or omissions or willful misconduct of the Indemnifying Party, its employees, or agents. Without intending to create any limitation relating to the survival of any other provisions of this Agreement, Ricoh and Customer agree that the terms of this paragraph shall survive the expiration or earlier termination of this Agreement. Each party shall promptly notify the other in the event of the threat or initiation of any claim, demand, action or proceeding to which the indemnification obligations set forth in this Section may apply.

Terms applicable to Product sale transactions only:

10. **Order; Delivery and Acceptance**. An Order for Products must identify the Products, the Product delivery location and the applicable Product charges. Ricoh will not be obligated to sell or deliver Products where such information is not provided in the Order. Customer shall be responsible for all installation, transportation and rigging expenses. Customer agrees to confirm delivery of all Products covered by the Order when the same is delivered by signing a delivery and acceptance certificate or written delivery acknowledgement. Payment for accepted purchased Products will be due and payable in accordance with this Agreement and shall not be contingent on installation of software or performance of Professional Services. The Order shall not be cancelable by Customer following acceptance by Ricoh. Ricoh reserves the right to make Product deliveries in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Customer of its obligation to accept remaining installments and remit payments as invoiced by Ricoh. Ricoh reserves the right at any time to revoke any credit extended to Customer because of Customer's failure to pay for any Products when due or for any other credit reason.

11. **Title; Risk of Loss**. Unless otherwise agreed upon by both parties in writing, Products are deemed delivered and title passes to Customer: (i) upon delivery by Ricoh to common carrier; or (ii) in the case of an arranged delivery by a local Ricoh installation vehicle, upon delivery by such vehicle to Customer shipping point. Upon delivery in either case, Customer assumes all risk of theft, loss or damage to the Products, no matter how occasioned.

12. **Returns; Damaged Products**. No Products may be returned without Ricoh's prior written consent. Only consumable goods invoiced within sixty (60) days will be considered for return. On authorized returns, Customer agrees to pay a restocking charge equivalent to thirty percent (30%) of the purchase price. Products returned without written authorization from Ricoh may not be accepted by Ricoh and are the sole responsibility of Customer. All nonsaleable merchandise (that has been opened or partially used) will be deducted from any credit due to Customer. All claims for damaged Products or delay in delivery shall be deemed waived unless made in writing and delivered to Ricoh within five (5) days after receipt of Products.

Terms applicable to all transactions:

13. **Warranty**. Ricoh agrees to perform its Services: (a) in a good and workmanlike manner; (b) using reasonable care and skill; and (c) according to the description contained in the Order. Ricoh will re-perform any Services not in compliance with this warranty and brought to Ricoh's attention in writing within a reasonable time, but in no event more than thirty (30) days after such Services are performed, which shall be an exclusive remedy for such non-compliance. Customer acknowledges that Ricoh's performance of Services is dependent upon Customer's timely and effective performance of its responsibilities. For any Products manufactured by Ricoh ("Ricoh Equipment"), Ricoh further warrants that, at the time of delivery and for a period of ninety (90) days thereafter the Ricoh Equipment will be in good working order and will be free from any defects in material and workmanship. Ricoh's obligations under this warranty are limited solely to the repair or replacement (at Ricoh's option) of parts proven to be defective upon inspection. The foregoing warranty shall not apply if (a) the Ricoh Equipment is installed, wired, modified, altered, moved or serviced by anyone other than Ricoh, (b) the Ricoh Equipment is installed, stored and utilized and/or maintained in a manner not consistent with Ricoh specifications, (c) a defective or improper non-Ricoh accessory or supply or part is attached to or used in the Ricoh Equipment, or (d) the Ricoh Equipment is relocated to any place where Ricoh services are not available. CUSTOMER ACKNOWLEDGES THAT THE LIMITED WARRANTY CONTAINED HEREIN DOES NOT ASSURE UNINTERRUPTED OPERATION AND USE OF THE RICOH EQUIPMENT. In connection with any other Product sale, Ricoh

shall transfer to Customer any Product warranties made by the applicable Product manufacturer, to the extent transferable and without recourse, and Ricoh makes no additional warranty or guaranty with respect to any such third-party Products. Physical or electronic copies of any applicable Product warranty will be delivered by Ricoh to Customer only upon Customer's specific written request. All Ricoh and/or third-party software provided by Ricoh is licensed, not sold, and is subject to the server, seat, quantity and/or other usage restrictions set forth in each applicable license agreement, license terms, or subscription terms relating to such intangible property or associated services (each such license of grant of rights to access or use, a "Software License"), whether pursuant to written, click-through, shrink-wrap or other agreements for such purpose, with the licensor of the software ("Licensor") and the restrictions set forth in the Order. Ricoh has no right, title or interest in any third-party software (including any open-source software) and Ricoh makes no representations and provides no representations or warranties with respect thereto. Customer is solely responsible for entering into and complying with Software Licenses with the applicable Licensor and acknowledges that its rights and obligations with respect to such software, as well as those of the Licensor, are solely as set forth in such Software Licenses. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH HEREIN OR IN THE ORDER, RICOH MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY SERVICES OR PRODUCTS PROVIDED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR FREEDOM FROM INFRINGEMENT OR THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS. NO WARRANTIES ARE CREATED BY ANY COURSE OF DEALING BETWEEN THE PARTIES, COURSE OF PERFORMANCE, TRADE USAGE OR INDUSTRY CUSTOM. IN NO EVENT SHALL RICOH BE LIABLE TO CUSTOMER OR A THIRD PARTY FOR ANY DAMAGES RESULTING FROM OR RELATED TO ANY FAILURE OF SOFTWARE, INCLUDING, BUT NOT LIMITED TO, LOSS OF DATA OR DELAY OF DELIVERY OF SERVICES UNDER THIS AGREEMENT. RICOH ASSUMES NO OBLIGATION TO PROVIDE OR INSTALL ANY ANTI-VIRUS OR SIMILAR SOFTWARE, AND THE SCOPE OF SERVICES CONTEMPLATED HEREBY DOES NOT INCLUDE ANY SUCH SERVICES.

14. **Limitations**. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR INDIRECT DAMAGES, INCLUDING ANY DAMAGES FOR BUSINESS INTERRUPTION, LOSS OF USE, REVENUE OR PROFIT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT THE BREACHING PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR CUSTOMER'S PAYMENT OBLIGATIONS HEREIN AND ANY LIABILITY RESULTING FROM THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 9 HEREIN, THE AMOUNT OF ANY DIRECT LIABILITY OF A PARTY TO THE OTHER OR ANY THIRD-PARTY, FOR ONE OR MORE CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, SHALL NOT EXCEED, IN THE AGGREGATE, THE AMOUNT PAID TO RICOH FOR THE PERFORMANCE OF SERVICES UNDER THIS AGREEMENT DURING THE SIX-MONTH PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE. THE FOREGOING LIMITATIONS SHALL APPLY EVEN IF THE NON-BREACHING PARTY'S REMEDIES UNDER THIS AGREEMENT FAIL OF THEIR ESSENTIAL PURPOSE.

15. **Payment; Taxes**. Payment terms are net ten (10) days. If invoices are unpaid and overdue, Customer agrees to pay Ricoh a late charge of one and one-half percent (1.5%) per month on any unpaid amounts or the maximum allowed by law, whichever is less, and in addition shall pay Ricoh all costs and expenses of collection, or in the enforcement of Ricoh's rights hereunder, including, but not limited to, reasonable internal and external legal costs, whether or not suit is brought. Ricoh has no obligation to use Customer's invoicing or billing portals, processes, methods or invoicing formats specific to Customer billing requirements. All remedies hereunder or at law are cumulative. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the Products and/or Services covered hereunder, other than income taxes of Ricoh.

16. **Default**. In addition to any other rights or remedies which either party may have under this Agreement or at law or equity, either party shall have the right to cancel the applicable Services specified in the Order immediately: (i) if the other party fails to pay any fees or charges or any other payments required under the Order when due and payable, and such failure continues for a period of ten (10) days after being notified in writing of such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this Agreement, and such failure or breach shall continue un-remedied for a period of thirty (30) days after such party is notified in writing of such failure or breach; or (iii) if the other party becomes insolvent, dissolves, or assigns its assets for the benefit of its creditors, or files or has filed against it any bankruptcy or reorganization proceeding. Failure to permit Ricoh to repair or replace the Serviced Products shall constitute a material breach of this Agreement and excuse Ricoh from any and all future performance hereunder. Except as expressly permitted by this Agreement, no refund or credit will be given for any early termination of this Agreement. If Customer defaults in its obligations hereunder, Ricoh may, in addition to any other remedies available at law or equity, require Customer to immediately pay to Ricoh all past due payments under the Agreement, and the Termination Fee.

17. **Non-Solicitation; Independent Contractors**. Customer agrees that during the Term of the Order and for a period of one (1) year after termination or expiration of the Order, it shall not directly or indirectly solicit, hire, or otherwise retain as an employee or independent contractor any employee of Ricoh that is or was involved with or part of the Services. The relationship of the parties is that of independent contractors.

18. **Assignment; Force Majeure**. Customer shall neither assign any right or interest arising under this Agreement nor delegate any obligations hereunder, whether voluntarily or by process of law, without the prior written consent of Ricoh. Any such attempted assignment or delegation shall be void. Ricoh shall not be liable for failure to deliver or delays in delivery of Products or Services occasioned by causes beyond Ricoh's control, including without limitation, natural disasters, extreme weather, floods, transportation suspensions or delays, infrastructure failures, utility outages, demonstrations, pandemics, epidemics, plague, outbreaks of infectious disease, public health crises (including quarantine or other employee restrictions), prohibitions or restrictions on travelling, strikes, lockout, fires, embargoes, war or other outbreak of hostilities, inability to obtain materials or shipping space, receipt of orders in excess of Ricoh's or its supplier's then-scheduled production capacity, machinery breakdowns, delays of carrier or suppliers, governmental acts and regulations (including restrictions on meeting or working in groups), unavailability of Services, personnel or materials or other causes beyond Ricoh's control ("Force Majeure Conditions"). If Force Majeure Conditions arise in a manner that, as determined in Ricoh's reasonable judgement, modify the conditions of Ricoh's performance of one or more Services in a material manner, then Ricoh will use good faith efforts to continue providing the Services; however, in that event, Ricoh may upon thirty (30) days' advance notice to Customer increase the Service Charges and other applicable fees by a reasonable amount related to the Force Majeure Conditions.

19. **Hardware Logs**. Under this Agreement, Customer may order certain hardware Products (or Customer may have independently obtained hardware products outside of this Agreement) that create and store logs concerning its operation that may include information about individual end-users, such as employees' work email addresses, IP addresses of assigned workstations, and other personal information. Ricoh, its corporate parent, and their subsidiaries and affiliates in some cases use device logs to update and upgrade the features of products, authenticate end users, and provide end-user support and other customer service. Additional information about applicable device logging features, including Customer's options for configuring those features, appears in the applicable product documentation, copies of which are available to Customer at no additional charge for Ricoh Products. Except as Customer otherwise instructs Ricoh in writing, Customer: (a) authorizes Ricoh to install and configure the Products ordered under this Agreement using its default device log settings; and (b) instructs Ricoh to process the personal information included in device logs, if any, subject to: (i) Ricoh's confidentiality and privacy obligations to Customer (if any); (ii) solely to perform under this Agreement; and (iii) in accordance with applicable law for the purposes stated above and for no other purpose.

20. **Electronic Signatures**. Each party agrees that electronic signatures of the parties on this Agreement will have the same force and effect as manual signatures.

21. **Governing Law; Entire Agreement**. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Delaware without regard to its conflict of laws principles. The parties hereto also agree to submit to the non-exclusive jurisdiction of the courts of the Commonwealth of Pennsylvania to resolve any action under this Agreement. The Uniform Computer Information Transactions Act shall not apply to this Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained in this Agreement, supersedes all proposals, oral and written, and all other communications between the parties relating to the Products and Services and may not be amended except in writing and signed by an officer or authorized representative of both parties. Customer agrees and acknowledges that it has not relied on any representation, warranty or provision not explicitly contained in this Agreement, whether in writing, electronically communicated or in oral form. Any and all representations, promises, warranties, or statements by any Ricoh agent, employee or representative, including but not limited to, statements or representations made in sales presentations or sales proposals that differ in any way from the terms of this Agreement shall be given no force or effect. In the event of any conflict or inconsistency between the terms and conditions set forth in these Terms and Conditions for Order Agreement and those contained in the Order, the terms and conditions of the Order shall control; provided, however, purchase orders issued to Ricoh for Products and/or Services, even if they do not expressly reference or incorporate this Agreement, shall: (i) be subject to this Agreement; (ii) serve only to identify the Products and/or Services (along with pricing and quantities) ordered; and (iii) not be deemed to alter or otherwise modify the terms and conditions of this Agreement. The delay or failure of either party to enforce at any time any of the provisions of this Agreement shall in no way be construed to be a waiver of such provision or affect the right of such party thereafter to enforce each and every provision of this Agreement. If any provision of this Agreement is held to be invalid or unenforceable, this Agreement shall be construed as though it did not contain the particular provision held to be invalid or unenforceable. Ricoh may accept the Order under this Agreement by either its signature or by commencing performance (e.g., Product delivery, initiating Services, etc.). Ricoh may accept or reject any order in the exercise of its discretion and may rely upon each order submitted by Customer as a binding commitment. No local, general or trade custom or usage or course of prior dealings between the parties shall be relevant to supplement or explain any term used herein. Ricoh shall comply with all laws directly applicable to its performance under this Agreement in delivering Products and Services. This Agreement may be executed in one or more counterparts which, taken together, shall constitute one and the same original document. Any notices required under this Agreement should be sent to: Ricoh USA, Inc., 3920 Arkwright Road, Macon, GA 31210.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 10, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: David Rojas, Director of ELL & World Languages

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: Dual Language Reading Program Contract (Renewal)

Background

Istation is a Spanish instructional program that includes a path and assessment for Istation Español to be used in our dual language classrooms K-5 to measure proficiency in Spanish while providing a targeted instructional approach to support student learning. Istation is also used upon enrollment for Spanish-speaking newcomers in non-dual language classrooms to gather baseline data within their native language.

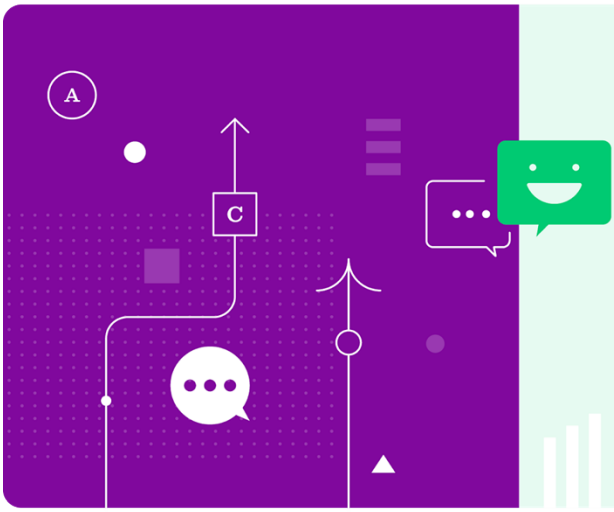
The district entered into an agreement with Istation on September 1, 2024 and wishes to renew this agreement. The district would like to extend the current contract from September 1, 2025 to August 31, 2026.

Administrative Recommendation

The administration recommends approval of the contract renewal as presented.

Fiscal Impact

The contract will be funded through the ELL budget at a cost of $66,320 for the 2025-2026 school year.



THE INTELLIGENT
Growth Engine

Quote

Amira Q-74414

Prepared For

Community Unit School District 300
ACCTS PAYABLE
2550 Harnish Dr
Algonquin, IL, 60102

Your Amira Partner

Christina Shorter
Partnership Manager
christina.shorter@istation.com
(972) 715-3857

Quote: Q-74414
Prepared For: Community Unit School District 300
Expires On: 8/31/2025

Professional Development Onsite - Full Day

Amira On-Site (up to 6 hours) - In-person workshops to deepen educators' knowledge and customized to your district's specific needs. Must be used in current subscription term.

QTY	Product	Campus	Start Date	Months	Sales Price
6	Professional Development Onsite - Full Day		9/01/2025	12	$23,940.00

Istation Lectura.

ISIP Español assessment and reading instruction/intervention program in Spanish.

QTY	Product	Campus	Start Date	Months	Sales Price
1	Istation Lectura.	Golfview Elementary School	9/01/2025	12	$5,430.00
1	Istation Lectura.	Lakewood School	9/01/2025	12	$11,610.00
1	Istation Lectura.	Meadowdale Elementary School	9/01/2025	12	$9,350.00

Istation Lectura (Student Account)

ISIP Español assessment and Español instruction/intervention program for an Individual Student.

QTY	Product	Campus	Start Date	Months	Sales Price
90	Istation Lectura (Student Account)	Big Timber Elementary School	9/01/2025	12	$2,700.00
199	Istation Lectura (Student Account)	Carpentersville Middle School	9/01/2025	12	$5,970.00
5	Istation Lectura (Student Account)	Dundee Highlands Elementary School	9/01/2025	12	$150.00
25	Istation Lectura (Student Account)	Dundee Middle School	9/01/2025	12	$750.00
5	Istation Lectura (Student Account)	Gary D Wright Elementary School	9/01/2025	12	$150.00
5	Istation Lectura	Hampshire	9/01/2025	12	$150.00

Quote: Q-74414
Prepared For: Community Unit School District 300
Expires On: 8/31/2025

	(Student Account)	Elementary School			
199	Istation Lectura (Student Account)	Liberty Elementary School	9/01/2025	12	$5,970.00
5	Istation Lectura (Student Account)	Sleepy Hollow Elementary School	9/01/2025	12	$150.00

Start Date: 9/01/2025 Term: 12 End Date: 8/31/2026

List Amount	$66,320.00
Tax Amount	$0.00
Customer Total	$66,320.00

Quote: Q-74414
Prepared For: Community Unit School District 300
Expires On: 8/31/2025

Disclaimer: Pricing is as quoted and is subject to change based on any modifications to bundle configurations, enrollment updates, or other adjustments. Additional options are to be paid in full. Totals include applicable taxes, which should be reflected on your Purchase Order (if applicable).

To avoid delays in processing your order, please ensure the following:

- Email your Purchase Order, including the provided quote number, to **orders@amiralearning.com**.
- Digitally sign the contract provided upon commitment with your Amira partner.

Amira Terms of Use: https://amiralearning.com/amira-terms
Amira Privacy Policy: https://amiralearning.com/amira-privacy
Istation Terms of Use: See attached
Istation Privacy Policy: https://amiralearning.com/istation-privacy-policy

Istation Terms of Use

Imagination Station, Inc. (“Istation”) welcomes you. The following Terms of Use and Service (these “Terms”) are important. Please read carefully.

Istation provides customers with a variety of resources, including, but not limited to, (i) one or more of Istation’s interactive educational-based applications (collectively the “Licensed Applications”), (ii) Istation’s Internet Web site (the “Web Site”), currently located at www.istation.com, (iii) account information regarding the Licensed Applications and the Web Site, (iv) materials and documentation (including, but not limited to, preprinted forms, form letters, resource materials, lesson plans, books, images of Istation characters, and so-called “Black Line Masters” coloring-book style pictures) available from the Web Site (collectively the “Downloadable Materials”), (v) reports, calculated results, scoring, graphs and any other materials derived from Istation’s algorithmic software features (collectively the “Scoring and Reporting Resources”), (vi) Processed Data, as defined hereinafter, and (vii) news and information about Istation, the Licensed Applications, and the Web Site. Any and all of the foregoing resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials), together with any other resources made available by Istation, are collectively the “Resources”.

For purposes of these Terms, references to “You” or “Your” mean (i) you in your individual capacity, (ii) your company (“Your Company”), which may be a school or school district, and (iii) authorized users of Your Company, who are students, employees, representatives, and agents of Your Company that are registered with Istation and that have a valid security identification and password to access and use the Resources (collectively the “Authorized Users”).

Each of the Resources is provided to You conditioned on Your acceptance, without modification, of these Terms, which constitute a legally binding agreement between Istation and You. YOUR ACCESS OR USE OF ANY RESOURCE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS FOR ALL RESOURCES. IF YOU DO NOT AGREE TO THESE TERMS, YOU MAY NOT ACCESS OR USE ANY RESOURCE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THESE TERMS SHALL BE BINDING ON YOU UPON THE EARLIER TO OCCUR OF (i) YOUR EXECUTION OF THESE TERMS, (ii) THE DATE THAT YOU DOWNLOAD ANY LICENSED APPLICATION OR DOWNLOADABLE MATERIAL FROM Istation, (iii) THE DATE OF DELIVERY OF ANY LICENSED APPLICATION OR DOWNLOADABLE MATERIAL BY Istation TO YOU, AND (iv) THE DATE ON WHICH YOU ACCESS OR USE ANY OF THE RESOURCES THROUGH THE WEB SITE.

1. Changes to Terms. Istation may, from time to time and at Istation's sole discretion, modify these Terms without individual notice to You. So long as the Web Site remains operational, the current version of these Terms will be posted on the Web Site, which You can review by clicking on the "Terms of Use" link located on the Web Site. The modified Terms will be effective immediately upon posting on the Web Site. You agree to the new posted Terms by continuing Your use of the Resources. You agree to review the Terms periodically on the Web Site. If You do not agree with the modified Terms posted on the Web Site, Your only remedy is to discontinue using the Resources.

2. Privacy Statement. Istation's Privacy Statement (the "Privacy Statement") is incorporated into, and made a part of, these Terms. The Privacy Statement relates to Istation's collection and use of Your personal information. You consent to the terms and conditions of the Privacy Statement.

3. Subscription.

    a. Most (if not all) of the Resources require You to purchase a subscription from Istation before You may use or access them (a

"Subscription"). You may purchase a Subscription to one or more Resources (the "Purchased Resources") by paying the then-current subscription fee to Istation (the "Subscription Fee") for such Purchased Resources, as such Subscription Fee is determined by Istation. Each Subscription Fee shall cover a specified period of time for the Purchased Resources (the "Subscription Period"). Upon expiration of the Subscription Period for a Purchased Resource, Your access and use of the Purchased Resources shall expire, and You shall no longer be entitled to access or use such Purchased Resources, unless You renew Your Subscription to such Purchased Resources by paying the then-current Subscription Fee for such Purchased Resources. Any Professional Development purchases including Onsite Training, Webinars, and Implementation services must also be used within the current Subscription Period and may not be rolled over into later Subscription Periods. Istation may, from time to time and at Istation's sole discretion, modify the Subscription Fees for any and all Resources without individual notice to You.

b. In the event You purchase a Subscription to a Purchased Resource, You will be required to register (the "Registration") and obtain a user account (a "User Account") for each Authorized User's access to, and use of, such Purchased Resource provided, however, that each Purchased Resource may, as determined by Istation, (i) be limited to a maximum number of Authorized Users (such as students) and (ii) have other restrictions applicable to such Purchased Resource. During Registration for each and every Purchased Resource, You agree to submit accurate, current, and complete information about You (including, but not limited to, Your Company and the Authorized Users) and promptly update such information. Should Istation suspect that any such Registration information is untrue, inaccurate, not current, or incomplete, Istation has the right to suspend or terminate use of any and all Resources and User Accounts. Upon Registration,

each Authorized User will be assigned a personal, nontransferable password tied to a specific User Account. You are solely responsible for (i) any and all activities that occur under the User Accounts and (ii) ensuring that Authorized Users exit or log off from User Accounts at the end of each session of use. Users Accounts cannot be shared and may be used only by the Authorized User to whom the User Account is registered. User Accounts cannot be assigned to any third party vendors or other entities seeking to use the Purchased Resources for use in their products and/or for commercial use or monetary gain. You shall notify Istation immediately of any unauthorized use of the Authorized Users' passwords or the User Accounts or any other breach of security that is known or suspected by You. Where the number of Authorized Users for a Purchased Resource falls below the maximum number permitted under Your Subscription for such Purchased Resource, You may designate other students as replacement Authorized Users with respect to such Purchased Resource. You are responsible for Registration of all Authorized Users and all acts and omissions (whether authorized or unauthorized) of the Authorized Users.

4. Intellectual Property.

    a. Istation Intellectual Property. All Resources (including, but not limited to, the Licensed Applications, the Web Site, the Downloadable Materials, and the Scoring and Reporting Resources), and all materials displayed on, or contained within, the Resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials, Scoring and Reporting Resources), such as the design, "look and feel", text, editorial materials, informational text, photographs, illustrations, artwork and other graphic materials, audio, video, names, logos, trademarks, and service marks of or on the Resources (collectively the "Resource Materials"), whether

publicly posted or privately transmitted, as well as all derivative works of the Resources and the Resource Materials, are the exclusive property of, and exclusively owned by, Istation and Istation's licensors and are protected by copyright, trademark, trade secret, and other intellectual property laws. The Istation name, designs, and related marks contained within the Resources and the Resource Materials are trademarks of Istation and Istation's licensors. You do not acquire any ownership rights in or to the Resources or any Resource Materials through Your access to, or use of, the Resources, and You possess only those limited rights expressly granted to You in these Terms. Istation reserves all right, title, and interest in and to the Resources and the Resource Materials.

b. Your Data. As between You and Istation, You are and will remain the owner of all right, title, and interest in and to all of Your Data. For purposes of these Terms, "Your Data" means information, data, and other content that is collected, downloaded, or otherwise received, directly or indirectly from You or an Authorized User by or through the Purchased Resources. Notwithstanding the foregoing, Your Data shall not include any information, data and other content that incorporates or is otherwise derived from the processing of such information, data, and content by or through the Purchased Resources (the "Processed Data").

5. License. Subject to compliance with the Subscription and Registration terms and conditions contained in Section 3 (Subscription), including, but not limited to, possessing a valid User Account and related password and restricting access and use to Authorized Users, Istation grants to You a personal, limited, nonexclusive, nontransferable, and revocable license to access and use the Purchased Resources and related Resource Materials, but only during the Subscription Period

applicable to each such Purchased Resource, solely for Your educational purposes and subject to these Terms.

6. Restrictions.

    a. Any copies that You make of the Resources or the Resource Materials must retain all proprietary, copyright, trademark, or service mark legends and other notices.

    b. Access and use of the Resources and the Resource Materials is permitted only as expressly provided in these Terms.

    c. You may not (i) upload, post, publish, transmit, distribute, disseminate, display, perform, disclose, rent, lease, modify, loan, broadcast, or circulate any Resource or any Resource Material, (ii) operate or make available any Resources or any Resource Material in a service bureau, time-sharing, or other managed services environment, (iii) participate in the transfer, sublicense, assignment, or sale of any Resource or any Resource Material, (iv) access or use any Resource or Resource Material for purposes of competitive analysis of the Resource, Resource Materials, or Purchased Resources, or use or provide third-party access to Your Data or Processed Data, either directly or indirectly, for the development, provision, advertising, marketing, or use of a competing software service or product or any other purpose that is to the Istation's detriment or commercial disadvantage, or (v) modify or create any derivative work of any Resource or any Resource Material or in any way exploit any Resource or any Resource Material provided, however, that You may download and use the Downloadable Materials in furtherance of Your education of the Authorized Users who are students, subject to any instructions or limitations provided with, or as part of, such Downloadable Materials.

d. You may not use any of the trademarks of Istation, or Istation's licensors, suppliers, or service providers, contained in any Resource or any Resource Material. No portion of the Resources or the Resource Materials may be stored in a computer except for educational and noncommercial use.

e. You may not copy the Resource or the Resource Materials provided, however, that You may copy the Downloadable Materials in furtherance of Your education of the Authorized Users who are students, subject to any instructions or limitations provided with, or as part of, such Downloadable Materials.

f. You may not disassemble, decompile, or reverse engineer any Resource or any Resource Material or otherwise attempt to determine the makeup or source code of any Resource.

g. You may not upload any data, including any and all of Your Data, to, or otherwise access or use, any Resource or Resource Material in any manner that would materially impact the operation of such Resource or Resource Material.

h. You may not allow access to, disclose or otherwise provide Processed Data to any third-party except for use in connection with and for the benefit of Your internal business purposes i.e. research. In no manner shall you allow or assign access to any of the Purchased Resources or Resource Materials, including but not limited to, the Reporting and Scoring Resources or Processed Data, for any third party vendors entities or other persons seeking to use for their own products or services, for commercial use or monetary gain, or otherwise.

i. Any deviations from any of these Terms require prior written consent from Istation.

7. Conduct.

a. You agree not to (or permit anyone else to) (i) upload, transmit, post, e-mail, or otherwise make available through the Resources any content or other material in any format that (a) is illegal, false, inaccurate, unlawful, harmful, hateful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, profane, offensive, pornographic, invasive of another's privacy, libelous, or otherwise objectionable or inappropriate or (b) contains any viruses, worms, Trojan horses, corrupted files, or any other similar software or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; (ii) alter, remove, or falsify any attributions or other proprietary designations of origin or source of any other content appearing in or on the Resources or the Resource Materials; (iii) take any action that imposes an unreasonable or disproportionately large load on Istation's infrastructure; (iv) use any automated means to download data from any of the Resources' databases or engage in any data gathering, mining, harvesting, or extraction methods from any Resource for any purpose; (v) impersonate another person or entity or use any fake name or identity; (vi) allow any other person or entity to use Your identification or User Account for any purpose; or (vii) violate any applicable law, rule, regulation, or right, including, but not limited to, intellectual property and privacy rights. The use of any device, software, or routine that interferes or attempts to interfere with the proper working of any Resource is expressly prohibited.

b. By posting, uploading, inputting, providing, or submitting information, data (including, but not limited to, Your Data, student data or student information, such as personally identifiable information about students and writings prepared by students), or materials to or through any Resource (including, but not limited to, through the Web Site) (collectively the "Submissions"), You are granting Istation, Istation's affiliated

companies, and necessary sublicensees, subject to the Privacy Statement, irrevocable permission to use in perpetuity, without compensation and without restriction (including, but not limited to, a worldwide, transferable, perpetual, royalty-free, fully paid-up license), Your Submissions, including, but not limited to, the rights to copy, distribute, transmit, publish, publicly display, use, publicly perform, reproduce, edit, translate, reformat, modify, and prepare derivative works of Your Submissions. No compensation will be paid with respect to the use of Your Submissions. Istation is under no obligation to post or use any Submission You may provide. By posting, uploading, inputting, providing, or submitting Your Submissions, You represent and warrant that (i) You own or otherwise control all of the rights to Your Submissions as described in these Terms, (ii) such Submissions comply with these Terms, including Section 7(a) of these Terms, (iii) You have all necessary right and authority (including, but not limited to, all third-party consents) to post, upload, input, provide, and submit the Submissions, and (iv) with respect to Submissions of personal information of a child under 13 years of age, You have requested and received parental consent of such Submissions in compliance with, and such Submissions otherwise in compliance with, the Children's Online Privacy Protection Act of 1998 (“COPPA”) and COPPA’s rules and regulations.

8. Security.

    a. Istation will take commercially reasonable precautions to secure the Web Site against (i) unauthorized access by third parties and by unauthorized Istation employees, (ii) damage, disruption, and other activity aimed at Resource availability, and (iii) trespass or illegal actions. Istation reserves the right to temporarily deny and cancel access privileges for anyone suspected of attempting to work outside parameters that threaten the security of the Resource, the Resource Materials, Your Submissions (including,

but not limited to, data submitted by You), or Istation's providing the Resources.

b. NOTWITHSTANDING SECTION 8a, YOU ACCEPT SOLE RESPONSIBILITY FOR THE ACCURACY, ADEQUACY, AND LEGALITY OF, AND LIABILITIES ASSOCIATED WITH, YOUR SUBMISSIONS (INCLUDING, BUT NOT LIMITED TO, DATA SUBMITTED BY YOU AND WRITINGS PREPARED BY STUDENTS) AND FOR ALL RESULTS OBTAINED THEREFROM. You are liable for any and all expenses, losses, damage to the reputation of Istation, and damages to the Resources, the Resource Materials, or components thereof arising out of, or caused by, the negligent or willful misconduct of You or Your agents. Istation assumes no liability for any damages You may suffer as a result of interception, alteration, or misuse of any information transmitted over the Internet.

9. No Control over Submissions.

    a. Istation has no obligation to monitor the Submissions, Your use of the Resources, or any other aspect of the Web Site. However, Istation reserves the right to review the Submissions and any other materials posted to the Web Site and to edit, refuse to post, and remove any Submission or such other materials in Istation's sole discretion (regardless of the reason). Additionally, Istation has the right to implement, in Istation's sole discretion, bad word filters or other filters designed to disable offensive or inappropriate language in connection with use of the Resources (but in no event is Istation required to implement any such filters). Istation assumes no liability relating to Istation's monitoring, editing, or removal acts or omissions. Istation does not guarantee the accuracy, integrity, or quality of any Submissions or other user content or that the Web Site will be entirely free of Illegal, false, inaccurate, unlawful, harmful, hateful,

threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, profane, offensive, pornographic, invasive of another's privacy, libelous, or otherwise objectionable or inappropriate material or that users of the Web Site will not encounter inappropriate or illegal conduct from others.

b. Istation HAS NO CONTROL OVER YOUR SUBMISSIONS AND IS NOT RESPONSIBLE FOR ANY SUBMISSIONS (SUCH AS STUDENT DATA OR WRITINGS PREPARED BY STUDENTS), INCLUDING, BUT NOT LIMITED TO, SUBMISSIONS THAT (i) ARE DISCOVERED TO BE INACCURATE OR MISSING, (ii) ARE CORRUPTED DUE TO TECHNOLOGICAL OR OTHER CAUSES BEYOND THE REASONABLE CONTROL OF Istation, AND (iii) CONTAIN OFFENSIVE OR INAPPROPRIATE LANGUAGE OR THREATS OR ACTS OF VIOLENCE.

c. Istation reserves the right to take archiving and other measures that Istation deems necessary in order to ensure high-quality server performance and maintenance of Istation’s servers.

10. Indemnification. To the extent allowed by law, You shall indemnify, defend, and hold harmless Istation, Istation’s affiliates, and Istation’s and Istation’s affiliates’ respective shareholders, members, partners, directors, managers, officers, employees, contractors, agents, information providers, suppliers, and attorneys (collectively the “Affiliated Group”) from any and all liabilities, losses, claims, and expenses, including, but not limited to, all legal fees and costs (including, but not limited to, reasonable attorney fees), resulting from, arising from, or relating to (i) Your failure to comply with these Terms, (ii) Your access to, or use of, the Resources and the Resource Materials (including, but not limited to, compliance with applicable laws in connection with such access or use), (iii) output generated by Your access to, or use of, the Resources and the Resource Materials, (iv) the Submissions, including, but not limited to, writings prepared by

students, and Your failure to have all rights and authority necessary (including, but not limited to, third-party consents) to submit the Submissions to Istation, (v) Your failure to comply with COPPA or COPPA's rules and regulations (including, but not limited to, Your failure to obtain parental consent of Submissions of personal information of a child under 13 years of age), or (vi) the unauthorized use, handling, or release of data relating to Your access to, or use of, the Resources or the Resource Materials. Istation has no duty to reimburse, defend, indemnify, or hold harmless You resulting from, arising out of, or relating to these Terms, the Resources, or the Resource Materials.

11. Confidentiality. Each party hereto shall hold in trust for the other party hereto and shall not disclose to any non-party to these Terms, any Confidential Information of the other party. Confidential Information is information which relates to the party's research, development, trade secrets business affairs, customer lists, any and all pricing terms of or relating to the Purchased Resources, or anything that could reasonably be considered confidential, provided that, Confidential Information shall not include information that: (a) at the time of disclosure is, or thereafter becomes, generally available to and known by the public other than as a result of, directly or indirectly, any violation of these Terms by the recipient or any of its representatives; (b) at the time of disclosure is, or thereafter becomes, available to the recipient on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information to the recipient by a contractual obligation to the disclosing party; (c) was known by or in the possession of the recipient or its representatives, as established by documentary evidence, before being disclosed by or on behalf of the disclosing party under these Terms; or (d) was or is independently developed by the recipient, as established by documentary evidence, without reference to or use of, in whole or in part, any of the disclosing party's Confidential Information.

12. Termination. Istation reserves the right to modify, suspend, or discontinue all or any portion of the Resources at any time, without notice,

    a. if Istation finds that You (including, but not limited to, Your Company or any Authorized User)

        - (a) have violated these Terms or accessed or used the Resources or Resource Materials beyond the scope of the rights granted for a purpose not authorized under these Terms or any manner that does not comply with any instruction or requirement of the Resources

        - (b) have been, or are likely to be involved in any fraudulent, misleading, or unlawful activities;

    b. Istation receives a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires Istation to do so; or

    Upon termination, You (including, but not limited to, Your Company and the Authorized Users) shall be prohibited from accessing or using the Resources or the Resource Materials. Immediately upon any termination of these Terms for any reason, the license granted to You under these Terms and all rights with respect to such license revert in their entirety to Istation. Termination or expiration of these Terms will have no effect on Istation's rights or obligations under the following Sections of these Terms: Sections 4, 6, 7, 8(b), 9, 10, 11, 14, and 15-18.

13. No Endorsement of Third-Party Sites.

    a. The Web Site may reference or contain links to third-party Web sites, resources, and advertisers (collectively "Third-Party Sites"). Your linking to such Third-Party Sites is at Your own risk. Istation is not responsible for the accuracy or reliability of any content, data, opinions, advice, statements, or other information on the

Third-Party Sites. Istation also is not responsible for the availability of these Third-Party Sites, nor is Istation responsible for the aesthetics, appeal, suitability to taste, or subjective quality of informational content, advertising, products, or other materials made available on or through such Third-Party Sites. No endorsement of any third-party content, information, data, opinions, advice, statements, goods, services, or products is expressed or implied by any information, material, or content of any third party contained in, referred to on, included on, or linked from or to the Web Site. Under no circumstances shall Istation or any affiliated providers be held responsible or liable, directly or indirectly, for any loss, injury, or damage caused or alleged to have been caused to You in connection with the use of, or reliance on, any content, information, data, opinions, advice, statements, goods, services, or products available on such Third-Party Sites. You should direct any concerns to the respective Third-Party Site's administrator or Webmaster. Any links to Third-Party Sites do not imply that Istation is legally authorized to use any trademark, trade name, logo, or copyright symbol displayed in, or accessible through, such links or that any linked Third-Party Site is authorized to use any trademark, trade name, logo, or copyright symbol of Istation.

b. You may not create an Internet "link" to the Web Site or "frame" or "mirror" any Resource Materials without Istation's prior written permission for each such instance. Additionally, the Web Site may contain links to other pages within the Web Site that are "dead" or that no longer work. Please report any such dead links that You encounter.

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a. In purchasing a Subscription to a Purchased Resource, You are being granted access to an interactive Resource for

individualized instruction. Given the nature of the Resources, there are many factors outside the reasonable control of Istation that may affect the access to, and use of, the Resources and the Resource Materials, including, but not limited to, failures or difficulties with the Internet or data provided by You. You remain solely responsible for acting or deciding not to act on the results of data input into the Resources and the handling of such results. In providing the Resources, Istation shall not be responsible for loss of data associated with the failure of Your equipment, software, or any information service provider.

b. YOU EXPRESSLY AGREE THAT USE OF THE RESOURCES AND THE RESOURCE MATERIALS (INCLUDING, BUT NOT LIMITED TO, ANY AND ALL FORMS AND FORM LETTERS MADE AVAILABLE BY Istation) IS AT YOUR SOLE RISK. THE RESOURCES AND THE RESOURCE MATERIALS MAY INCLUDE TECHNICAL OR OTHER INACCURACIES OR TYPOGRAPHICAL ERRORS, AND THE RESOURCES AND THE RESOURCE MATERIALS ARE PROVIDED TO YOU ON AN "AS IS," "WHERE IS," AND "WITH ALL FAULTS" BASIS, WITHOUT WARRANTIES OR REPRESENTATIONS OF ANY KIND. THE AFFILIATED GROUP MAKES NO REPRESENTATIONS AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES AND CONDITIONS OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, REPRESENTATIONS, WARRANTIES, OR CONDITIONS REGARDING ACCURACY, USEFULNESS, TIMELINESS, COMPLETENESS, NONINFRINGEMENT, SATISFACTORY QUALITY, MERCHANTABILITY, MERCHANTABLE QUALITY, FITNESS FOR ANY PARTICULAR PURPOSE, QUIET ENJOYMENT, OR THOSE ARISING BY LAW, STATUTE, USAGE OF TRADE, OR COURSE OF DEALING. THE AFFILIATED GROUP AND THE AFFILIATED GROUP'S LICENSORS, SERVICE PROVIDERS, AND SUPPLIERS ASSUME NO RESPONSIBILITY TO YOU OR TO ANY THIRD PARTY FOR THE CONSEQUENCES OF ANY ERRORS OR OMISSIONS OR LACK OF ACCURACY, COMPLETENESS, OR USEFULNESS OF ANY

RESOURCES OR RESOURCE MATERIALS. ISTATION RESERVES THE RIGHT, IN ISTATION'S SOLE DISCRETION, TO CORRECT ANY ERRORS OR OMISSIONS IN ANY PORTION OF THE RESOURCE OR THE RESOURCE MATERIALS. Istation MAY MAKE ANY OTHER CHANGES TO THE RESOURCES OR THE RESOURCE MATERIALS AT ANY TIME WITHOUT NOTICE.

c. ISTATION STRIVES TO KEEP THE RESOURCES AND RESOURCE MATERIALS ACCURATE, CURRENT, AND UP TO DATE. HOWEVER, Istation CANNOT GUARANTEE THAT ALL MATERIALS AND ALL RESOURCE MATERIALS (INCLUDING, BUT NOT LIMITED TO, FORMS AND FORM LETTERS) ARE COMPLETELY CURRENT OR STRICTLY COMPLY WITH ALL APPLICABLE LAW, INCLUDING, BUT NOT LIMITED TO, EDUCATIONAL INITIATIVES OR EDUCATIONAL TESTING REQUIREMENTS. THE LAW IS DIFFERENT FROM JURISDICTION TO JURISDICTION AND IS ALSO SUBJECT TO INTERPRETATION BY DIFFERENT COURTS AND OTHER GOVERNING BODIES. THE LAW IS A PERSONAL MATTER, AND NO GENERAL INFORMATION OR TOOLS LIKE THE RESOURCES OR THE RESOURCE MATERIALS CAN FIT EVERY CIRCUMSTANCE. FURTHERMORE, THE INFORMATION CONTAINED ON THE WEB SITE AND IN THE RESOURCES AND RESOURCE MATERIALS IS NOT LEGAL ADVICE AND IS NOT GUARANTEED TO BE CORRECT, COMPLETE, OR UP TO DATE. THEREFORE, IT IS RECOMMENDED THAT YOU SEEK INDEPENDENT LEGAL ADVICE REGARDING THE SUITABILITY OF THE RESOURCES AND THE RESOURCE MATERIALS.

d. Istation MAKES NO WARRANTY THAT (i) THE RESOURCES OR THE RESOURCE MATERIALS WILL MEET YOUR REQUIREMENTS, (ii) THE RESOURCES OR THE RESOURCE MATERIALS WILL BE AVAILABLE ON AN UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE BASIS, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF RESOURCES OR RESOURCE MATERIALS WILL

BE ACCURATE OR RELIABLE, OR (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIALS PURCHASED OR OBTAINED BY YOU AS PART OF THE RESOURCES OR RESOURCE MATERIALS WILL MEET YOUR EXPECTATIONS.

15. Limitation of Liability and Damages.

    a. THE AFFILIATED GROUP SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE, WHETHER IN CONTRACT, TORT (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE), OR OTHER LEGAL THEORY, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR SPECIAL DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE ARISING FROM (i) ANY PRODUCT OR RESOURCE MATERIALS AVAILABLE ON OR THROUGH THE RESOURCES, (ii) ANY DECISION MADE OR ACTION TAKEN BY YOU IN RELIANCE UPON THE RESOURCES OR THE RESOURCE MATERIALS, (iii) LOSS OF USE, DATA, OR PROFITS, WHETHER RESULTING FROM THE USE OF, OR INABILITY TO USE, THE RESOURCES OR ANY RESOURCE MATERIALS, (iv) THE USE, THE RESULTS OF USE, OR THE INABILITY TO USE THE RESOURCES OR ANY RESOURCE MATERIALS, OR (v) ANY SUBMISSION (INCLUDING, BUT NOT LIMITED TO, WRITINGS PREPARED BY STUDENTS) EVEN IF THEY WERE CAUSED BY THE NEGLIGENCE OF THE AFFILIATED GROUP OR BY THE NEGLIGENCE OF THE AFFILIATED GROUP'S RESPECTIVE LICENSORS, SERVICE PROVIDERS, OR SUPPLIERS, EVEN IF THE CUSTOMER OR OTHERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIM OCCURRING, AND EVEN IF THE REMEDIES PROVIDED IN THESE TERMS FAIL OF THEIR ESSENTIAL PURPOSE.

    b. YOUR SOLE AND EXCLUSIVE REMEDY FOR A BREACH BY Istation OF THESE TERMS IS THE RECEIPT OF A PRO RATA

REFUND OF THE SUBSCRIPTION FEES PAID BY YOU FOR THE APPLICABLE RESOURCE. Istation WILL NOT BE LIABLE FOR ANY AMOUNT, REGARDLESS OF THE BASIS OF THE CLAIM, EXCEEDING THE SUBSCRIPTION FEES ACTUALLY PAID BY YOU. THE EXISTENCE OF MORE THAN ONE CLAIM WILL NOT EXPAND THESE LIMITS.

c. THE ABOVE LIMITATIONS AND EXCLUSIONS SHALL APPLY TO YOU TO THE FULLEST EXTENT THAT APPLICABLE LAW PERMITS, IN ALL ACTIONS OF ANY KIND, WHETHER BASED ON CONTRACT, TORT (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE), OR ANY OTHER LEGAL OR EQUITABLE THEORY.

d. IN NO EVENT MAY YOU BRING A CLAIM OR CAUSE OF ACTION AGAINST ANY MEMBER OF THE AFFILIATED GROUP MORE THAN TWO YEARS AFTER THE CLAIM OR CAUSE OF ACTION AROSE.

16. Violations of Terms. Istation reserves the right to seek all remedies available at law and in equity for violations of these Terms, including, but not limited to, the right to block or restrict access from a particular Internet address to the Web Site.

17. Governing Law. These Terms shall be governed by the laws of the state of Illinois, without regard to Illinois's choice of law rules. You agree that any action at law or in equity arising out of, or relating to, these Terms shall be filed only in the state and federal courts located in Kane County, Illinois, and You consent and submit to the personal jurisdiction of such courts for the purposes of litigating any such action.

18. Miscellaneous.

    a. You agree to comply with all applicable laws, rules, regulations, orders, and ordinances of the United States of America and in any other state, county, or city with jurisdiction over You or Your activities under these Terms. If any provision of these Terms is held to be illegal, invalid, or unenforceable, then that provision

shall be fully severable from these Terms and shall not affect the legality, validity, or enforceability of the remaining provisions of these Terms. Failure of Istation to enforce any of the terms or conditions of these Terms, unless waived in writing, shall not constitute a waiver of Istation's right to enforce each and every term and condition of these Terms. To the extent You have entered into any separate license agreement with Istation for access to, or use of, a Resource (the “Additional Terms”), such Additional Terms are incorporated into these Terms by reference. To the extent there is any conflict between these Terms and any Additional Terms, the Additional Terms shall control.

b. A printed version of these Terms and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon, or relating to, these Terms to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish of Istation and You that these Terms of Use and all related documents be drawn up in English as spoken in the United States.

c. You may not assign these Terms (or delegate Your rights, duties, or obligations under these Terms) without Istation’s prior, express, and written consent.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 10, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Shelley Nacke, Assistant
Superintendent of Education Services

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: Education Services Contracts 25-26 (Renewals)

The following are contract renewal requests for Education Services Contracts for the 2025-2026 school year.

Speech Kidz, LLC
Background
Due to national staffing shortages, we must contract a speech and language tele-practitioner to provide required therapy services to students with Individual Education Plans (IEPs). Speech Kidz, LLC will contract with District 300 to provide additional support for students in need of speech/language therapy in our private and parochial schools through speech and language tele-therapy services.

Fiscal Impact
District will pay Speech Kidz, LLC for both Monolingual & Bilingual services provided:

Position 1: Speech-Language Pathologist (Monolingual - English only)
Hours: Part-time guaranteed 21 hours per week
Rate: $105 per hour

Position 2: Speech-Language Pathologist (Bilingual - Spanish & English)
Hours: Full-time guaranteed 37.5 hours per week
Rate: $115 per hour

Funding source is IDEA Grant Funds

Assured Healthcare Staffing
Background
A contract renewal for Assured Healthcare is presented for approval. Assured HealthCare Staffing provides contract substitute school nurses and 1:1 nurses or 1:1 certified nurse's assistants for medically fragile students who require this service to attend school in their least restrictive environment. We utilize this company when we are unable to hire a District 300 employee for those positions. A breakdown of the fiscal impact if contract services are needed is as follows:

- School Building Nurse: $63.05
- School 1:1 Nurse: $67.60
- 1:1 Certified Nurse's Assistant: $36.25
- Potential Total Based on this year's needs: Approximately $65,500.00 funded by IDEA Grant Funds

Administrative Recommendation

The Administration recommends approval of the Education Services contract renewals for the 25-26 School year as presented.

Fiscal Impact

The cost for each contract and the budget for each is listed in each section above.

CONTRACT FOR VIRTUAL SPEECH THERAPY SERVICES

This agreement ("Agreement") is entered into as of the 18th day of March 2025 ("Effective Date"), by and between Speech Kidz, LLC ("Business") and DISTRICT 300 ("District").

WHEREAS the District provides special education programs for its students and has identified a need for speech therapy services as part of these programs; and

WHEREAS the Business offers such services virtually and desires to contract with the District to fulfill these needs;

The parties therefore agree as follows:

1. **Term and Termination:**
This Agreement shall remain in effect for the duration of the regular school year, commencing on **8-12-25** "service start date" and concluding on **5-21-26** "service end date", unless otherwise specified in writing. Either party may terminate this Agreement without cause by providing 30 days written notice of termination.

Upon termination, the Business shall take reasonable steps to facilitate a smooth transition of services, including providing necessary documentation or guidance to a successor provider, if applicable. Any outstanding reports, evaluations, or required service documentation will be submitted by termination date. Additionally, the Business shall return all District-owned materials, equipment, and records within **10** days of termination and ensure that any confidential student records are securely destroyed or returned in compliance with **FERPA** and other applicable privacy laws.

2. **Obligations of Business:**
The Business shall provide Speech-Language Pathologist (SLP) positions listed in Schedule A. These SLP's will render the following professional services:

A. Development and implementation of Individual Education Programs for students who qualify for speech therapy services not limited to direct therapy, consultation, or supervision of related personnel.

B. Skilled recommendations and/or modifications regarding service delivery, modality, and accommodations as deemed appropriate per state guidelines and Scope of Practice.

C. Collaboration with appropriate personnel to address student services and needs.

D. Virtual attendance in student-related meetings such as IEP meetings, annual review meetings, and other meetings deemed appropriate by both parties.

E. Case management of students, as deemed appropriate.

F. Maintenance of a caseload with students seen individually or in groups of 2. Student

groups of 3 will be permitted with permission from SLP.

G. Indirect therapy services that support academic achievement include, but are not limited to, skilled session preparation, scheduling, documentation of services provided, and other ancillary tasks deemed necessary to effectively manage and support the assigned caseload.

H. Services provided in SLP's daily schedule will consist of 70% direct therapy and 30% indirect therapy.

I. Provision of virtual services using a FERPA/HIPAA-compliant platform, ensuring compliance with all privacy laws. Services shall be delivered in alignment with the governing body's virtual service guidelines to maintain equivalency with in-person service standards and best practices.

3. **Obligations of District:**
These duties are part of the district's obligation to ensure the proper delivery of therapy services.

A. District will provide an adequate space/room for virtual individual and group therapy sessions. District will ensure space adheres to FERPA/HIPAA guidelines.

B. District will provide students with access to necessary technology, including but not limited to computers, headphones, and stable internet connectivity, to facilitate effective virtual service delivery. The District will provide the Business with necessary forms, materials, and software access to ensure that services are delivered in accordance with District policies and procedures.

C. The District shall promptly respond to all reasonable requests made by the Business for information, approvals, and other matters related to the Business's services. The Business will not be liable for any delays which result from the District's failure to respond promptly.

D. District is responsible for communicating and obtaining informed consent from guardians specific to virtual service provision.

E. The District will provide an on-site professional who will remain within line-of-sight of the student(s) during the entire virtual session(s) to ensure appropriate supervision and support.

4. **Invoicing and Billing:**
Billing: The District agrees to pay rates listed in Schedule A for all services specified in this Agreement, as well for any additional services requested and assigned by the District.

No-Show Policy: A no-show occurs when a scheduled service session is not attended by the

student or their responsible party, and the District has not provided at least 24 hours notice of cancellation before the scheduled session. In the event of a no-show, the Business reserves the right to charge the full session rate on invoice. If no-shows become frequent, Business reserves the right to review and adjust the schedule to ensure service continuity.

Invoicing: Business shall invoice the District by the 5th of each month for services provided during the previous month. The actual number of hours billed will be based on actual services rendered, subject to the guaranteed minimum hours per Schedule A. Any disputes regarding the invoice must be submitted in writing within 10 days of invoice receipt. District shall pay such invoice within 15 days of receiving the invoice or a 5% invoice increase will be applied for late payment. If payment is not received within 45 days of invoice, services provided in this agreement may be suspended until payment is received.

Collection Fees: If the District fails to remit payment within 60 days past the due date, the Business reserves the right to engage a collection agency or pursue legal action. The District agrees to be responsible for any reasonable costs of collection, including but not limited to, collection agency fees, attorney fees, court costs, and other expenses incurred in recovering the outstanding balance.

5. **Privacy and Confidentiality:** The Business agrees to comply with all applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). All personally identifiable information (PII) and student records obtained during the course of this agreement will be used solely for the purpose of providing services and will not be disclosed without proper authorization, except as required by law.

In accordance with state and federal law, Business reserves the right to disclose confidential information when necessary to report suspected abuse, neglect, exploitation, or any situation that poses a risk to the safety and well-being of a child or vulnerable individual. Such disclosures will be made only to the appropriate authorities, including child protective services, law enforcement, or other designated agencies, as required by law. Mandated reporting obligations take precedence over confidentiality agreements, and no employee or contractor of Business shall be penalized for making a good-faith report of suspected harm.

The Business will implement appropriate safeguards to protect confidential information and will immediately notify the District of any unauthorized access, use, or disclosure.

6. **Subcontractors/Employees**: To fulfill the terms of this agreement, the Business may utilize subcontractors and/or employees to deliver the specified services. All subcontractors and employees engaged by the Business will perform only the services outlined in this agreement. In the event staffing is required by Business to meet service demands, the Business shall be granted up to 30 days to recruit, hire, or onboard necessary personnel. During this period, the District agrees to allow reasonable flexibility in service delivery.

7. **Workforce Non-Solicitation**. During the term of this Agreement and for one year

thereafter, the District shall not directly or indirectly, for the benefit of the District or any third party, actually or attempt to solicit or hire any of the Business's employees or independent contractors (or otherwise interfere with the Business's relationships with them).

8. **Insurance**: Business shall ensure all its employees and contractors performing services under this Agreement maintain professional liability insurance and, dependent on employee status, is responsible for any Social Security and Income Tax withholdings. District is not responsible for workers compensation insurance or teacher's retirement system.

9. **Regulatory Compliance:** Business will comply with all Federal, State and Local regulations concerning special education compliance. Business will submit a W-9 form to be kept on file at the school district office.

10. **Modification and Waiver:** No modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless contained in writing specifically referring to this Agreement and signed by the parties hereto. The failure by a party at any time to enforce any of the provisions of this Agreement, or to require performance of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

11. **Indemnification:** The Business agrees to indemnify, defend, and hold harmless the District, its officers, employees, and agents from any and all claims, liabilities, damages, and expenses (including reasonable attorney fees) arising out of or resulting from the Business's performance of services under this agreement, except to the extent caused by the negligence or willful misconduct of the District.

Conversely, the District agrees to indemnify, defend, and hold harmless the Business, its officers, employees, or subcontractors from any and all claims, liabilities, damages, and expenses (including reasonable attorney fees) arising from the District's and its representatives' acts or omissions in connection with this agreement, except to the extent caused by the negligence or willful misconduct of the Business.

12. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof and supersedes any and all other written or oral communications, agreements, or contracts between the parties with respect to such subject matter.

13. **Construction:** Section headings are included herein solely for convenience of reference and shall not be construed as part of any section or to modify the contents thereof. Any ambiguities in this Agreement shall not be interpreted against the drafting party. If any provision of this Agreement is determined to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

14. **Governing Law:** This Agreement shall be governed by and construed under the internal

laws of the State of Illinois without reference to conflicts of law principles.

15. **Standards, Disclaimers, & Limitations:** The Business's services under this Agreement are limited to providing skilled therapy services, which the Business will perform in accordance with generally accepted industry standards and practices. The Business does not assume any responsibility for the acts or omissions made by the District, its employees, students, caregivers, or any other third party. The Business does not make any guarantees regarding the effectiveness of therapy or student progress. Except as expressly provided in this Agreement, each party disclaims all warranties of every kind, whether express or implied. Neither party will be liable to the other party for any incidental, consequential, indirect, special, exemplary, or punitive damages, arising out of or related to this Agreement. The disclaimers and limitations of liability in this agreement will apply regardless of the underlying legal theory of the claims and regardless as to whether the other party has been advised of the possibility of such damages.

16. **Interpretation**: Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved against one party whether under any rules of construction or otherwise. On the contrary, this Agreement has been negotiated by and between the parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties hereto.

EACH PARTY IS SIGNING THIS AGREEMENT AS OF THE EFFECTIVE DATE.

BY: _____, District Representative

DATE: _____

District: District 300
2550 Harnish Drive
Algonquin, IL 60102

BY: Tara Puma, Business Representative

DATE: 3-18-2025

Business: Speech Kidz, LLC
PO Box 374
Salisbury, NC 28145

SCHEDULE A

Position 1: Speech-Language Pathologist (Monolingual – English only)
Hours: Part-time guaranteed 21 hours per week
Rate: $105 per hour

Position 2: Speech-Language Pathologist (Bilingual – Spanish & English)
Hours: Full-time guaranteed 37.5 hours per week
Rate: $115 per hour

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 27, 2025

Angelica Nelson
Assured Healthcare Staffing, LLC
495 N Riverside Dr Ste 203
Gurnee, IL 60031

Via: angelica.nelson@assuredhealthcare.com

Contract Renewal – Assured Healthcare Staffing

Dear Ms. Nelson:

Community Unit School District 300 entered into an agreement with Assured Healthcare Staffing, LLC in the Summer of 2021 and wishes to renew this agreement. The District would like to extend the current contract from July 1, 2025 to June 30, 2026. Updated rates provided by your firm are attached below.

If your firm agrees to maintain the current pricing, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 10, 2025 and award by the board on Tuesday, June 24, 2025.

District 300 kindly requests your return of acceptance by Friday, May 30, 2025. If you have any questions please call 847-551-8460.

This signed letter along with the attached documents – original Bid specifications, addenda, response and your extension offer serve as the contract for this project.

Please sign this letter electronically via Contract Works by May 30, 2025.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to 06/30/2025.

OWNER *(Signature)*

CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing

(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

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

April 16, 2024

Angelica Nelson
Assured Healthcare Staffing, LLC
495 N Riverside Dr Ste 203
Gurnee, IL 60031

Via: angelica.nelson@assuredhealthcare.com

Contract Renewal – Assured Healthcare Staffing

Dear Ms. Nelson,

Community Unit School District 300 entered into an agreement with Assured Healthcare Staffing, LLC in the Summer of 2021 and wishes to renew this agreement. The District would like to extend the current contract from Jan 1, 2024 to June 30, 2025. Updated rates provided by your firm are attached below.

If your firm agrees to maintain the current pricing, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, May 14, 2024 and award by the board on Tuesday, May 28, 2024.

District 300 kindly requests your return of acceptance by Friday, April 19, 2024. If you have any questions please call 847-551-8460.

Sincerely,

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. **2024-04-16**

OWNER *(Signature)*

Diane C. White, Director of Purchasing

Angelica Nelson
B0E073A3E12BD215AA19F771B2CDDBEC contractworks. **2024-04-16**

CONTRACTOR *(Signature)*

Angelica Nelson **Accounts Manager**
(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

November 3, 2023

Diane White
Community School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

Dear Ms. White,

You are a valued partner, and we are honored to be able to provide you with the professional staffing support that you need, when you need it.

As the challenges of the pandemic fade, we are faced with new challenges as an employer. Beginning January 1, 2024, we are required to provide paid time off for all our staff. We have always provided a week of paid vacation and six paid holidays for our staff who meet the required number of hours worked, at no cost to our clients. However, we must now begin paying for time off after only 40 hours worked. To offset this additional cost of doing business the following rates will take effect on January 1, 2024.

School Nurse: $63.05
School 1:1 Nurse: $67.60
CNA in Schools: $36.25

This Act, which goes into effect on January 1, 2024, ensures that all workers in Illinois are guaranteed paid time off. To learn more about the Paid Leave for All Workers Act, go to this link: https://labor.illinois.gov/laws-rules/paidleave.html

We value your partnership and look forward to our continued work together. If you have questions, please do not hesitate to reach out.

Warm regards,

Leslie Kischer

Leslie Kischer

Comprehensive Sourcing Service Agreement

Assured Healthcare Staffing, LLC

Lake County, IL

This Agreement made and entered into this 19th day of August, 2021, by and between, **Assured Healthcare Staffing, LLC**, an Illinois limited liability corporation, with its principal place of business located at 495 N. Riverside Drive #203, Gurnee, Illinois 60031 (hereinafter referred to as "**Company**"), and **Community Unit School District 300**, with its principal place of business located at 2550 Harnish Drive, Algonquin, Illinois 60102 (hereinafter referred to as "**Client**"). By providing qualified medical staff for specific projects or as full time and/or part time employees. Company offers the following staffing options:

TEMPORARY CONTRACT

When the **Company** provides an employee for a specific project, **the bill rate includes the Company's employee pay rate, employer FICA contribution, Federal and State Unemployment contributions, Workers' Compensation, Fidelity and Liability Insurance costs, general administration, overhead and gross profit margin.**

The Company offers its contract employees a fringe benefits package that allows us to attract and retain the most qualified pool of specialists. The Company benefits package includes: paid holidays and vacation, 401K, a referral bonus, sign on bonus, direct deposit and more.

DIRECT HIRE

The Company offers Sourcing Services to provide candidates for direct hire. The Sourcing Fee for this service will be 25% of the candidate's first year salary. Company will provide a specific quote for each position. One-third of the fee is invoiced at the start of the engagement. One-third of the fee is invoiced when qualified candidates' interviews are scheduled and the final one-third is invoiced on the employee's start date. If the Client notifies the Company of its dissatisfaction with a candidate within 45 days of hire, the Company agrees to repeat the candidate sourcing procedure on a one-time basis to locate a replacement candidate at no additional cost.

Client, also, agrees that all nurses that are provided by Company will not be hired directly by Client for 1 year from date of service.

CONVERSION FROM CONTRACT TO HIRE

When **Client** chooses to hire a Company employee assigned to it, the fee is based on the following:

FIRST YEAR GROSS Annual Salary

EARNINGS

DIRECT HIRE FEE	25% of Gross Earnings
CONVERSION LENGTH	6 Months (minimum 1040 hours)

PRORATED FEE

Hours	Fee*
345 hrs. worked	100%
689 hrs. worked	66%
1020 hrs. worked	33%
1040 hrs. worked	No Fee

*Fee = the conversion fee is a percentage of the Direct Hire Fee.

CONTRACT FEES CONT.

The hourly rates for contract employees will vary by position and experience level within those positions. The Company will provide a specific quote for each candidate and the Company reserves the right to revisit rate negotiations on an annual basis. Following rates for each position:

Job Title	**Bill Rate**
Nurse for Covid Testing/Vaccinations	$57.00/hour
School Nurse	$57.00/hour
Certified Nurse Assistant at schools	$30.60/hour

Holidays are billed at 1.5 times the bill rate
Overtime billed at 1.5 times the bill rate
4 hour minimum

Unless other arrangements have been made in writing, all invoices are due when received. Any invoice outstanding over 30 days is subject to a late fee of 1 ½ % per month for each month outstanding. Interest will continue to be added on any delinquent balances including interest charges payable.

In some cases, companies require pre-employment tests as a condition of employment. These can include drug screens, background checks, physicals, written exams, or hands-on demonstrations. When a cost is incurred for these pre-employment requirements, it is the Company's responsibility to ensure that these requirements have been successfully met. Following are the core pre-employment tests the Company administers:

Drug screening (6 panel)
Fingerprinting Background Check ISP/FBI-State and National
CANTS Check
Mandated Reporters Training
Physicals
TB Tests
Current CPR Card
Professional References
IL Sex Offender Registry
IL Murderer and Violent Offender Against Youth Registry
Monthly Nurse License Checks

Assured Healthcare Staffing's objective is to provide the best-qualified people to meet **Client's** every need.

Jennifer Porter		Kathy Fontana	
B286855EE728A002A6B185572D79A17D contractworks	**08/31/2021**	F616ABA975793B6C47DD12F5C44D6662 contractworks	**09/02/2021**
Client Representative	Date	**Assured Healthcare Staffing Representative**	Date
Chief Financial Officer		**Accounts Manager**	
Title		Title	

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Eberto Mora, Assistant Superintendent of Human Resources

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Employee Benefits Contract Renewal**

Background

Community Unit School District 300 has partnered with Northwestern Medicine (Centegra) since the 2018-2019 school year to assist in managing the employee wellness program, health assessments, and employee flu shots.

Since the 2019-2020 school year, employees have participated in a wellness screening program facilitated by Northwestern. The wellness program includes an annual blood screening, the convenience of receiving a flu shot on-site, and a wellness portal to track results and promote well-being activities.

Northwestern hosts an annual wellness screening at each of our schools. For an additional employee cost, this includes additional blood work for Gluten Allergy, Blood Type, Homocyst(e) in-plasma, Vitamin B12 and Folate, and Vitamin D25-Hydroxy screenings.

Employees participate in various wellness activities via the wellness portal, culminating in a recognition event at which they receive rewards for their active participation.

Administrative Recommendation

The Administration recommends approving and renewing the contract as presented for the 2025-2026 FY.

Fiscal Impact

The 2025-2026 FY will cost approximately $280,000 for screenings, flu vaccines, portal use, and incentives. Expenses will be paid from the Human Resources budget.

Northwestern Medicine®

Worksite Wellness Statement of Work

This form sets forth the terms and conditions for the services and description of services.

1.If applicable, client will provide Northwestern Medicine - Huntley Hospital with the total number of eligible individuals to receive the Standard Rewards Platform Service ("Services").

2.Client is responsible for its compliance with state and federal laws and regulations governing its employee benefit plans of which the Services may be a part. Northwestern Medicine - Huntley Hospital is responsible for its compliance with state and federal laws governing its Services.

3. Northwestern Medicine - Huntley Hospital shall not be considered a Plan administrator, Plan Sponsor of Fiduciary (as defined in ERISA) with respect to the Client's wellness program, including the Services or any benefit plan under which such wellness program or the Services is a part.

4. Northwestern Medicine - Huntley Hospital and Client each agree to comply with all confidentiality, data protection, security and privacy laws including HIPAA and HIPAA HITECH that are applicable to it. Northwestern Medicine - Huntley Hospital will not resell Client employee information or data to any third party. Northwestern Medicine - Huntley Hospital may use aggregated data not identifiable to any employee in order to provide periodic reports to Client and to report industry trend data, provided that at all times Northwestern Medicine - Huntley Hospital complies with applicable laws and regulations. Minimum standard of 25 participants (cumulatively) is required.

5.Client will pay Northwestern Medicine - Huntley Hospital for Services within 30 days from receipt of an invoice from Northwestern Medicine - Huntley Hospital. Should Client utilize the services of a third party administrator ("TPA") to process payments, then Client shall inform Northwestern Medicine - Woodstock Hospital of the TPA that Northwestern Medicine - Woodstock Hospital will bill for the Services. Should the TPA fail to pay Northwestern Medicine - Woodstock Hospital for the Services, then Client shall be responsible to pay Northwestern Medicine - Woodstock Hospital directly for the Services.

6. Please note that a $100 cancellation fee will apply for events cancelled by the client with less than one weeks' notice. If the client does not meet 12 person site minimum client will pay the per person amount to reach the minimum.

7.These Terms and Conditions shall continue in force for a period of one (1) year. Upon expiration thereof, these Terms and Conditions will continue in force until either party notifies the other party in writing of its intent to terminate these Terms and Conditions, in which case it shall terminate thirty (30) days from the date of the notice.

Acknowledged and agreed:		Northwestern Medicine - Huntley Hospital	
Name/sign:	_____	Name/sign:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Northwestern Medicine®

Wellness Implementation Form

Client Name:	Community Unit School District 300		**Broker/Consultant:**		
Headquarters Address:	2550 Harnish Drive, Algonquin, IL 60102				
Client Contact:	Eberto Mora		**Contact's Phone #:**		847-551-8351
Contact's Email:	eberto.mora@d300.org				
Total Company Employees:		**Total Eligible:**	Final eligible number will be completed on 9/1 est. 2,611	**Last Year's Participation:**	1,815

Billing

NM Package Type:	☐Basic ☐Core ☒Portal + Screening $40 Portal Per Eligible Per Year (PEPY) $81 Screener Per Year (PSPY)

Eligible Employees:	**Payor & Price:**
All benefit eligible employees	☒Client $ 40 / 81 ☐Participant $

Billing Notes	$40 Portal Per Eligible Per Year (PEPY) $81 Per Screener Per Year (PSPY) $60 Physician Verification (PSPY) Flu Shots: $37 per vaccine (Northwestern Medicine Occupational Health clinic $40 per vaccine)

Miscellaneous Program Info

Incentive (portal language)	**Wellness Participant Level 1: 100 Points** Employees on the Districts health plan who obtain a wellness screening or provide evidence of obtaining a wellness screening from his/her own physician will not incur a $240 Wellness Surcharge divided evenly per pay period 1/1/2026 – 12/31/2026. **Wellness Champion Level 2: 275 Points -** Employees who participate in the Northwestern Medicine Wellness Screening (onsite, remote at a lab, or physician) and complete a total of 275 points in the rewards program will achieve Wellness Champion Incentive: Wellness Prize **Wellness Warrior Level 3: 350 Points -** Employees who participate in the Northwestern Medicine Wellness Screening (onsite, remote at a lab, or physician) and complete a total of 350 points in the rewards program will achieve Wellness Warrior Incentive: Wellness Prize

Custom HRA Questions:	• **What are you currently most committed to?**
	  ○ Mental Wellbeing
	  ○ Physical Health
	  ○ Financial Wellbeing
	• **Which of the following would you like to improve?**
	  ○ Mental Wellbeing
	  ○ Physical Health
	  ○ Financial Wellbeing
	• **What do you find is your biggest barrier to achieving your health and wellness goals?**
	  ○ Time
	  ○ Money
	  ○ Support
	  ○ Interest
	• **Have you or a family member utilized Perspectives Employee Assistance Program (EAP) within the last year?**
	  ○ Yes
	  ○ No
	• **Which of the following activities will you most likely use to increase physical activity in 2024-25?**
	  ○ NM CHC Wellbeing Virtual Challenges
	  ○ D300 Fitness Classes
	  ○ Personal program

	•

Northwestern Medicine®

Program Notes

- Please do not schedule picture day on screening day! Include message to principals.
- Provider Verification dates: Jan 1 to Dec 31 approval **to accept** bloodwork. 5 days after final roster completed
- Utilize true eligibility file to avoid duplicate accounts (name + last 4 + Gender + DOB)
    - FAQ: New participants should go to HR to fix their info and repeat participants should go to CHC to merge profiles together
- **Marketing:**
    - Posters for each building (60) – delivered before school starts, August 5th at the latest!
    - Include 12/31/25 deadline on all documents (*D300 custom* Reasonable Alternative Standard form -RAS)
    - Add information on "how to update your apt online" so participants know they can sign up for a new phleb spot
    - Make sure all of the language match on all marketing documents (use health screening = blood draw and health and lifestyle survey)
- **Timeline:**
    - Marketing materials complete in mid-July.
    - Portal Access: 8/1/25 - 7/31/26
    - Rewards Program: **8/1/25 – 4/30/26** – 8/1 is approved to send physician verification (same as all activities)
    - Test eligibility file: 7/11/25 ; Eligibility file upload: 8/7/25 File can be dropped multiple times
    - Start screening marketing: 8/1/25
    - First day of school: 8/15/25
    - First onsite screening 9/4/25
- **FAQs**
    - Registration instructions on using legal name. To avoid duplicate accounts make sure you use your District last name. *Name change language, cannot access account -> contact CHC.
    - If you do not see your preferred screening time – check back
- **Programming**
    - Add mental health resources / self-care as a reward section

Remote Screenings

NM Outpatient Lab Screening:	☒Yes ☐No End Date: 12/31/25	**Personal Physician Screening:**	☒Yes ☐No End Date: 12/31/25	**Cholesterol Recheck:**	☒Yes ☐No March 2026

Onsite Screenings

Screening Date:	September 4 -November 21	**Screening Time:**	Elementary 6:00-9:00 High School 5:45-8:30 Middle 6:45-9:45 District Office: 6:30-9:30
Flu	All flu times will match Health Screening Times	**Language Needed:**	☐ Spanish

Additional Bloodwork Menu	
Blood Type	$39
C-Reactive Protein, Cardiac	$39
Gluten Allergy	$59
Hemoglobin A1c **(INCLUDED FOR ALL)**	$0
Homocyst(e)ine, Plasma	$54
NMR	$50
PSA **(INCLUDED FOR MALES OVER 50)**	$40
Testosterone, Total, LC/MS	$42
TSH **(INCLUDED FOR FEMALES OVER 40)**	$40
Vitamin B12 and Folate	$42
Vitamin D, 25-Hydroxy	$40

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HEALTH EVALUATION DATES

Date	Location
Monday, September 1, 2025	**HOLIDAY**
Tuesday, September 2, 2025	Wellness Prep
Thursday, September 4, 2025	D300 District Office
Friday, September 5, 2025	D300 Dundee Crown HS
Monday, September 8, 2025	D300 Westfield Community MS
Tuesday, September 9, 2025	D300 Carpentersville MS
Thursday, September 11, 2025	D300 Hampshire HS
Friday, September 12, 2025	D300 Dundee MS
Monday, September 15, 2025	D300 Lakewood Elementary
Monday, September 15, 2025	D300 Big Timber Elementary
Tuesday, September 16, 2025	D300 Eastview Elementary
Thursday, September 18, 2025	D300 Hampshire Elementary
Friday, September 19, 2025	D300 Hampshire MS
Monday, September 22, 2025	D300 Wright Elementary
Tuesday, September 23, 2025	D300 Parkview Elementary
Tuesday, September 23, 2025	D300 Perry Elementary
Thursday, September 25, 2025	D300 Dundee Highlands Elementary
Friday, September 26, 2025	D300 Neubert Elementary
Monday, September 29, 2025	D300 LITH Elementary
Tuesday, September 30, 2025	D300 Jacobs HS
Monday October 13, 2025	**HOLIDAY**
Thursday, October 16, 2025	D300 Jacobs HS
Friday, October 17, 2025	D300 Hampshire HS
Friday, October 24, 2025	D300 Gilberts Elementary
Monday, October 27, 2025	D300 Westfield Community MS
Tuesday, October 28, 2025	D300 Dundee Crown HS
Wednesday, October 29, 2025	
Thursday, October 30, 2025	D300 Algonquin MS
Monday, November 3, 2025	D300 Carpentersville MS
Wednesday November 5, 2025	D300 District Office
Thursday, November 6, 2025	D300 Sleepy Hollow Elementary
Thursday, November 6, 2025	D300 Algonquin Lakes ES
Friday, November 7, 2025	D300 Lincoln Prairie Elementary

Monday, November 10, 2025	D300 Dundee Crown HS
Tuesday, November 11, 2025	D300 Jacobs HS
Friday, November 14, 2025	D300 Delacey Family
Monday, November 17, 2025	D300 Liberty Elementary
Tuesday, November 18, 2025	D300 Golfview Elementary
Tuesday, November 18, 2025	D300 Meadowdale Elementary
Wednesday November 19, 2025	D300 District Office
Thursday, November 20, 2025	D300 Dundee MS
Friday, November 21, 2025	D300 Hampshire HS

Rewards Program

Challenge Name	Type	Description	Reg. Dates	Dates
Walktober Fest	Walking, Physical Activity	Walk from Berlin, Germany to Munich, Germany in time for Oktoberfest.	9/8-9/14	9/15-10/5
No Sugar	Company-wide, Nutrition	Cut out all sources of added sugar for 5 days. Instead, focus on consuming nutrient-dense, whole foods that don't contain added sugars.	10/13-10/19	10/20-10/24
Attitude of Gratitude	Company-wide, Mental Health	Complete an act of gratitude each day.	11/10-11/16	11/17-11/21
Holiday	Walking, Physical Activity	Walk from Snowflake, WV to Mistletoe, KY to Christkindl market in Chicago	12/1-12/7	12/8-12/29
Spend Less, Save More	Company-wide, Financial Health	Take a break from spending money on daily coffee or dining out for lunch/dinner and invest that money into a savings account every day for 5 days.	1/5-1/11	1/12-1/16
Winter Olympics	Walking, Physical Activity	Walk to Milan, Italy for the 2026 Winter Olympic Games	2/2-2/8	2/9-2/22
Green Goodness	Company-wide, Nutrition	Add an extra serving of green vegetables to one meal every day for 5 days.	3/9-3/15	3/16-3/20
Fever Pitch Baseball	Walking, Physical Activity	Walk from Wrigley Field/Rate Field to Fenway Park	4/6-4/12	4/13-4/27
Walking on Sunshine	Company-wide, Physical Activity	Log your walking activity with the activity tracker on your portal. The goal is to log at least 150 minutes during this week.	5/4-5/10	5/11-5/22

Program	Points per Activity	Total Points
Health Screening: on-site, remote, Provider Screening	100	100
Health and Lifestyle Survey	50	50
Fax Results to Physician	15	15
Flu Shot	15	15
Follow Up Screening	50	50
Linking a Device	5	5
NM/CHC Challenges • Participate in a Company Challenge: 1pt. each; max 4 pts. • Complete a Company Challenge: 4 pts. each; max 16 pts. • Complete an Individual Challenge: 5 pts. each; max 30 pts. • Participate in a Walking Challenge: 1pt. each; max 4 pts. • Complete in a Walking Challenge: 4pt. each; max 16 pts.	1	70
Health Education Videos	2	20
CHC Financial Wellbeing Course	2	10
Annual Exam	30	30
Preventive Exam : mammogram, colonoscopy, vaccine, pap smear, rectal exam, etc.	10	10
Dental Exam	5	10
Vision Exam	10	10
District 300- Perspective Scavenger Hunt	5	5
Total Achievable Points	400 (185 total points without screening & associated activities)	

Wellness Participant - Complete the Northwestern Medicine Wellness Screening (onsite or test at a lab)	100
Wellness Champion	275
Wellness Warrior	350

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 10, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Alison Kos, Director of Professional Development and Programs & Alyssa Gilleland, Director of Learning and Development

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Professional Development Services Contract (Renewal)**

Background

Solution Tree is a premier provider of professional development offerings for Professional Learning Communities (PLCs). PLCs are a school improvement structure supported by the District Strategic Plan and our LEAD agreement. This contract is for Solution Tree to provide professional development for various days during the 2025-2026 school year. The Solution Tree consultant, Michael Maffoni, will work with teachers and administrators representing all grade levels and buildings. This contract is a renewal of services that the district has used for several years.

Administrative Recommendation

The Administration recommends approval of the contract.

Fiscal Impact

The cost of the agreement is $106,500, which will be funded via Title II Grant Funds.

Solution Tree, Inc.
Purchase Agreement

Effective May 14, 2025, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Community Unit SD 300 ("Customer") located at 2550 Harnish Dr., Algonquin, IL 60102 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Professional Development	$106,500.00
Total	$106,500.00

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement on July 1, 2025 (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	$21,300.00	July 1, 2025
Professional Development	$85,200.00	Incrementally after each date

3. **Professional Development**

   3.1. Description of Services: Solution Tree will provide a speaker ("Associate") to perform the professional development services described in Exhibit A.

   3.2. Presentation Materials: Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.

   3.3. Venue and Audio/Visual Equipment: Customer will provide a venue, audio/video equipment, and technical support for all sessions.

4. **General Terms**

   4.1. Intellectual Property: Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated

reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

4.2. Force Majeure: If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- **a.** If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- **b.** If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- **c.** If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- **d.** All obligations unaffected by a Force Majeure Event will remain in place.

4.3. Termination: Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

- **a. Professional Development:** If Customer cancels any Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Professional Development Services.

4.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

_____ _____

Jennifer Porter
Chief Financial Officer
Community Unit SD 300

Date

_____ _____

Date

Solution Tree, Inc.

Exhibit A

Description of Professional Development Services

SERVICE 1: PLC at Work® Embedded Coaching (15 days)

Date(s): September 24, 2025; October 14-15, 2025; October 30, 2025; November 4-5, 2025; November 18-19, 2025; December 9-10, 2025; January 21, 2026; February 27, 2026; March 18, 2026; June 11-12, 2026

Proposed Associate(s): Michael Maffoni

Estimated Number of Participants: Varies

Participant Demographics: Varies

Proposed Start Time: 8:00 AM

Proposed End Time: 3:00 PM

Workshop Location: District site

Cost of Service: $106,500.00 ($7,100.00 per day)

Description of Service:
These coaching sessions are designed to develop the internal capacity for implementing and sustaining a PLC at Work, as well as begin a focus on best practices in assessment and instruction. The coaching days may include sessions with principals or district staff, monitoring of team activities, coaching for teacher teams on necessary areas of growth, and/or other meetings with staff at the schools. These sessions will be customized to support the identified challenge areas within the school and further develop teacher strength areas. Topics may include, but are not limited to:

- PLC at Work
- Creating a Collaborative Culture
- SMART goals
- Creating Essential Learning Targets
- Common Formative Assessments
- Data Analysis
- Pyramid of Interventions/Response to Intervention
- Mathematics
- Literacy
- School Culture

Services may be delivered virtually if necessary. Virtual days are up to 6 hours of support. Virtual pricing will apply to services delivered virtually.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: John Hummel,
Chief Technology Officer

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Technology Services Contracts (Renewals)**

Background

B&B Network Mitel & RightFax

The technology department utilizes this software support to update all of the district's buildings, phones, and faxes with current software upgrades and security fixes.

The one-year renewal of Mitel and RightFax is $71,421.76.

Smart Learning Suite

This cloud-based solution supports students' devices and instruction through lesson delivery, student collaboration, and game-based learning. We use this suite district-wide.

One year renewal of the Smart Learning Suite is $40,705.00.

Instructure

The district utilizes LearnPlatform to manage our educational technology in a single, centralized location. It helps us inventory, evaluate, and select digital learning tools, ensure compliance (such as data privacy), and analyze the impact of EdTech on student outcomes.

The one-year renewal of Instructure is $17,836.70.

Custom Computer Specialist (Formerly CIC/Computer Information Concepts)

Tableau is utilized in D300 for data analytics to track student performance, identify trends, and make data-driven decisions to enhance educational outcomes. It helps our teachers and administrators visualize and analyze various datasets, such as academic performance, attendance records, and student behavior, enabling them to gain insights into student progress, identify areas for improvement, and implement targeted interventions to support student success.

One year renewal of Tableau is $79,312.50.

Securly
Securly software is used district-wide for student safety, support, and online learning management. This is a tool that teachers use to guide lessons, monitor student progress, and communicate with students individually or in groups. Securly's web feature helps the district block inappropriate content and regulate student online activity on school-issued devices.

One year renewal of Securly is $116,000.00

VMWare
VMware serves as our district's server virtualization software, a foundational technology that allows us to host and manage a wide array of applications within our environment. Essentially, it lets us run multiple virtual servers on a single physical machine, efficiently hosting everything from our critical student information system to essential document storage solutions.

One year renewal of VMWare is $71,808.00

Administrative Recommendation
We recommend that the above software renewals be extended for the upcoming fiscal year 2026 (FY26) school year.

Fiscal Impact
$79,312.50 will be covered by the Data Team budget.
$317,771.46 will be covered by the Technology budget.

B&B Networks, Inc.
245 W. Roosevelt Road
Building 3, Suite 16
West Chicago IL 60185
Phone No: 630-293-0000

ProCare Software Support 2025-2026

Prepared for:

Community Unit School District 300

On 5/2/2025

Prepared by Sylvia Hasty
shasty@bb-networks.com
630-957-4111

ProCare Software Support
Prepared for D300

Proposal: 4277

5/2/2025

ProCare Software Support for Mitel and RightFax
Coverage Term: July 1, 2025 through June 30, 2026
Monday through Friday 8:00a.m. to 5:00p.m plus 24x7 access to Mitel technical support for Critical (P1) issues with Advantage Software Support program.

Mitel MiVoice Business @ 29 District Locations
Mitel NuPoint on vMiCollab
Mitel UC Mobile

Software upgrades are performed on a T&M basis.
Telephones and ancillary devices not included.

Item Id	Description	Qty	Unit Price	Extended
52209220	SWA Advantage 1 year MiVoice Business	1	$60,118.37	$64,428.87
RightFax-12	SWA STD 1 year Informa RightFax	1	$6,938.89	$6,938.89

Annual Support Total: **$71,421.76**

Prices are firm until 7/15/2025 Terms: Upon Receipt

Quoted by: Sylvia Hasty shasty@bb-networks.com

Accepted by: _____ **Date:** _____

ProCare Software Support
Prepared for D300

TERMS AND CONDITIONS

B&B Networks, Inc. (B&B Networks) and Customer agree that equipment installation, maintenance services and software support services "Services" provided by B&B Networks to Customer shall be performed exclusively pursuant to the charges, terms, and conditions set forth on both sides of this Service Order.

1. **STANDARD ON-SITE MAINTENANCE SERVICES.** B&B Networks shall provide labor and parts (excepting supplies and expendable items) and will perform Services so as to maintain the equipment at the location specified in this Service Order in good working order. B&B Networks shall respond to requests for remedial maintenance to such equipment in a prompt and commercially reasonable manner. Maintenance and Warranty Services shall be available between 8:00 A.M. and 5:00 P.M. local time, Monday through Friday, excluding B&B Networks holidays. Extended Service hours shall be available 24 hours a day excluding B&B holidays and priority response coverage, if applicable, shall be subject to an additional charge shown on the face of Service Order. Services performed outside such times at the request of Customer shall be subject to B&B Networks then applicable charges for labor and travel. Supplies and expendable items shall be provided in accordance with B&B's prices in effect on the date supplied to customer.
2. **INSTALLATION SERVICES**. B&B Networks will perform the following Services at B&B Networks standard charges when installation is specified in this Service Order. B&B Networks shall install the equipment as listed in accordance with local electrical codes and manufacturer's specifications or as otherwise shown. Customer agrees to furnish a dedicated, properly grounded, commercial power circuit. THIS AGREEMENT SHALL BECOME NULL AND VOID IF EQUIPMENT IS SERVICED OR RELOCATED BY PARTIES OTHER THAN B&B NETWORKS INC. WITHOUT THE CONSENT OF B&B NETWORKS, Inc.
3. **SOFTWARE SERVICES.** B&B Networks shall provide consultation services with respect to software operation and similar matters when software consultation is specified in this Service Order. Maintenance Service does not include software consultation Services.
4. **TIME AND MATERIALS SERVICES.** Services performed at Customer's request, which are outside those specified herein shall be on a time and materials and transportation basis at B&B Networks prices in effect at the time such Service(s) or material(s) are provided. Provision of such Services shall be at the discretion of B&B Networks and shall be subject to the availability of personnel and parts.
5. **PRICES.** Prices shall be the price set forth on the face of this Service Order. All sales, property, excise and other federal, state, and local taxes (other than those based upon B&B Networks s net income) shall be paid by Customer. All invoices are payable within thirty (30) days of the date of the invoice. Customer shall make such arrangements for payment as B&B Networks may require and B&B Networks may suspend performance under this Service Order until such arrangements are made. **PAST DUE AMOUNTS SHALL BE SUBJECT TO AN INTEREST CHARGE OF 1% PER MONTH,** or the highest rate permitted by law plus all costs of collection. B&B Networks reserves the right to adjust the Service Charge in conformity with B&B Networks standard charges in the event Customer changes the equipment or attaches additional features or equipment to the covered equipment after the date hereof.
6. **TERM.** The term of this Service Order for maintenance Services shall be One year(s) from the date of commencement of Services as stated on the front of this agreement and renewal will be conveyed at the customer’s request. B&B Networks may, after the 1 years increase or decrease maintenance prices upon written notice, 60 days or less prior to expiration date. Software support Services shall be either for the quantity of consultations specified, number of hours specified or the term specified.
7. **PARTS**. All parts are replaced by parts provided by B&B Networks on an exchange basis. Parts provided by B&B Networks in performance of Services may be new or refurbished parts which are functionally equivalent to new parts and may be from sources other than the original equipment manufacturer. B&B Networks ASSUMES NO RESPONSIBILITY FOR OBSOLESCENCE OR AVAILABILITY OF MANUFACTURER'S EQUIPMENT OR PARTS.
8. **SITE PREPARATION. CUSTOMER SHALL, AT CUSTOMER'S EXPENSE, PREPARE AND MAINTAIN THE EQUIPMENT SITE IN ACCORDANCE WITH THE MANUFACTURER'S PUBLISHED SPECIFICATIONS FOR OPERATING ENVIRONMENTS.** Customer assumes the full responsibility to back-up and/or otherwise protect its data against loss, damage or destruction before Services are performed. Customer also agrees to permit prompt access to equipment, and/or software consistent with Customer's standard requirements and to provide assistance and facilities so as to expedite the performance of Services.
9. **RECONDITIONING.** In the event in B&B Networks reasonable opinion, any unit of equipment must be factory reconditioned because normal repair or replacement of parts cannot keep such unit in satisfactory operating condition, B&B Networks shall submit a request for the required reconditioning to Customer. In the event Customer declines to authorize such reconditioning, B&B Networks may delete such item of equipment from this Service Order upon giving Customer thirty (30) days advance written notice.
10. **ADDITIONAL CHARGES.** Services performed as a result of any of the following conditions shall be subject to additional charges for labor, transportation and parts; alterations to equipment not authorized in writing by B&B Networks; expendable supply items; damage resulting from improper use, in-transit damage, accident, neglect power surge or failure operating environment or the use of supplies or accessories which are not in conformance with the equipment manufacturer's published specifications; site surveys; OR EVENTS OTHER THAN NORMAL WEAR AND TEAR.
11. **EXCLUSIVE WARRANTY AND REMEDY**. B&B Networks exclusive warranty is that Services will be performed in a workmanlike fashion and all parts provided by B&B Networks shall be free of defects in material and workmanship for a period as stated on the front of this agreement from the date of installation or beneficial use of system. B&B Networks further agrees that all Services performed without furnishing parts shall be free of defects for a period of 30 days, unless otherwise noted. IN THE EVENT B&B NETWORKS BREACHES THIS WARRANTY, B&B NETWORKS SOLE OBLIGATION AND CUSTOMER'S EXCLUSIVE REMEDY, SHALL BE TO HAVE B&B NETWORKS MAKE ALL NECESSARY ADJUSTMENTS, REPAIRS, OR REPLACEMENTS OF PARTS WHICH WERE DEFECTIVE AT THE TIME OF INSTALLATION. There are no other express or implied warranties concerning any Service, parts, supplies, or expendable items provided hereunder. B&B Networks does not guarantee that the operation of the equipment will be uninterrupted or error-free. B&B Networks DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, THE FOREGOING SHALL BE THE SOLE REMEDY OF CUSTOMER FOR BREACH OF WARRANTY.
12. **LIMITATION OF LIABILITY**, IN NO EVENT SHALL B&B Networks BE LIABLE IN CONTRACT, TORT OR OTHERWISE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR INDIRECT DAMAGES, INCLUDING WITHOUT LIMITATION, LOST BUSINESS PROFITS

NOR DAMAGE OR DESTRUCTION OF DATA EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SAME, except as to personal injury. B&B Networks maximum liability shall be limited in any event to the actual direct damages incurred by Customer which are caused solely by the acts or omissions of B&B Networks subject to a maximum liability of the lesser of the amount paid for the services performed under this Service Order (subject to a maximum of one twelve (12) months duration) of $1,000.00. Customer agrees to provide B&B Networks with prompt written notification as to the specifics of any claim for damages and to provide B&B Networks with a reasonable opportunity to investigate. NO LIMITATION AS TO DAMAGES FOR PERSONAL INJURY IS INTENDED.

13. **MAINTENANCE ADDS.** Maintenance adds, including, but not limited to software or documentation utilized by B&B Networks are either B&B Networks property or property of third parties. No license or right to use any such Maintenance adds is granted hereunder.

14. **NOTICES.** All notices shall be in writing and all notices and payments shall be sent to the recipient at its respective address shown on the face of this Service Order.

15. **FORCE MAJEURE.** Neither party shall be liable for any delay or failure to perform its obligations due to any cause beyond its reasonable control.

16. **LIMITATION OF ACTIONS.** No action, regardless of form or basis, arising out of transactions related to this Service Order or the Services performed or to be performed, may be brought by either party more than two (2) years after the cause of action has accrued except that the action for nonpayment may be brought within two (2) years after the date of last payment.

17. **WAIVER.** Waiver of either part's breach of this Service Order shall not constitute a waiver of any other breach, B&B Networks may elect to continue performance notwithstanding such breach by Customer but such performance shall not constitute a waiver of such breach nor otherwise limit B&B NETWORKS remedies.

18. **ARBITRATION OF DISPUTES.** The parties agree that any controversy or claim arising out of or relating to this Service Order or performance thereunder, or any dispute arising out of the interpretation or application of this Service Order, which the parties are unable to resolve, shall be settled by arbitration in the city where the initiating party is headquartered by a single arbitrator pursuant to the American Arbitration Association's Commercial Arbitration Rules then obtaining a judgement upon the award rendered by the arbitrator may be entered in any Court having jurisdiction thereof. The arbitrator shall be chosen from a panel of persons knowledgeable in the provision of services or similar types of equipment and shall be appointed within thirty (30) days of the date the demand for arbitration was sent to the other party.

19. **ENTIRE AGREEMENT.** This Service Order shall be construed in accordance with the laws of the State of Illinois. **THIS SERVICE ORDER CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND MAY ONLY BE MODIFIED BY A WRITTEN INSTRUMENT EXECUTED BY CUSTOMER AND A CONTRACT OFFICER OF B&B NETWORKS.** Any term or condition of an offer set forth on any Purchase Order or any other document created by Customer of B&B NETWORKS which is inconsistent with any term or condition of this Service Order shall be of no force or effect whatsoever. **NEITHER CUSTOMER NOR B&B Networks SHALL BE BOUND BYANY ORAL AGREEMENT OR REPRESENTATION IRRESPECTIVE OF BY WHOM OR WHEN MADE.**

20. **Headsets:** Headsets are covered by manufacturer warranty only. They are excluded from this agreement.

COTG
A Xerox Company

Chicago Office Technology Group

3 Territorial Court,
Bolingbrook, IL 60440

Quote#: QCAF-1221
Date: 05/15/2025
Expiration Date: 06/30/2025

Sales Associates
Account Manager: COT Sales
Email: XeroxHWS@xerox.com
Phone: 757-497-8000
Preparer: Carrie Fisher
Email: carrie.fisher@xerox.com

Bill To:
Julia Geske
DISTRICT 300
2550 HARNISH DR
ALGONQUIN, IL 60102
Phone: (847)551-8300

Ship To:
Julia Geske
DISTRICT 300
2550 HARNISH DR
ALGONQUIN, IL 60102

Customer PO:	Payment Method:	Net Terms: 30	Ship Via: Ground
Shipping Instructions:		Carrier Account #:	

Line	Description	Part Number	Unit Price	Qty	Ext. Price
1	SMART LUMIO UPGRADE TO SPARK PLAN 1 YEAR SUBSCRIPTION - Subscription License SMART TECHNOLOGIES, INC	ED-SW-MOD-1	$ 23.26	1750	**$ 40,705.00**

1 item(s)

Sub-Total	**$ 40,705.00**
Tax @ 0%	**$ 0.00**
Freight	**as applicable**
Total	**$ 40,705.00**

Notes

Renewal of license key# NC-2AASI-D6QZZ-FFFAS-SCCIA-AAA
Effective July 1 2025 - June 30 2026

All Cisco and Meraki products and solutions are considered non-cancellable. This supersedes any language to the contrary on the purchase agreement you may provide i.e.-PO.

Terms and Conditions

The following terms and conditions ("Agreement") apply to any purchases or leases of Products (as defined below) ordered from this website ("Site"). The term "Company" refers to [**"Chicago Office Technology Group"**]. The term "you" refers to the customer, purchaser or buyer.

1. PRODUCTS. As used in these terms and conditions, the term "Products" collectively refers to equipment, parts, Services (as defined below), software and supplies ordered or selected from this Site.

2. PRICING; QUOTES; ORDERS; AND TAXES. Prices are in U.S. Dollars and are exclusive of taxes, shipping, and insurance. Unless otherwise indicated, Company's quotations are valid for thirty (30) days from the date of issuance. Orders are initiated by you issuing a purchase order or placing an order by electronic means acceptable to Company. Orders made directly on the Site or your purchase orders must identify the Products, unit quantities, SKUs or part numbers, descriptions, applicable prices and requested delivery dates. All orders are subject to acceptance by Company. Your receipt of an order confirmation does not constitute acceptance or confirmation of price or availability of the Products ordered. You will be notified prior to shipment in the event there is a change in price, availability, taxes and shipping charges of any Product you ordered. Orders may not be cancelled or rescheduled without Company's consent, which consent may be given by Company in its sole discretion. You are responsible for state and local sales, use, excise, privilege and other taxes associated with the order.

3. SHIPPING AND DELIVERY; TITLE; AND RISK OF LOSS. Shipping and handling charges are in addition to the Product prices, unless otherwise stated at the time of sale. Company will ship based on availability and shipping capability. Company may make partial shipments. Title and risk of loss to all purchased Products shall pass to you upon shipment, unless otherwise noted on the Company's invoice. Title and risk of loss for leased Products shall remain with the lessor. You expressly agree and hereby grant a security interest in and to all equipment including the proceeds thereof covered by this Agreement until full payment of the purchase price of such equipment has been received by Company, and you authorize Company to file a financing statement as a secured party under the Uniform Commercial Code.

4. INVOICES AND PAYMENT. You agree to pay Company all amounts due in accordance with the payment terms set forth on the face of this Agreement or in accordance with the applicable lease agreement, and all other sums when due and payable. Terms of payment are within Company's sole discretion, and unless otherwise agreed to by Company, payment must be received by Company prior to Company's acceptance of an order. Payments must be made by credit card, wire transfer, or some other prearranged payment method unless credit terms have been agreed to by Company in which case payment is due and must be received by Company in accordance with credit terms stated on the face of the invoice. Credit terms may be terminated or modified by Company in its sole discretion. All payments must be made in U.S. Dollars. An order may be billed in multiple invoices and each invoice will have its own due date. Company may invoice parts of an order separately. Restrictive covenants on instruments or documents submitted for or with payments you send to Company will not reduce your obligations. You agree to pay any collection expenses, including reasonable attorney fees, expenses and court costs, incurred by Company to collect any unpaid amounts.

5. DOAs / RETURNS. You must notify Company immediately if any Product arrives damaged or is dead on arrival ("DOA") upon first use. Returns of Products that are not damaged, DOA, or defective are limited to unopened product and are subject to a 25% restocking fee. Such returned product must be 100% complete, in resalable

condition with all manuals, blank warranty cards and all other materials provided by the manufacturer, vendor or supplier, in the original packaging within ten (10) business days after the date of delivery. A Return Material Authorization (RMA) number and applicable return instructions are required before returning any product to Company or Company's vendors. Contact Company at the phone number listed on this Site for instructions regarding DOAs and returns.

6. SOFTWARE. If your order includes software Products ("Licensed Software"), such Licensed Software is provided by Company to you subject to an end user license agreement that is provided in the packaging, available online or is agreed to when the Licensed Software is installed. Nothing herein shall be construed to grant any rights or license to use any software or other intellectual property in any manner or for any purpose not expressly permitted by such license agreement.

7. WARRANTIES. You understand that Company is not the manufacturer of the Products ordered by Customer and that any warranties, if any, are provided solely by the manufacturer, not Company. In ordering the Products, you are relying solely on the manufacturer's specifications and not relying on any statements or specifications by Company. THE LIMITED WARRANTIES FOR PRODUCT, IF ANY, AS WELL AS ANY DISCLAIMERS APPLICABLE THERETO, ARE SHIPPED WITH THE PRODUCT, AVAILABLE ONLINE ON THE MANUFACTURER'S WEBSITE OR ARE PROVIDED IN A SEPARATE WARRANTY STATEMENT. THESE WARRANTIES, IF ANY, ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. COMPANY DISCLAIMS, AND YOU WAIVE, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE. You expressly waive any claim you may have against Company based on any product liability or infringement or alleged infringement of any intellectual property right made against you by a third party and that you waive any right to indemnification from Company against such claim against you by a third party.

8. MANAGED, PROFESSIONAL, AND TECHNICAL SERVICES. If Company is providing managed, professional or technical services ("Services") as set forth in a quote provided by Company on the Site, Company will provide those Services as described in the quote. If the Services do not meet the service levels set forth in the quote, Customer must notify Company in a detailed writing describing the alleged failure, within 30 days of completion of such Services and Company will then modify such Services so that they perform in accordance with the service levels stated in such quote within a reasonable time to be agreed between the parties in writing depending upon the complexity of the issue. The foregoing constitutes Company's sole obligation and Customer's sole remedy for Services provided under this Agreement.

9. LIMITATION OF LIABILITY. COMPANY SHALL NOT BE LIABLE TO YOU FOR ANY DIRECT DAMAGES IN EXCESS OF THE AMOUNT INVOICED HEREUNDER AND NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY ORDER ISSUED HEREUNDER, WHETHER THE CLAIM ALLEGES TORTIOUS CONDUCT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY EVEN IF THE OTHER PARTY HAS ADVANCE NOTICE OF THE POSSIBILITY OF SUCH DAMAGES.

10. FORCE MAJEURE. Company is not responsible for any delay in delivery of Products or performance of any services which result from any circumstances beyond Company's reasonable control. Any shipping dates or completion dates provided by Company in an order confirmation or other communication to you are estimates only and not a commitment to deliver on such dates.

11. CONFIDENTIALITY. Quote and order documents from Company are considered private correspondence and should be kept confidential, except where prohibited by public entities. This is proprietary information and only valid for the recipient of the proposal.

12. COMPLIANCE WITH LAWS. You agree to comply with all applicable laws and regulations of the various states and of the United States and/or any other country of competent jurisdiction regarding the export or re-export of any commodity, technology, technical data and/or software. You shall not export, directly or indirectly, any technical data acquired hereunder or any Products utilizing such data to any country for which the U.S. Government or any agency thereof at the time of export requires an export license or other governmental approval without first obtaining such license or approval.

13. MISCELLANEOUS. Unless you have a separate written agreement with Company that expressly supersedes this Agreement, this Agreement constitutes the entire agreement as to its subject matter and supersedes all prior and contemporaneous oral and written agreements. Company expressly rejects any contrary or supplemental terms in any purchase order, acknowledgment or other documentation provided by you, and in the event of any conflict between the terms of this Agreement and any such documentation, the terms in this Agreement shall prevail unless specifically so stated otherwise in writing by Company. This Agreement is governed by the substantive laws of the State of Illinois, including the Uniform Commercial Code as adopted thereunder, without regard to their conflict-of-law principles. Company may assign or subcontract any of its rights or obligations with respect to the sale, lease or rental of Products or the right to receive payments. You may not assign or otherwise transfer your rights or obligations under this Agreement without the prior written consent of Company. No attempt to assign or transfer in violation of this provision will be binding upon Company. If a court finds any term of this Agreement to be unenforceable, illegal, or otherwise invalid, that provision and the remaining provisions will be enforced to the greatest extent possible. The failure of either party to enforce any provision of these terms and conditions or any other provision of this Agreement will not be construed as a waiver of such provision or the right thereafter to enforce such provision. All changes to this Agreement must be made in a writing signed by both parties. The amendment, cancellation, or termination of this Agreement will not affect the outstanding obligations of either party.

Tariff & Pricing Adjustment Notice. Prices quoted are based on current costs, including applicable tariffs and import duties as of the quote date. Due to potential changes in government-imposed tariffs, duties, and other regulatory fees, IT Solutions reserves the right to adjust pricing accordingly. If such changes occur before the final purchase order is processed, we will notify the customer of any necessary adjustments. Acceptance of this quote does not guarantee price protection against tariff-related increases.

Approve to order

Customer Signature: _____

Name (Please Print): _____

Company Name: _____

Title: _____

Date: _____

Docusign Envelope ID: DBAD6AEE-7A33-4B54-87F4-EC9E93ECD6DE

INSTRUCTURE

Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-423678-1
Date: 2025-05-16
Order Valid Through: 2025-06-30

Order Form for Community Unit School District 300

Bill to Information

Entity Name: Community Unit School District 300
Address: 2550 Harnish Drive
City: Algonquin
State/Province: Illinois
Zip/Postal Code: 60102
Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Community Unit School District 300
Address: 2550 Harnish Drive
City: Algonquin
State/Province: Illinois
Zip/Postal Code: 60102
Country: United States

Shipping Contact

Name: Jennifer Porter

Email: jennifer.porter@d300.org

Phone: +1 847 551 8300

In Process

Billing Information

Billing Frequency: Annual Upfront
Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.
Payment Terms: Net 30

Year 1								
Ref	**Description**	**Start Date**	**End Date**	**Invoice**	**Metric**	**Qty**	**Price**	**Amount**
S1	LearnPlatform K-12 District Professional License	2025-07-01	2026-06-30	Recurring	Per Each	1	USD 17,836.70	USD 17,836.70

Billing Summary			
Segment	**Recurring**	**Non-Recurring**	**Total**
Year 1	USD 17,836.70	USD 0.00	USD 17,836.70
Total	**USD 17,836.70**	**USD 0.00**	**USD 17,836.70**

Products	Description	Qty
LearnPlatform K-12 District Professional License	LearnPlatform District Professional License includes central management of all edtech, enhanced library with product status and resource sharing, contract management and dashboards, compliance tools, online and expert support.	1.00

Quote Special Terms
Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of **10%** unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: https://www.instructure.com/policies/mastertermsconditions

Data Processing Addendum: The data processing addendum between the parties is available at: https://www.instructure.com/policies/data-processing-addendum

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	*Please email all US state sales tax exemption certifications to ar@instructure.com*

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

In Process

Docusign Envelope ID: DBAD6AEE-7A33-4B54-87F4-EC9E93ECD6DE

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Community Unit School District 300	
Signature:	
Name:	Jennifer Porter
Title:	CFO
Date:	

Instructure, Inc. (USA/CAN)	
Signature:	
Name:	Deal CLM
Title:	
Date:	

In Process

District: Community Unit School District 300

To: Patricia Schmidt

Due to price increases directed by Salesforce since you last purchased Tableau licensing, we require approval before we can invoice you for your renewal. Please review the below license package and provide confirmation of renewal.

Contract Renewal Date: July 1
You will be invoiced 30 days prior.

Software License Fees					
Module	**Description**	**Units**	**Unit Fee**	**Annual Fees**	
Tableau Software	Tableau Creator Licenses	5	$ 690.00	$3,450.00	*
	Tableau Explorer Licenses		$ 110.00	$-	*
	Tableau Viewer Licenses	1600	$ 37.50	$60,000.00	*
	Tableau Data Management License	1	25% of sum(*)	$15,862.50	
	Tableau Server Management License		15% of sum(*)	$-	
			Total Subscription Fees:	$79,312.50	

Please indicate whether the current licensing package is applicable for this year's renewal or if you would like to be contacted to make adjustments.

- ◯ Confirm
- ◯ Please contact me
- ◯ Other

Signature:

Date:

securly

Customer Quote

SECURLY (Billing Address)	Dept LA 24957 Pasadena, CA 91185-4957 United States	Quote Number	Q-46479
Securly Contact	Nick Vertz	Expiration Date	06-30-2025
Email	nick.vertz@securly.com	Customer	Community Unit School District 300 (IL)
		Contact Name	John Hummel
		Email	john.hummel@d300.org
		Phone	(847) 551-8337

Subscription Summary

Payment Schedule	Upfront
Quote Notes	

Securly Quote Details

Start Date	End Date	Quantity	Product	Product Type	Sales Price	Subtotal
07-01-2025	06-30-2026	20,000	Securly Filter	Subscription	$2.31	$46,200.00
07-01-2025	06-30-2026	20,000	On-Call	Subscription	$2.31	$46,200.00
07-01-2025	06-30-2026	20,000	Securly Aware	Subscription	$1.18	$23,600.00

Total	**$116,000.00**

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
PLFT650	5/19/2025	VMWARE VSPHERE FOUNDATION 1-YE	1330924	$71,808.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
VMware vSphere Foundation - subscription license (1 year) - 1 license Mfg. Part#: VCF-VSP-FND-1Y VMware vSphere Foundation 1-Year Electronic distribution - NO MEDIA Contract: MARKET	352	8149975	$204.00	$71,808.00

SUBTOTAL	$71,808.00
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$71,808.00**

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-VERBAL	**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

Need Help?

 My Account

 Support

 Call 800.800.4239

VMware Terms and Conditions

Your use of the VMware by Broadcom offerings identified within this order are subject to (a) the standard end user agreement at https://www.vmware.com/agreements.html, (b) the Specific Program Documentation (the 'SPD'), and/or SaaS Listing applicable to the VMware by Broadcom offerings and Maintenance located at https://www.broadcom.com/licensing and (c) the additional terms within this order (collectively, the 'End User Terms'). Any terms that may appear on your purchase order that vary from or purport to add to the End User Terms (including, without limitation, pre-printed terms) are deemed not appended, inapplicable and void.

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.

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DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 10, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Eberto Mora,
Assistant Superintendent of
Human Resources

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Temporary Staffing Contract Renewals**

Temporary Staffing Service - Edustaff

Background

Along with other districts, District 300 has had difficulties in sourcing substitutes for long-term and day-to-day absences. The District partnered with Edustaff to develop a strategic solution for substitute staffing management to increase fill rates and focus on attracting, engaging, and retaining substitute teachers.

Edustaff Services has been able to provide substitute services for day-to-day absences, permanent building substitutes and coverage for long-term leaves of absence (many maternity leaves) during the three year contract expiring June 30, 2025.

Recommendation

Based on the performance evaluation and expectations during the past three academic years, the administration is recommending that the Edustaff contract be extended for three years as presented. The contract provides a provision that allows the District to terminate the contract if concerns arise as long as a 30-day notice is provided to Edustaff.

Fiscal Impact

The annual substitute cost for the current fiscal year has been approximately $5,000,000 and this expense will be funded from the educational fund.

Temporary Staffing Service - Kelly Services

Background

Kelly Services has been a successful staffing partner providing, temporary specialized staffing for the business office. They may provide temporary staff for other specialized positions during the interim when the district is back-filling vacancies with permanent staffing.

Administrative Recommendation

The Administration recommends renewing the contract with Kelly Services to fill specialized and temporary clerical vacancies.

Fiscal Impact
There will be no impact as the cost to fill these positions has been allocated and built into the annual school budget.

Temporary Staffing Service - Manpower
Background
Manpower Temporary Staff Services has been a successful staffing partner in providing temporary substitute custodian services, which provide D300 staff and students with a safe and clean work and learning environment. These temporary sub-custodian positions focus on supporting our elementary schools as they are unable to sustain various day-to-day custodian absences.

Administrative Recommendation
The Administration recommends renewing the contract with Manpower to fill temporary sub-custodian openings.

Fiscal Impact
The contract has an estimated cost of $250K and will be funded from the operational fund.

Temporary Staffing Service - The Stepping Stones Group
Background
The District continues to have difficulties filling paraprofessional vacancies. Paraprofessionals support our special education and bilingual students. Many of our special education paraprofessionals provide services outlined in a student's IEP minutes which are not being met due to vacancies. The Administration met with DESA to discuss options to fill the vacancies. It was agreed that the district could look into alternative means as a temporary measure to assist in filling the vacancies. In December of 2019, the board approved the use of a placement agency to help us fill these positions. The placement agency has worked very well and has sent us quality candidates.

AdministRecommendation
The Administration recommends renewing the contract with The Stepping Stones Group to fill our paraprofessional vacancies.

Fiscal Impact
The contract has an estimated cost of $450K and will be funded from the educational fund.

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 27, 2025

Mr. Ernest Tisdale
Edustaff
4120 Brockton Dr. S.E., Suite 200
Grand Rapids, MI 49512
etisdale@edustaff.org

Contract Extension Offer Letter – Substitute Teacher Staffing

Dear Mr. Tisdale:
D300 would like to extend our current contract for substitute teacher staffing services Pricing from the current contract will be held with no change in pricing. This contract would be from July 1, 2025 through June 30, 2028.

This signed letter along with the attached documents – original Bid specifications, addenda, response and your extension offer serve as the contract for this project.

Please sign this letter electronically via Contract Works by May 30, 2025.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to 06/30/2025.

_____ _____
OWNER *(Signature)* CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing _____
(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

Edustaff

Excellence in Staffing.

Agreement to Extend
Current Master Agreement

Period: July 1, 2025 to June 30, 2028
(School District Version)

Current Agreement: Edustaff, LLC ("Edustaff") and the Board of Education of Community Unit School District No. 300 ("Client") acknowledge that they entered an Educational Staffing Services Master Agreement ("Master Agreement") for a period from July 1, 2022 to June 30, 2025.

1st Agreement to Extend: Edustaff and Client are still satisfied with the terms and conditions of the Master Agreement, including all Exhibits to the Master Agreement, and therefore agree to extend the term of the Master Agreement for a period from July 1, 2025 to June 30, 2028.

Client: **Board of Education of Community Unit School District No. 300**

By: _____

Name: _____

Its/Title: _____

Date: _____

Edustaff, LLC:

By: 

Name: Derek Vogel

Its/Title: Chief Executive Officer

Date: 5/07/2025

4120 Brockton Dr SE,
Suite 200
Grand Rapids, MI 49512

Phone: 877.974.6338
Fax: 877.974.6339
E-mail: info@edustaff.org

edustaff.org

PROFESSIONAL SERVICES AGREEMENT

This Agreement is dated as of the Effective Date as set forth in Section 4.T below, and is by and between the **Board of Education of Community Unit School District No. 300,** Kane, McHenry, Cook, and DeKalb Counties, Illinois (the "School District"), and **Edustaff** (the "Consultant").

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

SECTION 1. CONSULTANT.

A. **Engagement of Consultant.** The School District desires to engage the Consultant to perform and provide all necessary professional consulting services (the "Services") as set forth in the Scope of Work (the "Scope") attached as Exhibit A and Exhibit B pricing offer to this Agreement. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement. The term of this Agreement shall be from the Effective Date of July 1, 2022, until June 30, 2025, and may be renewed by mutual written agreement of the parties.

The contract consists of RFP documents, all issued addendums, first and second-round interview documentation, best and final scope, and pricing which includes an established Key Performance Indicators (KPI) addendum to be issued at a later date.

B. **Representations of Consultant.** The Consultant represents that it is sufficiently experienced and competent to perform the Services in a manner consistent with the standards of professional practice by recognized consultants providing services of a similar nature.

C. **Agreement Amount.** As compensation for administering the program, the School District will pay the Consultant the amounts set forth in the Scope to be paid in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* The proposed expenses are set forth in Exhibit A to this Agreement. Any expenses that exceed $500 shall be first approved in writing by the School District's Superintendent.

D. **Claim in Addition to Agreement Amount.** If the Consultant desires to make a claim for additional compensation because of action taken by the School District, the Consultant shall provide written notice to the School District of such claim within 15 days after occurrence of such action as provided by Section 4. G, Notice, of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Section. Any changes in the Agreement amount shall be valid only upon written amendment pursuant to Section 4. E, Amendment, of this Agreement. Regardless of the decision of the School District relative to a claim submitted by the Consultant, the Consultant shall proceed with all the work required to complete the Services under this Agreement as determined by the School District without interruption.

E. **Taxes, Benefits, and Royalties.** Each payment by the School District to the

Consultant includes all applicable federal, state, and municipal taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation because of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by the Consultant.

F. **Time of Performance.** The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the School District, as provided in Section 4.D.

G. **Reporting.** The Consultant shall regularly report to the School District's Superintendent, or the Superintendent's designee, regarding the progress of the Services during the term of this Agreement.

H. **Criminal Background Check.** The Consultant shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The Consultant shall make every employee who will be sent to any school building or school property available to the School District for submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The Consultant will reimburse the School District for the costs of the checks. The School District must provide a copy of the report to the individual employee, but is not authorized to release it to the Consultant.

I. **Replacement of Providers.** Upon the request of the School District, the Consultant shall replace any individual provider providing services to the School District with another qualified provider acceptable to the School District.

J. **Damage to Property.** In the event the School District's property is damaged by the Consultant, the Consultant shall, at the Consultant's sole cost, restore the property or any surrounding area. The restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the Consultant does not repair the damage within 14 days after receiving written notice from the School District, or a lesser time if the School District determines the damage creates an emergency, the School District may repair the damage and the Consultant shall reimburse the School District for the costs the School District incurs within 14 days after the School District provides a written invoice to the Consultant.

K. **School Closure.** If the School District's schools are or will be closed for ten consecutive student attendance days or more due to a cause beyond the School District's reasonable control, including acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, pandemic, governmental act, or failure of the Internet, the School District may terminate the Agreement after providing five days written notice to the Consultant or the parties may amend the Agreement to account for appropriate

payment related to the services actually provided by the Consultant during the school closure.

SECTION 2. CONFIDENTIAL INFORMATION-TRADEMARKS

A. **Confidential Information.** The term ***"Confidential Information"*** shall mean information in the possession or under the control of the School District relating to the educational, employee, student record, technical, business, or corporate affairs of the School District; School District students, School District property; user information, including, without limitation, any information pertaining to usage of the School District's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine-readable form; and the existence of, and terms and conditions of, this Agreement.

B. **No Disclosure of Confidential Information by the Consultant.** The Consultant acknowledges that it shall, in performing the Services for the School District under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the School District. The Consultant may disclose Confidential Information if consented to in writing by the School District, or if required pursuant to any judicial or administrative proceeding, but only after providing written notice to the School District of such potential release.

In addition, the Consultant shall comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 *et seq.*), regarding the confidentiality of student "education records" as defined in FERPA and "school student records" as defined in ISSRA. Any use of the information contained in student education records to be released must be approved by the School District. To protect the confidentiality of student education records, the School District will limit access to student education records to those employees who reasonably need access to them to perform their responsibilities under this Agreement.

C. **Return of Confidential Information and School District Property.** Upon the termination of this Agreement, the Consultant shall return all Confidential Information and other property, documentation, or records belonging to the School District to the Superintendent.

D. **FOIA.** As an independent contractor of the School District, records in the possession of the Consultant related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Consultant, at the Consultant's cost, shall immediately provide the School District with any such records requested by the School District to timely respond to any FOIA request received by the School District. The School District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If the Consultant refuses to provide a record that is the subject of a FOIA request to the School District and the Attorney

General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the School District in any way, the Consultant shall reimburse the School District for all costs, including attorneys' fees, incurred by the School District related to the FOIA request and records at issue.

SECTION 3. INDEMNIFICATION AND INSURANCE.

A. **Indemnification.** To the fullest extent allowed by law, Consultant agrees to reimburse defense costs, indemnify, and hold harmless the School District, its architect, general contractor, and owner's representative as well as their respective employees and agents, directors, partners and members and trustees (collectively "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, liabilities, damages, losses, fines, penalties and expenses, including, without limitation, reasonable attorneys fees and expenses, resulting from or arising out of any injury to or death of any person, damage to any property, or other loss, cost or damage or expense arising out of or related to the following: (i) any acts, errors or omissions of Consultant, any employees of Consultant or any other person or entity for whom Consultant is responsible in connection with the performance of the services under this Agreement, whether or not lawful or within the scope of their employment; (ii) the failure of Consultant to comply with any law, statute, ordinance, code, rule, regulation or requirement of a public authority; (iii) an inquiry or investigation of Consultant by any public authority; or (iv) any breach by Consultant of any obligation of Consultant under this Agreement. The obligations of Consultant under this Section shall not be construed to negate, abridge, or reduce other rights of any of the Indemnified Parties or Consultant's obligations of indemnification. The indemnification obligations set forth in this Section shall survive the termination of this Agreement.

B. **Infringement.** The Consultant warrants that no third party has any claim to any trademark, patent, or proprietary interest in any services the Consultant provides to the School District. The Consultant will defend, hold harmless, and indemnify the School District against any claims brought by a third party against the School District to the extent based on an allegation that any of the Consultant's products infringe any U.S. patent, copyright, trademark, trade secret, or other proprietary rights of a third party.

C. **Insurance.** During the term of this Agreement, the Consultant, at its sole cost and expense, and for the benefit of the School District, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of Contractor related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate;

2. Professional Liability Insurance with limits in the per claim amount of not less than One Million Dollars ($1,000,000) and the annual aggregate of not less than Two Million Dollars ($2,000,000);

3. Automobile Liability Insurance with a combined single limit of One Million dollars ($1,000,000);

4. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees; and

5. Sexual abuse and molestation insurance with a combined single limit of One Million dollars ($1,000,000).

6. Umbrella liability insurance with a minimum combined single limit of One Million dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the School District, its Board, Board members, employees, agents, successors, its architect, general contractor, and owner's representative as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District, with the exclusion of the Abuse Policy, which is covered under the comprehensive general liability and damage insurance policy. The Consultant shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the School District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the School District by certified mail, return receipt requested.

D. **No Personal Liability.** No elected or appointed official or employee of the School District shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 4. GENERAL PROVISIONS.

A. **Relationship of the Parties.** The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the School District and the Consultant.

B. **Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge, (1) no School District employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, the Consultant does not have any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated

with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. **License and Assignment of Rights.** To the extent that the Consultant has intellectual property rights of any kind in any pre-existing works that are subsequently incorporated in any work or work product produced in rendering the Services, the Consultant hereby grants the School District a royalty-free, irrevocable, worldwide, perpetual, non-exclusive license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell, license, disclose, publish, or otherwise disseminate or transfer such subject matter. The Consultant further agrees that it will promptly make full written disclosure to the School District, will hold in trust for the sole right and benefit of the School District, and hereby assigns to the School District, or its designee, all right, title, and interest throughout the world in and to any and all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets, whether or not patentable or registrable under the copyright or similar laws, which they may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, developed for the School District in the course of providing the Services during the Term. The Consultant further acknowledges that the inventions, original works of authorship, developments, concepts, know-how, improvements, or trade secrets that are made by the Consultant (solely or jointly with others) within the scope of and during the period in which the Consultant is retained by the School District are "works made for hire" (to the greatest extent permitted by applicable law) for which compensation is being paid to the Consultant pursuant to this Agreement.

D. **Termination.** Notwithstanding any other provision hereof, the School District may terminate this Agreement at any time upon 30 days prior to written notice to the Consultant. If this Agreement is so terminated, the Consultant shall be paid for Services performed and reimbursable expenses incurred, if any, prior to termination, not exceeding the value of the Services completed.

E. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

F. **Assignment.** This Agreement may not be assigned by the School District or by the Consultant without the prior written consent of the other party.

G. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing 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.

Notices and communications to the School District shall be addressed to, and delivered at, the following address:

Community Unit School District No. 300
Central Office
2550 Harnish Drive
Algonquin, IL 60102
Attention: Chief Financial Officer

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Chad Bilkey
Executive Director of Sales
4120 Brockton Dr. S.E., Ste 200
Grand Rapids, MI 49512
cbilkey@edustaff.org
517-902-6307

H. **Third-Party Beneficiary.** No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the School District.

I. **Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

J. **Time.** Time is of the essence in the performance of this Agreement.

K. **Calendar Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, federal, State, or School District holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal, state, or School District holiday.

L. **Governing Laws.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

M. **No Waiver.** The failure of either party to insist upon the performance of any of its

terms and conditions, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but they shall continue and remain in full force and effect as if no waiver had occurred.

N. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

O. **Authority to Execute.** Each individual signing this Agreement on behalf of the entity that constitutes the School District and the Consultant, represents and warrants that the individual is duly authorized to execute and deliver this Agreement on behalf of the entity, and that this Agreement is binding on the School District and the Consultant, as the case may be, in accordance with its terms.

P. **Survival of Terms.** Sections 2, 3, and any provisions of this Agreement which by their very nature are intended to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement and will inure to the benefit of and be binding upon the parties to this Agreement.

Q. **Exhibit.** Exhibit A is incorporated into and made part of this Agreement.

R. **Captions.** The captions at the beginning of the several paragraphs, respectively, are for convenience in locating the contents but are not part of the context.

S. **Counterparts.** This Master Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute one and the same Master Agreement.

T. **Effective Date.** This Agreement shall be deemed dated and become effective on the date the last of the parties executes the Agreement as set forth below.

COMMUNITY UNIT SCHOOL DISTRICT 300

Jennifer Porter

By: B286855FF728A002A6B185572D79A17D contractworks.

Its: Chief Financial Officer

Date: 2022-07-08

CONSULTANT- Edustaff

Clark Galloway

By: ACB29F172B495412D43BF3EDC6E5FA89 contractworks.

Its: President

Date: 2022-07-08

Exhibit A
Scope

Exhibit A: SCOPE OF SERVICES AGREEMENT

This Scope of Services Agreement is referred to in the EDUStaff Master Staffing Agreement as "Exhibit A" and is part of the Master Agreement. By signing this Scope of Services Agreement, the participating educational institution (Client) and EDUStaff agree to the terms of the Master Staffing Agreement and the Responsibilities detailed in this Scope of Services Agreement attached to the Master Agreement.

EDUStaff agrees to:

- **Marketing & Recruiting**: Market and recruit qualified individuals for open positions available at the Client's worksite. The "Marketing & Recruiting Plan" shall be communicated and approved with the Client on an annual basis with the plan consistently followed throughout the school year.

- **Screening & Hiring**: Properly screen (based on state and Client requirements), reference check, select, hire and assign qualified individuals to perform the services.

    - **Substitute Teacher Services**: It is the intent of the Parties that the Client shall have no employment responsibilities, including employment supervisory responsibility, for EDUStaff employees assigned to the Client.
    - **All Other Supplied Staff**: EDUStaff shall either hire one of the existing departmental leaders to train and manage contracted staff or rely on the school's departmental site manager for these tasks.

- **Criminal History, Certification, and Required Reference Verification:** EDUStaff shall conform to any state and Client requirements as it pertains to the processing of criminal history, certification/permitting, and any required unprofessional conduct reference verification. The client shall only be involved in this process to the extent that the state regulatory requirements mandate beyond a non-public school employer of supplied staff for the Client.

- **Training:** Supply the following training:

    - **Substitute Teachers:**
        - **Training Modules**: Bloodborne Pathogens, Sexual Harassment, Guide to Substitute Teachers, FERPA Laws, Seclusion & Restraint, Active Shooter, Allergy Management, State & Federal K-12 Laws,
        - **Face to face Training**: 2-hour workshop with emphasis on practical classroom management skills
        - **Ongoing Training:** Monthly distribution of topic-based training videos called "Sub Talk".
        - **Materials:** EDUStaff Policy & Procedures Manual & Classroom Workbook Manual
        - **District-Specific Materials & Training:** Client may attach additional materials or training to our active workshop.

    - **Non-Substitute Teachers: EDUStaff shall provide non-positional training to include the above needed** Training Modules. All "positional specific" training shall be conducted by the Client's assigned site manager.

- **Employer Duties**: Perform all duties of the employer, including, but not limited to, making all wage payments to and applicable wage deductions for and on behalf of EDUStaff's employees and agents providing services under this Agreement, as specified previously in this Agreement. It is the intent of the Parties that EDUStaff shall be the sole employer for all individuals assigned to the Client pursuant to this Agreement.

- **Information & Auditing**: Provide an electronic information file for state informational submission by Client submission and access to desired supplied staff information for certification and criminal history audits. EDUStaff shall supply a database of supplied staff certification and abilities for Client placement needs. EDUStaff will provide itemized invoices to the Client. Invoices shall include job number, person for whom the substitute was secured, the number of hours/days worked and the total amount owed to EDUStaff.

- **Dispatching**: Manage all substitute information in the ABSENCE MANAGEMENT SYSTEM. ABSENCE

MANAGEMENT SYSTEM shall be used for primary dispatching of substitute services. Daily, EDUStaff shall monitor and augment ABSENCE MANAGEMENT SYSTEM's dispatching placements with additional staff as able until 10:00am for positions still unfilled during the current day.

- **Liability & Injury**: Be responsible for any claims for workers' compensation benefits or personal injury claims for job-related bodily injury or death asserted against the Client by any EDUStaff employees or, in the event of death, by their personal representatives, as previously noted. Client agrees to assist with initial injury reporting and investigations.

- **All Other Duties**: Perform all duties required pursuant to this Agreement, and any other duties which may be necessary to ensure full performance of the substitute services required by this Agreement.

Client agrees to:

- **Initial startup:**
    - Attend initial EDUStaff implementation meeting and subsequent payroll/process training meeting and provide all appropriate Client contact information necessary to carry out Scope of Services
    - Provide a list of current Client employees or providers who are being terminated/removed in favor of the contracted services being provided by EDUStaff
    - Provide EDUStaff with a copy of all policies and procedures that will apply to Supplied Staff in the performance of services for Client
    - Provide appropriate meeting space and technology access for Client training and contracted staff orientation meetings

- **Communications & Material:**
    - Supply informational material or appropriate access to information to all Supplied Staff, as deemed necessary by Client for successful execution of required tasks, such as building or assignment orientation, emergency procedures, etc.
    - Promptly contact EDUStaff in the event any EDUStaff employee or Supplied Staff violates any policy or procedure of Client, or if Supplied Staff is involved in any accidents or injuries
    - Allow for EDUStaff onsite performance evaluations and mediate parental/student interaction with EDUStaff

- **Information Flow Controls:**
    - Follow procedures as outlined by "Payroll Timeline Document"
    - Annually review with EDUStaff policies and rates prior to August 1st for local competitiveness and trends
    - Manage and systemize all non-substitute information and controls in the automated dispatch system

- **Payment of Services:**
    - Pay EDUStaff invoice via EDUStaff-initiated ACH accordance to the payroll processing timeline document, unless otherwise agreed upon within the Master Agreement
    - If applicable, reconcile absences in dispatch system to include proper assigned pay codes for stair step rates and long-term assignments on a timely basis as outlined by the "Payroll Timeline Document"
    - Manage needed accounting codes in dispatch system associated with absence financial accounting

EXHIBIT B

Community Unit School District #300 Pricing Offer

Wage Base and Contract Rate:

The Client shall establish wages for contracted employees with input from Edustaff on an annual basis. The following contract rates are based upon paid gross wages.

Edustaff Clear Pricing Advantage: 30-Day District-Initiated Payment Plan Option 1 –

Supplemental Model

- Substitute Teachers, Special Education Teachers Payroll and Paraprofessionals — 34.00% of Gross

Option 2 – Full Service, Full Transition Model

- Substitute Teachers, Special Education Teachers Payroll and Paraprofessionals — 29.00% of Gross

Supplemental Model (Option #1) Rate Includes:

- One full-time, local Edustaff employee exclusively serving CUSD 300
- Regional and Corporate Office Support
- $15/Teacher Customized Marketing and Recruiting Budget
- Substitute Employee CHRI Reimbursement

Supplemental Model Criteria:

- District may hire Edustaff employees for full-time, non-substitute positions only
- All Edustaff employees will have equal job access and the same pay rates as district sub pool
- District will stop hiring employees for the above employee types, with all new hires being Edustaff employees beginning on an agreed-upon date.

Full Service, Full Transition Model (Option #2) Rate Includes:

- Full-time, two-person local Edustaff team exclusively serving CUSD 300
- Regional and Corporate Office Support
- $15/Teacher Customized Marketing and Recruiting Budget
- Substitute Employee CHRI Reimbursement
- Option for delayed Go-Live (2-4 weeks into 2022-23 school year) for current district substitute employees transition

Rate Locked for Duration of Contract With Only One Condition:

Suppose payroll taxes, governmentally required benefits, or other tax/assessments increase during the contract period. In that case, our contract rate will increase proportionally with an option for our Client to reopen the terms of the agreement.

***Key Performance Indicator Goals and fill rates. An addendum will be issued once the goals, fill rates, and substitute pool additions.**

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 27, 2025

Mary Bach-Onley
Kelly Services
999 West Big Beaver Road
Troy, MI 48084

Via: marb309@kellyservices.com

Contract Extension Offer Letter – Kelly Services

Dear Ms. Bach-Onley,

Community Unit School District 300 would like to renew our existing contract. This contract is for professional employment services as outlined in the original agreement. The District would like to extend the current contract from July 1, 2025 to June 30, 2027.

The original contract is also included for reference and follows the proposed contract.
If your firm agrees to maintain the current pricing, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 10, 2025 and award by the board on Tuesday, June 24, 2025.

District 300 kindly requests your return of acceptance by Friday, May 30, 2025. If you have any questions please call 847-551-8460.

This signed letter along with the attached documents – original Bid specifications, addenda, response and your extension offer serve as the contract for this project.

Please sign this letter electronically via Contract Works by May 30, 2025.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to 06/30/2025.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.
OWNER *(Signature)*

Diane C. White, Director of Purchasing

Mary Bach-Onley
335FF39229E45CE96A5FD21A8776B7DB contractworks.
CONTRACTOR *(Signature)*

Mary Bach-Onley **Account Executive**
(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

Kelly Education

AGREEMENT FOR EDUCATIONAL STAFFING

THIS AGREEMENT, dated September 1st, 2021, is between Kelly Services, Inc., with its principal offices located at 999 West Big Beaver Road, Troy, Michigan 48084 ("Kelly"), and Community Unit School District 300, with its principal offices located at 2550 Harnish Drive, Algonquin, IL 60102 ("Customer").

1) DESCRIPTION, LOCATION AND PRICING OF SERVICES

Kelly will assign to the Customer Kelly temporary employees ("Assigned Employees"), through its service line, Kelly Education, to provide education-related services, under the Customer's operational supervision, at the location(s) and for the pricing (and other related costs) described in Exhibits A and C (the "Services"). Exhibit C, the Customer Information Sheet, will be completed with Customer's collaboration and will provide detailed business requirements necessary to assist with meeting Customer needs. The pricing in Exhibit A is confidential between Kelly and Customer. Customer will be permitted to use Exhibit A in connection with its business operations, responses to Freedom of Information Act requests, and other uses as required by law. Should Customer determine that it may be legally obligated to disclose this information, Customer shall provide notice to Kelly at least five (5) business days in advance of producing any such information.

2) KELLY GUARANTEE

Kelly guarantees that the Assigned Employees it places with the Customer will satisfactorily perform the services ordered by Customer. If not, Kelly will cancel charges for unsatisfactory services and furnish a replacement as soon as possible when the Customer has provided notice of its dissatisfaction within the first sixteen (16) working hours of an Assigned Employee's assignment. If Kelly receives notice after an Assigned Employee's first sixteen (16) working hours, Kelly will furnish a replacement as soon as possible, but not cancel the charges for the unsatisfactory services.

3) KELLY'S RESPONSIBILITIES

As the provider of staffing services, Kelly will be the employer of Assigned Employees, and will be responsible for the staffing services listed below.

(a) Source, recruit, select, and hire Assigned Employees;

(b) Place Assigned Employees according to Customer's requirements;

(c) Pay Assigned Employees their wages and provide them the benefits that Kelly offers, inclusive of any government mandated benefits, as Kelly employees;

(d) Pay or withhold payroll taxes (e.g., FICA) and insurance premiums (e.g., Medicare) and fulfill its obligations for unemployment compensation (e.g., FUTA, SUTA);

(e) Provide workers' compensation benefits and coverage for Assigned Employees;

(f) Maintain Assigned Employees' personnel and payroll records related to their employment by Kelly;

(g) Comply with laws, rules or regulations applicable to providers of staffing services;

(h) Require Assigned Employees to agree in writing to protect the confidentiality of Customer's proprietary information;

(i) Require Assigned Employees to execute agreements that Customer requests regarding intellectual property developed by them in performance of their work for Customer;

(j) Require Assigned Employees to acknowledge in writing that they have no right to participate in Customer's employee benefit plans;

(k) Require Assigned Employees to comply with all rules and policies of Customer (e.g., those relating to premises access and security);

(l) Make legally required employment law disclosures to Assigned Employees; and

(m) Comply with the Patient Protection and Affordable Care Act ("Affordable Care Act") and its regulations, as applicable, and have established internal procedures to review and maintain its compliance with the Affordable Care Act.

4) CUSTOMER'S RESPONSIBILITIES

As the recipient of Kelly's staffing services, the Customer will be responsible for controlling the environment in which Assigned Employees perform their work, the details of their work, and, teaching board-approved curriculum and approved lesson plans. The Customer also will:

(a) Provide Assigned Employees with a safe and suitable workplace, including all required site-specific training related to the chemical, physical and biological hazards in the workplace, emergency and safety procedures, school rules and protocols, policies and procedures regarding student disciplinary actions, and the confidentiality of student records and information;

(b) Provide Kelly with prompt notice of any injury suffered by an Assigned Employee;

(c) Use Assigned Employees only in assignments that match the job descriptions for which Kelly places them, not give duties to an Assigned Employees that the Assigned Employee must perform outside of Customer's premises and take full responsibility for assignments or duties that differ from the Assigned Employees' mutually agreed upon job duties, responsibilities, work environment or location, unless mutually agreed to pursuant to paragraph 14(f) of this Agreement;

(d) Notify Kelly and be solely responsible when Assigned Employees are required to use Customer provided timekeeping system or absence management system;

(e) Provide adequate internal controls, supervision, and instructions for Assigned Employees;

(f) Supervise the performance of Assigned Employees using the same degree of diligence used to supervise its own employees;

(g) Assume responsibility for Assigned Employees when they are required to handle keys, cash, confidential information and records of students and the Customer's regular employees;

(h) Assume responsibility for the use of any vehicle, machinery, and/or equipment used by Assigned Employees in connection with their assignment (except for workers' compensation claims);

(i) Assume sole responsibility for any bodily injury claims asserted against Kelly or its Assigned Employees by students, their parents or representatives, Customer personnel or business invitees, or other third parties (except to the extent that such claims are based on the negligence of Kelly or the failure of Kelly full time staff personnel to fulfill their obligations regarding the recruitment, screening, and hiring of the Assigned Employees);

(j) Ensure that the Assigned Employees do not have sole custody of a single student, be solely responsible for supervising more than one classroom of students at a time, or administer or maintain custody of any student medications;

(k) Be solely responsible for releasing students at the end of the school day to an authorized party;

(l) Ensure Assigned Employees who are placed at Customer through Kelly shall not work directly for Customer, or a third party contracted by Customer, in any capacity where such Assigned Employees receive compensation during the same time period from Kelly, Customer or third party;

(m) Provide Kelly with prompt, written notice of any concern or complaint about the conduct of an Assigned Employee by the end of the same day that it learns of the concern or complaint, and permit Kelly to actively participate in Customer's investigation of such a concern or complaint;

(n) Provide Kelly with written notice within one (1) business day after the Customer learns of any formal or informal complaint, litigation, potential litigation, or an administrative or governmental charge, that involves an Assigned Employee, and permit Kelly a reasonable opportunity to participate actively in the matter, as Kelly sees fit;

(o) Not request nor require any Assigned Employees to perform heavy labor, lifting or physical activity unless required and accepted in the job description;

(p) Notify Kelly as early as possible (either, for example, prior to 6:00 a.m. or three (3) hours prior to the start of the class) , through the protocols established by Kelly for such notice, of the need for Assigned Employees for a given day; however, Kelly and Customer recognize that the need for a substitute may occur later than anticipated and that in such cases, Kelly will use its best efforts to find an Assigned Employee for such Customer requests;

(q) Ensure that Assigned Employees do not actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an Assigned Employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only;

(r) Assume responsibility for the conduct of its own officers, employees, and agents; and

(s) Comply with duties imposed on it by law, rule, or regulation.

5) CUSTOMER REPRESENTATIONS

The Customer represents and warrants that:

(a) Its actions under this Agreement do not violate or overlap its obligations under any agreement that Customer has with any labor union;

(b) Kelly's responsibilities listed in this Agreement regarding screening, the payment of wages, and the provision of benefits to the Assigned Employees do not violate a policy or practice of the Customer;

(c) The Customer has disclosed to Kelly all screening requirements that Customer would use for the positions covered by this Agreement if the Customer were directly employing individuals in such positions;

(d) If Customer, not Kelly, is the recipient of the Assigned Employees' fingerprint background check clearance/suitability letter, Customer will provide Kelly with the clearance information and any updated information in a timely manner;

(e) The Customer has the right, power, requisite authorization, and has satisfied any applicable procedural requirements necessary for it to be authorized to enter into this Agreement;

(f) The Customer representative who is signing this Agreement has been delegated authority by the school board or district to execute this Agreement;

(g) At the beginning of the school year, but at a minimum, not less than thirty (30) days prior, Customer will use best efforts to advise Kelly of all scheduled professional development days;

(h) If the Assigned Employees will use a Customer-provided timekeeping or absence management system or process, then a such timekeeping system, absence management system or process shall be compliant with all applicable legal requirements, including recording of time worked; and,

(i) The Customer will neither request nor require that the Assigned Employees perform duties outside of Customer's premises (e.g., participate on field trips) unless Kelly gives its written consent in advance.

6) INTELLECTUAL PROPERTY/ASSIGNED EMPLOYEES' DATA

All Kelly and Customer intellectual property, including processes, procedures, trademarks and copyrights, are and shall remain the sole property of each respective party. Customer will only use Assigned Employees' Data ("Assigned Employees' Data"), including, but not limited to, Assigned Employees' personal information, identity, U.S. mail or email address, contact information, social security number, phone number, personal health information, or absence management information data in connection with Services provided by Kelly in accordance with this Agreement. Customer acknowledges that Assigned Employees' Data is proprietary, personal and highly confidential, and Customer shall not disclose the information to any third parties unless legally required to do so. Should Customer determine that it may be legally obligated to disclose Assigned Employees' Data, Customer shall provide notice to Kelly at least five (5) business days in advance of producing any such information. To the extent Kelly utilizes Customer's absence management or other systems ("System"), Customer shall allow and authorized Kelly full access to the System throughout the term of the Agreement and for thirty (30) days after termination. In the event the Agreement is terminated, Kelly shall have thirty (30) days to remove Assigned Employee Data from the System.

7) BILLING & PAYMENT TERMS

(a) **Invoices.** Kelly will invoice Customer each week for all compensable time (as defined by the Fair Labor Standards Act of 1938 and applicable state law), including but not limited to hours worked on assignment, training, testing or screening completed by Assigned Employees after hire, at agreed-upon rates. The rates at which Kelly will invoice the Customer (and any reimbursable expenses) are listed in Pricing Exhibit A. Service lines may be added by mutual agreement of the parties pursuant to Paragraph 14(f). Unless otherwise stated in Pricing Exhibit A, payment will be due upon Customer's receipt of the Kelly invoice. In the event of termination of this Agreement, Customer will pay Kelly promptly for Services performed up to the time of termination. If the Customer's rates are not set out in Pricing Exhibit A, Kelly and the Customer will agree on rates at the time of an order, which Kelly will record electronically in its systems. The services billed may be provided by Kelly Services Global, LLC or Kelly Services USA, LLC, affiliates of Kelly, or third-party staffing providers (collectively "Staffing Providers"). Staffing Providers may provide the Services under this Agreement, and in such cases, Kelly will act as a collection agent on behalf of such Staffing Providers and bears no extracontractual liability other than that of collection agent.

(b) **Disputed Amounts.** If this Agreement is terminated by Kelly or Customer or Customer disputes any amount invoiced by Kelly, Kelly shall be timely paid (in accordance with the payment terms in Section 7 (a)) by Customer for all fees/services that are not in dispute. If Customer fails to pay Kelly any fee when due, Customer shall be liable for a late charge equal to one and one half percent (1 ½%) per month on the outstanding amounts beginning on the due date and Customer shall be responsible for reasonable attorneys' fees incurred by Kelly to collect the outstanding amount.

(c) **Taxes.** Any sales or use taxes that apply to sales to Customer will be added to Customer's invoices as a separate item.

(d) **Pricing Adjustments.** Upon prior written notice, Kelly may adjust pricing:

i) To reflect the impact of inflation upon our costs by an amount not to exceed the year over year change in the Consumer Price Index for the preceding twelve (12 months); or

ii) If any law, regulation and/or policy is enacted that is applicable to either Kelly or Customer that requires an increase and/or additional compensation and/or benefits to Assigned Employees, Kelly may change the pricing for the current school year(s) contained in Exhibit A. The pricing in Exhibit A shall be adjusted to reflect the actual cost increase to Kelly reasonably calculated on a direct or pro rata basis; or

iii) For changes in sales, use, or gross receipts taxes; or

iv) For changes in (a) the Customer's requirements (e.g., requisition, billing and invoicing processes; the introduction of third-party software systems and processes), (b) service levels, or (c) service delivery method; or

v) To ensure that the pay rates comply with federal and state laws and regulations regarding minimum wages and overtime compensation.

(e) **Record of Time Worked; Automated Scheduling.** Customer agrees to adhere to the "Time, Billing & Automated Scheduling Terms" in Exhibit B.

(f) **Expenses.** Expenses (e.g., mileage) and all costs and administrative fees associated with required screenings and drug tests will be charged to the Customer, passed through without mark up.

8) WORKERS' COMPENSATION AND LIABILITY INSURANCE

Kelly will, at its own expense, provide and keep in full force and effect during the term of this Agreement the following kinds and minimum amounts of insurance:

(a) **Workers' Compensation.** Workers' compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;

(b) **Employer's Liability.** Employer's Liability insurance with a limit of $1,000,000;

(c) **Commercial General Liability.** Commercial general liability insurance with a $1,000,000 per occurrence and includes bodily injury and property damage coverage;

(d) **Commercial Automobile Liability.** Commercial automobile liability insurance with a $2,000,000 combined single limit on vehicles owned, leased, or rented by Kelly while performing under this Agreement;

(e) **Umbrella Liability Insurance.** Umbrella liability insurance to be used in excess of the liability policies with $15,000,000 combined single limit per occurrence; and

(f) **Commercial Blanket Bond.** A commercial blanket bond with limits of $3,000,000 in the aggregate per occurrence and includes coverage of employee dishonesty to the extent Kelly failed in its responsibilities in Section 3 of this Agreement.

Kelly will provide Customer with a certificate of this insurance coverage upon request.

9) INDEMNIFICATION BY KELLY

(a) Kelly will indemnify, defend and hold harmless Customer and its directors, officers, employees and agents, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by Customer to the extent arising out of any of the following:

i) Kelly's failure to comply with its obligations under applicable employment-related laws, regulations or orders in Kelly's capacity as the general employer of the Assigned Employees;

ii) Breach of any obligation of Kelly contained in this Agreement; or

iii) Any direct claim for workers' compensation benefits for job-related bodily injury or death asserted against Customer by any Kelly employees or, in the event of death, by their personal representatives.

(b) Kelly's obligation to indemnify, defend and hold harmless will not apply to: (i) indirect, special or consequential Damages (ii) claims that do not result in a finally adjudicated claim of damages against Customer brought by a third party, (iii) the extent that Damages are due to Customer's failure to fulfill its duties under Section 4, (iv) the extent that any Damages, except for the payment of workers' compensation benefits, are the result of any negligent act or omission or intentional misconduct of Customer, its officers, employees or agents, or iv) the extent that Customer is required to indemnify Kelly against such Damages under Section 10.

10) INDEMNIFICATION BY CUSTOMER

(a) To the extent permitted by law, Customer will indemnify, defend and hold harmless Kelly and its directors, officers, employees and agents from and against all damages imposed upon or incurred by Kelly, other than for job-related bodily injury or death of an Assigned Employee, arising out of any of the following:

i) Customer's failure to comply with its obligations under applicable laws, regulations or orders; or

ii) Breach of any obligation of Customer contained in this Agreement;

(b) Customer's obligation to indemnify, defend and hold harmless will not apply (i) to indirect, special or consequential damages or (ii) to the extent any damages are caused by any negligent act or omission or intentional misconduct of Kelly, its officers, employees or agents.

11) NOTIFICATION OF CLAIMS

(a) Customer and Kelly agree (i) to notify each other in writing of any asserted claim within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim, whichever occurs first, and (ii) to permit

Kelly or Customer, as the case may be, to defend the claim at the option of the party against whom the claim is asserted, with counsel acceptable to such party, which consent will not be unreasonably refused.

(b) Neither party will pay or agree to pay any asserted claim under this Agreement without prior written approval from the party against whom the claim is asserted, which approval will not be unreasonably withheld; provided that approval on behalf of Kelly must be obtained from the Kelly Law Department in Troy, Michigan.

12) TERM; TERMINATION

The term of this Agreement begins as of the date first shown above with a first date of service of 9/1/2021, if all deadlines are met, and will continue in effect until canceled by either party upon allowing not less than thirty (30) days prior written notice to the other. Kelly reserves the right to terminate this Agreement immediately in the event of non-payment. Further, Kelly has the right to terminate this Agreement should any student or Customer employee physically or verbally assault or injure an Assigned Employee and Customer does not respond to the incident to Kelly's satisfaction. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination.

13) NON-SOLICITATION

Unless otherwise agreed to in writing, neither party shall hire or solicit the employment of the other party's regular, full-time employees during the term of this Agreement and for a period of twelve (12) months thereafter. This provision shall not apply to a party's generalized recruiting practices.

14) MISCELLANEOUS

(a) **Notices**

i) Any notices, consents or other communications required or permitted under this Agreement must be in writing (including telecommunications) and delivered personally or sent by e-mail or other transmission (with request for assurance in a manner typical with respect to communication of that type), overnight air courier (postage prepaid), registered or certified mail (postage prepaid with return receipt requested), addressed as shown on the first page of this Agreement.

ii) Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally or by wire transmission; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

(b) **Severability; Waiver**

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any past or future breaches or remedies.

(c) **Assignment**

Neither Kelly nor Customer may assign this Agreement without the prior written consent of the other party; provided that Kelly may use secondary vendors to fulfill any or all of its obligations hereunder without securing Customer's consent. This Agreement will be binding upon the parties hereto, and their successors, heirs and assigns, as permitted.

(d) **Independent Contractor**

In its performance of this Agreement, Kelly will at all times act in its own capacity and right as an independent contractor, and nothing contained herein may be construed to make Kelly an agent, partner or joint venturer of Customer.

(e) **Force Majeure**

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: (i) acts of God; (ii) flood, fire, pandemic, earthquake or explosion; (iii) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (iv) government order or law; (v) actions, embargoes or blockades in effect on or after the date of this Agreement; (vi) action by any governmental authority; (vii) national or regional emergency; (viii) strikes, labor stoppages or slowdowns or other industrial disturbances; and (ix) shortage of adequate power or transportation facilities. The party suffering a force majeure event shall give notice within five (5) days of the force majeure event to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and ensure the effects of such force majeure event are minimized.

(f) **Amendments**

This Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties.

(g) **Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

(h) **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of IL without giving effect to any choice or conflict of law provision or rule.

(i) **Entire Agreement**

This Agreement, its exhibits (and any job descriptions signed by the Customer) are the entire understanding and agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded.

KELLY SERVICES, INC.

Brad Beckner

By: C6D0F366F15377C06D631002B531C47E contractworks

Name: **Brad Beckner**

Title: **Vice President**

Date: **09/07/2021**

Community Unit School District 300

Jennifer Porter

By: B286855FF728A002A6B185572D79A17D contractworks

Name: Jennifer Porter

Title: Chief Financial Officer

Date: **09/02/2021**

Kelly Education

EXHIBIT A
PRICING FOR KELLY EDUCATION

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Staffing between Kelly Services, Inc. and Community Unit School District 300, dated 9/1/2021 The pricing in Exhibit A is confidential and proprietary to Kelly.

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates:

Position	Pay Type	Markup
Administrative / Clerical	Hourly	1.360

A signed Job Description is required for each position listed.

2. Pricing for Hiring a Kelly Assigned Employee

Customer agrees to pay a placement fee upon hiring the Kelly Assigned Employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 30 days worked	$6,750
31– 60 days worked	$2,700
61 – 90 days worked	$1,350
90+ days worked	$500

3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly for direct hire by Customer, the Customer agrees to pay a direct placement fee of $9,000. A Direct Hire is defined as a person who has not been in the employ of Kelly or the school/district prior to being hired by the school/district to fill a targeted open position.

KELLY SERVICES, INC.

By: Brad Beckner
C6D0F366F15377C06D631002B531C47E contractworks

Name: **Brad Beckner**

Title: **Vice President**

Date: **09/07/2021**

Community Unit School District 300

By: Jennifer Porter
B286855FF728A002A6B185572D79A17D contractworks

Name: Jennifer Porter

Title: Chief Financial Officer

Date: **09/02/2021**

EXHIBIT B

TIME, BILLING, AND AUTOMATED SCHEDULING TERMS

1) DOCUMENTATION OF TIME WORKED

(a) The Customer agrees to review, approve and sign, by signature or electronic means, documentation of time worked by the Assigned Employees. The Customer also will designate one or more representatives to approve the record on its behalf. If the Customer representative is unavailable, the Kelly representative responsible for the Customer assignment (or other Kelly representative authorized by Customer) may approve the record on Customer's behalf or it may be approved in accordance with (b) below. Customer will use reasonable efforts to assist Kelly in the retrieval of missing or unsubmitted substitute teacher time sheets.

(b) Electronic approvals through the Aesop Web Time system require the following:

i) Substitute teachers will submit time for approval each week. The Customer must approve time entries by Tuesday at 11:59 PM. The Customer will make reasonable efforts to ensure that approving managers take approval action on Tuesday and adhere to this schedule to expedite substitute payroll.

ii) Approved time for a given week-ending date will be gathered from the system Monday, Tuesday and after midnight Wednesday as time entries sheets are approved. At that time, all non-rejected time that have been submitted for approval will be considered approved-in-full by the school and sent for payroll processing.

iii) All Customer representatives who approve the time entries of the Assigned Employees must have school-issued, active e-mail accounts.

iv) Each school should assign an Aesop Web Time administrator to approve substitute teacher time sheet each week. A backup administrator should also be designated to approve time sheets in the event of the first administrator's absence.

v) All adjustments to approved time will be handled outside of the Aesop Web Time system. Aesop will not be updated to reflect the adjusted values.

2) NON-EXEMPT EMPLOYEES AND OVERTIME

(a) **Non-exempt Employees.** Some Kelly Employees may be deemed as non-exempt employees under federal or state wage and hour laws (e.g., (1) states that designate teachers as non-exempt, (2) licensed teachers not performing the customary duties of a classroom teacher, or (3) Kelly Employees that are not licensed teachers and assigned to perform clerical, administrative, janitorial, or cafeteria duties). Kelly Employees who are designated as non-exempt or are performing non-exempt work are entitled to overtime pay.

(b) **Overtime; Meal and Rest Periods.**

i) Kelly shall pay nonexempt Kelly Employees overtime pay in accordance with applicable federal and state law at a rate of one and one-half times their regular rate of pay for all hours worked over 40 hours in any given workweek and bill the Customer accordingly.

ii) Kelly shall adjust its overtime payments to comply with state laws that may impose additional or different requirements than federal law, and bill the Customer accordingly. For example, under California's wage and hour law, nonexempt employees must be paid overtime for any hours worked in excess of eight hours in one workday or 40 hours in one workweek.

iii) Kelly will base overtime pay on hours actually worked. For example, hours paid for vacation, holiday, sick, or paid time off will not be included in calculating overtime.

iv) An authorized Customer representative must approve in advance a non-exempt Kelly Employee working overtime.

v) In those states that require non-exempt employees to have meal and rest periods, non-exempt Kelly Employees must accurately record their meal and rest periods in accordance with Section 1 above.

3) Automated Scheduling

(a) Kelly may provide an interactive, voice-activated response (IVR) and internet program for automated scheduling and absence reporting in some situations. Among other things, the program would enable Kelly to provide the Customer with certain reports and information related to regular teacher absences and substitute teacher staffing coverage, and permit the Customer and its designated representatives to schedule regular teacher absences. Implementation of the IVR/internet program would require that the Customer provide certain information concerning the employment positions that the Agreement for Educational Staffing covers and the personnel currently in such positions.

(b) Any information that the Customer provides Kelly for purposes of implementing the IVR/internet program will be used in connection with the educational staffing services that Kelly provides. Kelly will not use such information for any other purpose without the Customer's prior written consent.

(c) Information in reports that Kelly furnishes to the Customer which are generated based on the IVR/web program will contain information that the Customer's personnel provides upon accessing and using the IVR/web program. Accordingly, the accuracy of such information depends on the accuracy of the information provided by the Customer's personnel. The Customer will be solely responsible for verifying the accuracy of such information.

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JOB DESCRIPTION: ADMINISTRATIVE/CLERICAL

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

1) **JOB TITLE: ADMINISTRATIVE/CLERICAL (SUBSTITUTE).** Other job titles that a substitute Clerical employee may be known by include (but are not limited to): Secretary, Clerical Assistant, Administrative Aide, Administrative Assistant, etc.

2) **QUALIFICATIONS.**
   a) Meets state requirements for education qualifications.
   b) Has effective organizational, communication and interpersonal communication skills.
   c) Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
   d) Maintain student and school personnel confidentiality.
   e) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
   f) Manifests a positive role in school and community relations.
   g) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing (KES).

3) **REPORTING STRUCTURE.**
   a) Kelly Administrative/Clerical employee will report to the School Principal or Assigned School District Administrator.
   b) Kelly Administrative/Clerical employee will receive day-to-day and all job-specific instruction from the School District.

4) **JOB GOAL.**
   a) In the absence of the School District's full-time Administrative/Clerical employee, the KES Administrative/Clerical employee provides general secretarial and clerical office duties.
   b) The KES Administrative/Clerical employee shall perform his or her work under the direction of the School District's full-time Administrator or other designee, who has ultimate responsibility for designing and implementing clerical services.

5) **SCOPE OF RESPONSIBILITY.**
   a) Administrative/Clerical substitute employees work at all times under direction and supervision of School District full time, professional employees.
   b) Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct
   c) Follow sign in and sign out procedures as prescribed by the School District personnel.
   d) Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
   e) Perform secretarial and clerical tasks of a varied nature.
   f) Assist in creating and maintaining a clean, attractive, orderly, safe, and efficient office environment.
   g) Communicate to the School District Administrator or designee any unusual situations witnessed.
   h) Report all personal injury or school property and/or theft to Kelly supervisor and School District personnel immediately.
   i) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute employee should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
   j) Allows all students to use the restroom if and when they request to do so. The KES Substitute employee should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.

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6) UNACCEPTABLE DUTIES/RESPONSIBILITES. The KES Administrative/Clerical employee shall not:

a) Have sole supervisory responsibility or any supervisory responsibility for students.

b) Touch or be in any type of physical contact with students.

c) For the physical safety of the students and the KES Administrative/Clerical Worker and to avoid KES being held liable for injuries, the Administrative/Clerical Worker shall not perform duties that will require or permit the following:

(1) Administer medication.

(2) Diagnosing an injury or illness that is actual, perceived, suspected, or claimed.

(3) Physically move, touch, or be in any type of physical contact with a student.

(4) To be alone with a student in a private setting. [1]

(5) One-on-one contact with special needs students including physical restraint or care.

School District will use KES Administrative/Clerical employees only in assignments consistent with the job descriptions for which KES places them, will not give duties to a KES Administrative/Clerical employee that KES Administrative/Clerical employee must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the KES Administrative/Clerical employees' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

7) IN GENERAL

I have read this job description for the KES Administrative/Clerical employee, and it accurately describes the duties and responsibilities of the KES Administrative/Clerical employee that we want him or her to perform.

We agree to immediately notify our KES representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Upon signing this job description, I agree on behalf of the school district that this job description is incorporated by reference and made part of the agreement we have with Kelly Services, Inc. through its service offering, Kelly Educational Staffing.

Community Unit School District 300

Print Name of School District or Employee

Jennifer Porter

Signature: B286855FF728A002A6B185572D79A17D contractworks

Print Name: Jennifer Porter

Title: Chief Financial Officer

Date: **09/02/2021**

Kelly Services, Inc.

Brad Beckner

Signature: C6D0F366F15377C06D631002B531C47E contractworks

Print: **Brad Beckner**

Title: **Vice President**

Date: **09/07/2021**

[1] This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.

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 27, 2025

Nicole
ManPower
421 Sullivan Rd
Aurora, IL 60506

Via: Nicole.Leindecker@manpower.com

Contract Renewal – Manpower Temporary Staff Services

Dear Ms. Leindecker:

Community Unit School District 300 entered into an agreement with Manpower in the Summer of 2022 and wishes to renew this agreement. The District would like to extend the current contract from July 1, 2025 to June 30, 2026. Updated rates provided by your firm are attached below.

If your firm agrees to maintain the current pricing, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 10, 2025 and award by the board on Tuesday, May 24, 2025.

District 300 kindly requests your return of acceptance by Friday, May 30, 2025. If you have any questions please call 847-551-8460.

This signed letter along with the attached documents – original Bid specifications, addenda, response and your extension offer serve as the contract for this project.

Please sign this letter electronically via Contract Works by May 30, 2025.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to 06/30/2025.

OWNER *(Signature)*

CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing

(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

PROFESSIONAL SERVICES AGREEMENT

This Agreement is dated as of the Effective Date as set forth in Section 4.T below, and is by and between the Board of Education of Community Unit School District No. 300, Kane, McHenry, Cook, and DeKalb Counties, Illinois (the "School District"), and ManPower (the "Consultant").

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

SECTION 1. CONSULTANT.

A. **Engagement of Consultant.** The School District desires to engage the Consultant to perform and to provide all necessary professional consulting services (the "Services") as set forth in the Scope of Work (the "Scope") attached as Exhibit A to this Agreement. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.
The term of this Agreement shall be from the Effective Date of September 1, 2025 until August 31, , 2027 and may be renewed by mutual written agreement of the parties.

B. **Representations of Consultant.** The Consultant represents that it is sufficiently experienced and competent to perform the Services in a manner consistent with the standards of professional practice by recognized consultants providing services of a similar nature.

C. **Agreement Amount.** As compensation for administering the program, the School District will pay the Consultant the amounts set forth in the Scope to be paid in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* The proposed expenses are set forth in Exhibit A to this Agreement. Any expenses that exceed $500 shall be first approved in writing by the School District's Superintendent.

D. **Claim in Addition to Agreement Amount.** If the Consultant desires to make a claim for additional compensation because of action taken by the School District, the Consultant shall provide written notice to the School District of such claim within 15 days after occurrence of such action as provided by Section 4.G, Notice, of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Section. Any changes in the Agreement amount shall be valid only upon written amendment pursuant to Section 4.E, Amendment, of this Agreement. Regardless of the decision of the School District relative to a claim submitted by the Consultant, the Consultant shall proceed with all the work required to complete the Services under this Agreement as determined by the School District without interruption.

E. **Taxes, Benefits, and Royalties.** Each payment by the School District to the Consultant includes all applicable federal, state, and municipal taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs,

royalties, and fees arising from the use of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation because of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by the Consultant.

F. **Time of Performance.** The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the School District, as provided in Section 4.D.

G. **Reporting.** The Consultant shall regularly report to the School District's Superintendent, or the Superintendent's designee, regarding the progress of the Services during the term of this Agreement.

H. **Criminal Background Check.** The Consultant shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The Consultant shall make every employee who will be sent to any school building or school property available to the School District for submitting to a fingerprint- based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The Consultant will reimburse the School District for the costs of the checks. The School District must provide a copy of the report to the individual employee, but is not authorized to release it to the Consultant.

I. **Replacement of Providers.** Upon the request of the School District, the Consultant shall replace any individual provider providing services to the School District with another qualified provider acceptable to the School District.

J. **Damage to Property.** In the event the School District's property is damaged by the Consultant, the Consultant shall, at the Consultant's sole cost, restore the property or any surrounding area. The restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the Consultant does not repair the damage within 14 days after receiving written notice from the School District, or a lesser time if the School District determines the damage creates an emergency, the School District may repair the damage and the Consultant shall reimburse the School District for the costs the School District incurs within 14 days after the School District provides a written invoice to the Consultant.

K. **School Closure.** If the School District's schools are or will be closed for ten consecutive student attendance days or more due to a cause beyond the School District's reasonable control, including acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, pandemic, governmental act, or failure of the Internet, the School District may terminate the Agreement after providing five days written notice to the Consultant or the parties may amend the Agreement to account for appropriate payment related to the Services actually provided by the Consultant during the school closure.

SECTION 2. CONFIDENTIAL INFORMATION-TRADEMARKS.

A. **Confidential Information.** The term ***"Confidential Information"*** shall mean information in the possession or under the control of the School District relating to the educational, employee, student record, technical, business, or corporate affairs of the School District; School District students, School District property; user information, including, without limitation, any information pertaining to usage of the School District's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement.

B. **No Disclosure of Confidential Information by the Consultant.** The Consultant acknowledges that it shall, in performing the Services for the School District under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the School District. The Consultant may disclose Confidential Information if consented to in writing by the School District, or if required pursuant to any judicial or administrative proceeding, but only after providing written notice to the School District of such potential release.

In addition, the Consultant shall comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 *et seq.*), regarding the confidentiality of student "education records" as defined in FERPA and "school student records" as defined in ISSRA. Any use of information contained in student education records to be released must be approved by the School District. To protect the confidentiality of student education records, the School District will limit access to student education records to those employees who reasonably need access to them to perform their responsibilities under this Agreement.

C. **Return of Confidential Information and School District Property.** Upon the termination of this Agreement, the Consultant shall return all Confidential Information and other property, documentation, or records belonging to the School District to the Superintendent.

D. **FOIA.** As an independent contractor of the School District, records in the possession of the Consultant related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Consultant, at the Consultant's cost, shall immediately provide the School District with any such records requested by the School District to timely respond to any FOIA request received by the School District. The School District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If the Consultant

refuses to provide a record that is the subject of a FOIA request to the School District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the School District in any way, the Consultant shall reimburse the School District for all costs, including attorneys' fees, incurred by the School District related to the FOIA request and records at issue.

SECTION 3. INDEMNIFICATION AND INSURANCE.

A. **Indemnification.** To the fullest extent allowed by law, Consultant agrees to reimburse defense costs, indemnify, and hold harmless the School District, its architect, general contractor, and owner's representative as well as their respective employees and agents, directors, partners and members and trustees (collectively "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, liabilities, damages, losses, fines, penalties and expenses, including, without limitation, reasonable attorneys fees and expenses, resulting from or arising out of any injury to or death of any person, damage to any property, or other loss, cost or damage or expense arising out of or related to the following: (i) any acts, errors or omissions of Consultant, any employees of Consultant or any other person or entity for whom Consultant is responsible in connection with the performance of the services under this Agreement, whether or not lawful or within the scope of their employment; (ii) the failure of Consultant to comply with any law, statute, ordinance, code, rule, regulation or requirement of a public authority; (iii) an inquiry or investigation of Consultant by any public authority; or (iv) any breach by Consultant of any obligation of Consultant under this Agreement. The obligations of Consultant under this Section shall not be construed to negate, abridge, or reduce other rights of any of the Indemnified Parties or Consultant's obligations of indemnification. The indemnification obligations set forth in this Section shall survive the termination of this Agreement.

B. **Infringement.** The Consultant warrants that no third party has any claim to any trademark, patent, or proprietary interest in any services Consultant provides to the School District. The Consultant will defend, hold harmless, and indemnify the School District against any claims brought by a third party against the School District to the extent based on an allegation that that any of the Consultant's products infringe any U.S. patent, copyright, trademark, trade secret, or other proprietary right of a third party.

C. **Insurance.** During the term of this Agreement, the Consultant, at its sole cost and expense, and for the benefit of the School District, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of Contractor related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate;

2. Professional Liability Insurance with limits in the per claim amount of not less than Two Million Dollars ($2,000,000) and the annual aggregate of not less than Three Million Dollars ($3,000,000);

3. Automobile liability Insurance with a combined single limit of One Million dollars ($1,000,000);

4. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees; and

5. Sexual abuse and molestation insurance with a combined single limit of One Million dollars ($1,000,000).

6. Umbrella liability insurance with a minimum combined single limit of One Million dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the School District, its Board, Board members, employees, agents, successors, its architect, general contractor, and owner's representative as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District. The Consultant shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the School District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the School District by certified mail, return receipt requested.

D. **No Personal Liability.** No elected or appointed official or employee of the School District shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 4. GENERAL PROVISIONS.

A. **Relationship of the Parties.** The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the School District and the Consultant.

B. **Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge, (1) no School District employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, the Consultant does not have any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated

with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. **License and Assignment of Rights.** To the extent that the Consultant has intellectual property rights of any kind in any pre-existing works that are subsequently incorporated in any work or work product produced in rendering the Services, the Consultant hereby grants the School District a royalty-free, irrevocable, world-wide, perpetual, non- exclusive license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell, license, disclose, publish, or otherwise disseminate or transfer such subject matter. The Consultant further agrees that it will promptly make full written disclosure to the School District, will hold in trust for the sole right and benefit of the School District, and hereby assigns to the School District, or its designee, all right, title, and interest throughout the world in and to any and all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which they may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, developed for the School District in the course of providing the Services during the Term. The Consultant further acknowledge that the inventions, original works of authorship, developments, concepts, know- how, improvements, or trade secrets which are made by the Consultant (solely or jointly with others) within the scope of and during the period in which the Consultant is retained by the School District are "works made for hire" (to the greatest extent permitted by applicable law) for which compensation is being paid to the Consultant pursuant to this Agreement.

D. **Termination.** Notwithstanding any other provision hereof, the School District may terminate this Agreement at any time upon 30 days prior written notice to the Consultant. If this Agreement is so terminated, the Consultant shall be paid for Services performed and reimbursable expenses incurred, if any, prior to termination, not exceeding the value of the Services completed.

E. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

F. **Assignment.** This Agreement may not be assigned by the School District or by the Consultant without the prior written consent of the other party.

G. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing 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.

Notices and communications to the School District shall be addressed to, and delivered at, the following address:

Community Unit School District No. 300
Central Office
2550 Harnish Drive
Algonquin, IL 60102
Attention: Chief Financial Officer

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Nicole Leindecker - Nicole.leindecker@manpower.com

Manpower

421 Sullivan Road

Aurora, IL 60506

H. **Third Party Beneficiary.** No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the School District.

I. **Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

J. **Time.** Time is of the essence in the performance of this Agreement.

K. **Calendar Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, federal, State, or School District holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal, State, or School District holiday.

L. **Governing Laws.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

M. **No Waiver.** The failure of either party to insist upon the performance of any of its

terms and conditions, or the waiver of any breach of any of the terms and conditions of this

Agreement, shall not be construed as thereafter waiving any such terms and conditions, but they shall continue and remain in full force and effect as if no waiver had occurred.

N. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

O. **Authority to Execute.** Each individual signing this Agreement on behalf of the entity that constitutes the School District and the Consultant, represents and warrants that the individual is duly authorized to execute and deliver this Agreement on behalf of the entity, and that this Agreement is binding on the School District and the Consultant, as the case may be, in accordance with its terms.

P. **Survival of Terms.** Sections 2, 3, and any provisions of this Agreement which by their very nature are intended to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement and will inure to the benefit of and be binding upon the parties to this Agreement.

Q. **Exhibit.** Exhibit A is incorporated into and made part of this Agreement.

R. **Captions.** The captions at the beginning of the several paragraphs, respectively, are for convenience in locating the contents, but are not part of the context.

S. **Counterparts.** This Master Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute one and the same Master Agreement.

T. **Effective Date.** This Agreement shall be deemed dated and become effective on the date the last of the parties executes the Agreement as set forth below.

COMMUNITY UNIT SCHOOL DISTRICT NO. 300	CONSULTANT
By: _____ Its: Chief Financial Officer	By: _____ Its: _____
Date:_____	Date:_____

DISTRICT 300

Exhibit A

Scope of Services

STAFFING SERVICES AGREEMENT

Kane County Personnel Inc., dba Manpower, with its principal office located at 1415 Corporate Blvd, Aurora, Illinois 60502 and applicable subsidiaries as that term is defined herein ("Manpower"), and the Board of Education of Community Unit School District No. 300, Kane, McHenry, Cook, and DeKalb Counties, Illinois, with its principal office located at Community Unit School District 300 ("Client"), in consideration of the mutual covenants contained herein, agree to the terms and conditions set forth in this Staffing Services Agreement (the "Agreement"), effective as of the ___1__ day, of September 2022 ("Effective Date").

1. DUTIES OF MANPOWER

a. Provision of Staffing Services. Manpower will provide to Client the staffing services specifically listed in Exhibit A and generally described as follows ("Staffing Services"): recruiting, interviewing and/or screening candidates; providing offers of employment to qualified candidates when appropriate; assigning candidates that have accepted employment with Manpower who, in Manpower's judgment, are best qualified to perform the type of work described by Client ("Assigned Employees") and removing any Assigned Employee at the request of Client for any lawful reason. In addition, on behalf of all Assigned Employees, Manpower will maintain personnel and payroll records; pay, withhold and transmit payroll taxes; make unemployment contributions; and handle unemployment and workers' compensation claims with respect to compensation that Manpower has agreed to pay ("Employer Obligations"). The Assigned Employee(s) will perform the work on behalf of Client at the locations within the United States specified on Exhibit A.

b. Worker's Compensation Insurance. Manpower will provide worker's compensation insurance coverage for Assigned Employees (except as provided in Section 6).

c. Screening. Manpower will screen the Assigned Employees based on the specific checks and tests set forth on Exhibit A, if any. The actual cost of such checks and tests will be passed through to Client, except as provided in Exhibit A. Client may reject any candidate for any reason, including his/her possession of a criminal record, in its sole discretion. However, in the event that Manpower reports to Client the fact that a candidate has a criminal conviction, the Client shall first evaluate the candidate's situation on an individualized basis, considering, among other things: (1) the nature and gravity of the criminal offense; (2) the time that has passed since the conviction and/or completion of sentence; and (3) the nature of the job in which the candidate would be working. If, after consideration of these and other factors as may be required by law, Client determines that the candidate's criminal conviction makes him or her unsuitable for placement in the job position, Client will notify Manpower who shall then propose another candidate.

d. Guarantee. In the event that Client is not satisfied with the performance of any Assigned Employee within the first eight (8) hours, then, upon Client's request, Manpower will remove the Assigned Employee with whom Client is not satisfied from the assignment and will use its best efforts to provide a replacement Assigned Employee as soon as practicable. In the event that such removal occurs within the first day of an Assigned Employee's assignment, Client's obligations to pay for the number of hours worked by such Employee, if any, shall be waived. The provisions of this Section 1(d) shall be deemed the "Limited Warranty." The Limited Warranty described herein shall be Manpower's sole obligation to Client and Client's exclusive remedy with respect to any nonconformity or deficiency in services, work product or deliverables furnished to Client.

e. Employee Waiver. Manpower will require Assigned Employees to sign an agreement stating that Assigned Employees will not be entitled to benefits offered or provided by Client to its own staff, a copy of which is available upon request.

2. DUTIES OF CLIENT

a. Supervision of the Work. Client agrees to supervise and control the work, premises, processes and systems to be performed by Assigned Employees and to review and approve the corresponding work product. In addition, Client will control the development, quality and implementation of the work product. Manpower is the employer of the Assigned Employees and will remain responsible as the employer with respect to the Employer Obligations outlined above.

b. Accurate Job Description. Client will provide Manpower with a job description that accurately summarizes the primary duties of all Assigned Employees. This job description will be provided to Manpower prior to the Assigned Employee commencing his or her assignment. Client will not make material changes in any Assigned Employee's job duties or risks without Manpower's prior written approval. Client will not entrust any Assigned Employee with unattended property or valuables, such as cash, negotiable instruments, keys, merchandise and confidential or trade secret information, other than as is strictly required by the job description provided to Manpower.

c. Client Benefits. Client will not offer or promise any Assigned Employee compensation or benefits under any Client-provided plan, and Client will exclude Assigned Employees from any Client-provided plan whenever possible.

d. Driving. Client will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of work for Client, other than as is clearly required by the job description provided to Manpower. In the event Client permits a Manpower Assigned Employee to drive a vehicle, regardless of ownership, in connection with the performance of work for Client, Client accepts full responsibility for the equipment, cargo and any claims (other than direct

claims for Worker's Compensation) arising from the use of such vehicle by the Manpower Assigned Employee. Client will maintain Automobile Liability insurance with limits of at least $1,000,000/$2,000,000 Bodily Injury and $1,000,000 Property Damage per occurrence.

e. Provision of Equipment, Supplies and Training. Client shall provide Assigned Employees with all equipment, facilities and supplies reasonably necessary for them to perform their duties hereunder. Client shall train Assigned Employees with regard to all Client policies and procedures that may be adopted or implemented from time to time which, in Client's judgment, will enable Assigned Employees to successfully perform their specific job duties.

f. Notification of Complaints and Incidents. Client agrees to immediately inform Manpower of all formal and informal complaints, allegations, accidents, or incidents relating to any Assigned Employees of which the Client becomes aware, regardless of the source, including, but not limited to, complaints of misconduct, workplace safety issues, allegations of sexual harassment, discrimination, violations of the Occupational Safety and Health Act, or threats of violence. Client shall provide a complete and accurate disclosure of all circumstances surrounding such matters to Manpower. Manpower likewise agrees to immediately inform client of all formal and informal complaints or allegations of which it becomes aware related to any assigned employees.

3. MUTUAL DUTIES

a. Regular Review Meetings. Both parties will meet at regularly and mutually acceptable times to discuss the performance of this Agreement.

b. Cooperation. The parties agree to cooperate fully and to provide assistance to each other in the investigation and resolution of any complaints, claims, actions or proceedings which may be brought by or involve any Assigned Employee. The parties agree to immediately notify each other of any injury or accident occurring while Assigned Employees are performing work for Client and any claim for worker's compensation benefits involving Assigned Employees.

c. Safety and OSHA Compliance. Client will provide all Assigned Employees with a safe worksite and will provide information, training and safety equipment with respect to any hazardous substances or conditions to which Assigned Employees may be exposed at the worksite, whether or not required by law. Without limiting the generality of the foregoing, because Client controls the facilities in which Assigned Employees work, it is agreed that Client is primarily responsible for compliance with the Occupational Safety and Health Act and comparable state laws and regulations thereunder, to the extent those laws apply to Assigned Employees working at Client's facilities. Manpower will, at the request of Client, instruct its employees on general safety matters in accordance with information provided to Manpower by Client. With respect to the COVID-19 pandemic, Client will ensure that the Assigned Employees work in an environment that complies will all applicable OSHA guidance (including, but not limited to, OSHA 3990-03 2020 entitled "Guidance for Preparing Workplaces for COVID-19"), Illinois executive orders, Illinois Department of Public Health guidance, and any other federal, state, or local requirements designed to limit the risk of COVID-19 exposure in the workplace.

d. Confidentiality. Both parties acknowledge that they may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing hereunder or as required by law. Manpower will require Assigned Employees to sign an agreement including language consistent with the foregoing, a copy of which is available upon request.

e. Compliance with Law. Manpower shall comply with all applicable national, state and local laws and regulations governing the provision of Staffing Services and Manpower's business generally. Client shall comply with all applicable national, state, and local laws and regulations governing the work product, performance of work by Assigned Employees and the Client's business generally. Client shall not discriminate against Assigned Employees or candidates for assignment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information, citizenship status, veteran status, or any other category protected by applicable law, and Client shall comply with all federal, state, and local civil rights laws with respect to Assigned Employees or candidates for assignment. Manpower likewise shall not discriminate against Assigned Employees or candidates for assignment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information, citizenship status, veteran status, or any other category protected by applicable law, and Manpower shall comply with all federal, state, and local civil rights laws and laws governing compensation with respect to Assigned Employees or candidates for assignment. Manpower will maintain in effect during the term of this Agreement any and all federal, state and/or local licenses and permits that may be required of staffing employers generally. Client will maintain at its expense such licenses and permits as may be required by applicable authorities in order to engage in Client's business, and if Manpower is requested to obtain these types of permits and/or licenses on behalf of Client, the cost thereof will be billed to Client. The parties agree to comply with all applicable data privacy laws.

4. PAYMENT

a. Payment. Client agrees to pay Manpower for its Staffing Services hereunder at the rates set forth on Exhibit A and also agrees to pay any additional costs or fees set forth in this Agreement. Manpower will invoice Client weekly at the address set forth above. Payment will be due upon receipt of invoice. Amounts invoiced for work performed by Assigned Employees will be calculated on the basis of hours shown on Manpower time slips or agreed upon electronic timekeeping systems. Time slips will be in either paper or electronic format as determined by Manpower. Client or Client's designated representative will approve Manpower time slips, certifying that the hours shown are correct and authorizing Manpower to bill Client for the hours worked by the named Assigned Employee. If Client or Client's designated representative are unavailable to approve time slips, Manpower is authorized to approve such time slips and such signed time slips will be conclusive as to the number of

compensable hours worked by each Assigned Employee for that workweek, provided that Client will have thirty (30) days to contest any inaccuracies in such time slips. Client agrees that it will not request or require that Assigned Employees work any hours not recorded on a time slip.

b. Additional Payment Terms.

(1) Rate Increases. If Manpower is required to increase wage and/or payroll burden costs at any time during the term of this Agreement as the direct result of any determination, order or action by any applicable federal, state or local governmental authority, Client will reimburse Manpower at cost for any such increase. In addition, Client agrees to notify Manpower immediately whenever any Assigned Employee performs work pursuant to a government contract covered by the Service Contract Act of 1965 and to pay Manpower the price differential associated with any wage determinations under such government contract.

(2) Payment for Overtime. The pricing provided on Exhibit A does not contemplate non-exempt Assigned Employees (as "non-exempt employee" is defined in the Fair Labor Standards Act or relevant state law) working overtime. If Assigned Employees work more than forty (40) hours in any one work week, Manpower will be paid for the additional hours at a rate of one and one-half times the Assigned Employee's straight-time bill rate. The overtime rate will also apply, when required by a government contract or applicable law or regulation, for work in excess of eight (8) hours in any one day. In jurisdictions in which other overtime or double-time obligations are imposed by statute or regulation, Manpower will bill at the bill rate for overtime that Manpower must pay its employees. Hours, if any, required to be paid at premium rates will be included on time slips and approved in accordance with Section 4(a) above.

(3) Reimbursement for Expenses. In the event that an Assigned Employee is required to incur business and/or travel expenses, such expenses will be paid by Manpower and reimbursed to Manpower by Client at Manpower's actual cost.

(4) Sales Tax. Any sales, use, excise or other such tax levied as a result of performance hereunder will be paid by Client.

(5) PPACA. To the extent that Manpower incurs costs because of the provisions of the Patient Protection and Affordable Care Act ("PPACA"), as the same may be amended from time to time, or the regulations governing PPACA, as the same may be amended from time to time, Manpower reserves the right to raise rates based on the costs imposed by changes to PPACA.

c. Conversion. In the event Client hires any Assigned Employee as Client's employee, engages any Assigned Employee as an independent contractor, or permits any Assigned Employee to transfer to another entity's payroll in order to perform work for Client or at Client's facilities, Client will pay to Manpower, within thirty (30) days from receipt of invoice, the conversion fee set forth on Exhibit A.

a. To the extent permitted by law, Client agrees to defend, indemnify and hold Manpower and its parent, subsidiaries, directors, officers, agents, representatives and employees ("Manpower Indemnitees") harmless against any and all claims, losses and liabilities to the extent caused by the negligence, gross negligence, recklessness or willful misconduct of Client or Client's officers, employees or authorized agents or by Client's breach of this Agreement and further agrees, notwithstanding any indemnification obligation under subsection (a) above, to defend, indemnify and hold any Manpower Indemnitee harmless against any and all claims, losses and liabilities including any incidental, consequential, exemplary, special or punitive damages, including lost profit, regardless of how characterized, that arise from (1) infringement of any intellectual property right, except with respect to any intellectual property owned and independently developed by Manpower, (2) the acts or omissions of any Assigned Employee taken at Client's direction or Client's failure to supervise Assigned Employees in accordance with its obligations under Section 2(a), or (3) use of any vehicle, regardless of ownership, by any Assigned Employee.

c. **UNLESS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY SHALL BE LIABLE FOR OR REQUIRED TO INDEMNIFY THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES, INCLUDING LOST PROFIT, REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHICH ARISE FROM THE PERFORMANCE OF THIS AGREEMENT OR IN CONNECTION WITH THIS AGREEMENT, AND REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE).**

b. The parties agree that this Section 6 is the complete agreement between them with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other. The parties each agree to promptly inform the other after its receipt of any claim, demand, or notice for which indemnification hereunder may be sought, and to cooperate in the investigation and defense of any such claim, demand, or notice, provided, however, that the indemnitee shall have the right to approve the indemnitor's selection of counsel, such approval not to be unreasonably withheld.

5. MISCELLANEOUS

a. Survival of Certain Provisions. Except as expressly set forth herein, those provisions of this Agreement which by their terms extend beyond the termination or non-renewal of this Agreement will remain in full force and effect and survive such termination or non-renewal.

b. Severability. Each provision of this Agreement will be considered severable such that if any one provision or clause conflicts with or may not be given full effect because of existing or future applicable law, this will not affect any other provision which can be given effect without the conflicting provision or clause.

c. Entire Agreement and Amendment. This Agreement and the Exhibits attached hereto contain the entire understanding between the parties hereto, and supersede all prior agreements and understandings relating to the subject matter hereof. No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to in writing signed by both parties.

d. Waiver. The failure of a party to enforce the provisions of this Agreement will not be construed as a waiver of any provision or the right of such party thereafter to enforce any provision of this Agreement.

e. Transferability. Neither party may, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign or transfer this agreement or delegate any of its obligations under this agreement without the other party's prior written consent. Any attempted assignment, transfer or delegation without such prior written consent will be void and unenforceable. Notwithstanding the foregoing, Manpower, or its permitted successive assignees or transferees, may assign or transfer this agreement or delegate any rights or obligations hereunder without consent: (1) to any entity controlled by, or under common control with, Manpower, or its permitted successive assignees or transferees; or (2) in connection with a merger, reorganization, transfer, sale of assets or product lines, or change of control or ownership of Manpower, or its permitted successive assignees or transferees. Without limiting the foregoing, this agreement will be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

f. Ambiguities. The rule of construction that ambiguities in an agreement are to be construed against the drafter will not be invoked or applied in any dispute regarding the meaning or interpretation of any provision of this Agreement.

g. Counterparts. The parties may execute this Agreement in any number of duplicate originals, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signature of all the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement.

h. Independent Contractor. Nothing contained in this Agreement will be construed to create the relationship of principal and agent, or employer and employee, between Manpower and Client.

i. Notices. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.

j. Force Majeure. Neither party will be responsible for failure or delay in performance hereunder if the failure or delay is due to labor disputes, strikes (including but not limited to strikes of Client and/or Manpower), fire, riot, war, terrorism, pandemic, acts of God or any other causes beyond the control of the non-performing party.

PRICING

Manpower's contract services are offered on a contingency basis. Manpower will bill your company and invoice your company weekly. Example for pay rates below:

Job Title / WC Code	Markup Rate	Hourly Pay Rate	Hourly Bill Rate
Janitorial Workers	45%	$17.51	$25.39
Clerical / Administrative	42%	TBD	TBD

CONVERSION OF MANPOWER EMPLOYEES

You may hire a Manpower employee at any time based upon the conversion table below:

Hours Billed-To-Date	Conversion Fee (% of annual comp)
0-240	18%
241-480	12%
481-720	8%
720+	$0

STAFFING SERVICES AGREEMENT

This Agreement is dated as of the Effective Date as set forth in Section 4.T below, and is by and between the Board of Education of Community Unit School District No. 300, Kane, McHenry, Cook, and DeKalb Counties, Illinois (the "School District"), and
Ken County Personnel, Inc., dba Manpower ("Manpower").

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

SECTION 1. CONSULTANT.

A. **Engagement of Manpower.** The School District desires to engage Manpower to perform and to provide the staffing services (the "Services") as set forth in the Scope of Work (the "Scope") attached as Exhibit A to this Agreement. Manpower shall provide the Services pursuant to the terms and conditions of this Agreement. Furthermore, the School District and Manpower agree that the terms and conditions of the standard Manpower Staffing Services Agreement attached as Exhibit B will also apply; provided, however, that in the event of a conflict between the provisions of this Agreement and the provisions in Exhibit B, this Agreement will control.
The term of this Agreement shall be from the Effective Date of September 1, 2022 until August 31, 2025 and may be renewed by mutual written agreement of the parties.

B. **Representations of Manpower.** Manpower represents that it is sufficiently experienced and competent to perform the Services in a manner consistent with the standards of professional practice by recognized companies providing services of a similar nature.

C. **Agreement Amount.** As compensation for administering the program, the School District will pay Manpower the amounts set forth in the Scope to be paid in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* The proposed expenses are set forth in Exhibit A to this Agreement. Any expenses that exceed $500 or what is set forth in Exhibit A shall be first approved in writing by the School District's Superintendent.

D. **Claim in Addition to Agreement Amount.** If Manpower desires to make a claim for additional compensation because of action taken by the School District, Manpower shall provide written notice to the School District of such claim within 15 days after occurrence of such action as provided by Section 4.G, Notice, of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Section. Any changes in the Agreement amount shall be valid only upon written amendment pursuant to Section 4.E, Amendment, of this Agreement. Regardless of the decision of the School District relative to a claim submitted by Manpower, Manpower shall proceed with all the work required to complete the Services under this Agreement as determined by the School District without interruption.

E. **Taxes, Benefits, and Royalties.** Each payment by the School District to

Manpower includes all applicable federal, state, and municipal taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation because of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Manpower.

F. **Time of Performance.** Manpower shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement, as provided in Section 4.D.

G. **Reporting.** Manpower shall regularly report to the School District's Superintendent, or the Superintendent's designee, regarding the progress of the Services during the term of this Agreement.

H. **Criminal Background Check.** Manpower shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. Manpower shall make every employee who will be sent to any school building or school property available to the School District for submitting to a fingerprint- based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The School District must provide a copy of the report to the individual employee and to Manpower.

I. **Replacement of Providers.** Upon the request of the School District, Manpower shall replace any individual employee providing services to the School District with another qualified individual acceptable to the School District.

J. **Damage to Property.** In the event the School District's property is damaged by Manpower, except where the damage occurs based on directions given to a Manpower employee by the School District or where the damage occurs because of the actions of a Manpower employee under the supervision of the School District, Manpower shall, at Manpower's sole cost, restore the property or any surrounding area. The restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If Manpower does not repair the damage within 14 days after receiving written notice from the School District, or a lesser time if the School District determines the damage creates an emergency, the School District may repair the damage and Manpower shall reimburse the School District for the costs the School District incurs within 14 days after the School District provides a written invoice to the Manpower.

K. **School Closure.** If the School District's schools are or will be closed for ten consecutive student attendance days or more due to a cause beyond the School District's reasonable control, including acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, pandemic, governmental act, or failure of the Internet, the School District may terminate the Agreement after providing five days written

notice to the Manpower or the parties may amend the Agreement to account for appropriate payment related to the Services actually provided by Manpower during the school closure.

SECTION 2. CONFIDENTIAL INFORMATION-TRADEMARKS.

A. **Confidential Information.** The term ***"Confidential Information"*** shall mean information in the possession or under the control of the School District relating to the educational, employee, student record, technical, business, or corporate affairs of the School District; School District students, School District property; user information, including, without limitation, any information pertaining to usage of the School District's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the terms and conditions of this Agreement.

B. **No Disclosure of Confidential Information by Manpower.** Manpower acknowledges that it shall, in performing the Services for the School District under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. Manpower shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the School District. Manpower may disclose Confidential Information if consented to in writing by the School District, or if required pursuant to any judicial or administrative proceeding, but only after providing written notice to the School District of such potential release.

In addition, Manpower shall comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 *et seq.*), regarding the confidentiality of student "education records" as defined in FERPA and "school student records" as defined in ISSRA. Any use of information contained in student education records to be released must be approved by the School District. To protect the confidentiality of student education records, the School District will limit access to student education records to those employees who reasonably need access to them to perform their responsibilities under this Agreement.

C. **Return of Confidential Information and School District Property.** Upon the termination of this Agreement, Manpower shall return all Confidential Information and other property, documentation, or records belonging to the School District to the Superintendent.

D. **FOIA.** As an independent contractor of the School District, records in the possession of the Manpower related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). Manpower, at Manpower's cost, shall immediately provide the School District with any such records requested by the School District to timely respond to any FOIA request received by the School District. The School District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If Manpower

refuses to provide a record that is the subject of a FOIA request to the School District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the School District in any way, Manpower shall reimburse the School District for all costs, including attorneys' fees, incurred by the School District related to the FOIA request and records at issue.

SECTION 3. INDEMNIFICATION AND INSURANCE.

A. **Indemnification.** To the fullest extent allowed by law, Manpower agrees to reimburse defense costs, indemnify, and hold harmless the School District, as well as its employees and agents, directors, partners and members and trustees (collectively "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, liabilities, damages, losses, fines, penalties and expenses, including, without limitation, reasonable attorney's fees and expenses, resulting from or arising out of any injury to or death of any person, damage to any property, or other loss, cost or damage or expense arising out of or related to the following: (i) any acts, errors or omissions of Manpower, any employees of Manpower or any other person or entity for whom Manpower is responsible in connection with the performance of the services under this Agreement, whether or not lawful or within the scope of their employment, except for acts, errors, or omissions undertaken by a Manpower employee at the direction of the School District or under the supervision of the School District; (ii) the failure of Manpower to comply with any law, statute, ordinance, code, rule, regulation or requirement of a public authority; (iii) an inquiry or investigation of Manpower by any public authority; or (iv) any breach by Manpower of any obligation of Manpower under this Agreement. The obligations of Manpower under this Section shall not be construed to negate, abridge, or reduce other rights of any of the Indemnified Parties or Manpower's obligations of indemnification. The indemnification obligations set forth in this Section shall survive the termination of this Agreement.

B. **Infringement.** Manpower warrants that no third party has any claim to any trademark, patent, or proprietary interest in any services Manpower provides to the School District. Manpower will defend, hold harmless, and indemnify the School District against any claims brought by a third party against the School District to the extent based on an allegation that that any of Manpower's products infringe any U.S. patent, copyright, trademark, trade secret, or other proprietary right of a third party.

C. **Insurance.** During the term of this Agreement, Manpower, at its sole cost and expense, and for the benefit of the School District, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of Contractor related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate;

2. Professional Liability Insurance with limits in the per claim amount of not less than Two Million Dollars ($2,000,000) and the annual aggregate of

not less than Three Million Dollars ($3,000,000);

3. Automobile liability Insurance with a combined single limit of One Million dollars ($1,000,000);

4. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees; and

5. Sexual abuse and molestation insurance with a combined single limit of One Million dollars ($1,000,000).

6. Umbrella liability insurance with a minimum combined single limit of One Million dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the School District, its Board, Board members, employees, agents, and successors, as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District. Manpower shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the School District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the School District by certified mail, return receipt requested.

D. **No Personal Liability.** No elected or appointed official or employee of the School District shall be personally liable, in law or in contract, to Manpower as the result of the execution of this Agreement.

SECTION 4. GENERAL PROVISIONS.

A. **Relationship of the Parties.** Manpower shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the School District and Manpower.

B. **Conflict of Interest.** Manpower represents and certifies that, to the best of its knowledge, (1) no School District employee or agent is interested in the business of Manpower or this Agreement; (2) as of the date of this Agreement, Manpower does not have any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Manpower nor any person employed by or associated

with Manpower shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. **License and Assignment of Rights.** To the extent that Manpower has intellectual property rights of any kind in any pre-existing works that are subsequently incorporated in any work or work product produced in rendering the Services, Manpower hereby grants the School District a royalty-free, irrevocable, world-wide, perpetual, non- exclusive license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell, license, disclose, publish, or otherwise disseminate or transfer such subject matter. Manpower further agrees that it will promptly make full written disclosure to the School District, will hold in trust for the sole right and benefit of the School District, and hereby assigns to the School District, or its designee, all right, title, and interest throughout the world in and to any and all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which they may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, developed for the School District in the course of providing the Services during the Term. Manpower further acknowledge that the inventions, original works of authorship, developments, concepts, know- how, improvements, or trade secrets which are made by Manpower (solely or jointly with others) within the scope of and during the period in which Manpower is retained by the School District are "works made for hire" (to the greatest extent permitted by applicable law) for which compensation is being paid to Manpower pursuant to this Agreement.

D. **Termination.** Notwithstanding any other provision hereof, the School District and Manpower may terminate this Agreement at any time upon 30 days' prior written notice to the other party. Manpower may also terminate this Agreement immediately for cause if the School District fails to make payments in accordance with this Agreement. If this Agreement is terminated, Manpower shall be paid for Services performed and reimbursable expenses incurred, if any, prior to termination, not exceeding the value of the Services completed.

E. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

F. **Assignment.** This Agreement may not be assigned by the School District or by Manpower without the prior written consent of the other party.

G. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing 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.

Notices and communications to the School District shall be addressed to, and delivered at, the following address:

Community Unit School District No. 300
Central Office
2550 Harnish Drive
Algonquin, IL 60102
Attention: Chief Financial Officer

Notices and communications to Manpower shall be addressed to, and delivered at, the following address:

Jay Kilgore - Jay.kilgore@manpower.com

Manpower
421 Sullivan Drive
Aurora, IL 60506

H. **Third Party Beneficiary.** No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the School District.

I. **Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

J. **Time.** Time is of the essence in the performance of this Agreement.

K. **Calendar Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, federal, State, or School District holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal, State, or School District holiday.

L. **Governing Laws.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

M. **No Waiver.** The failure of either party to insist upon the performance of any of its terms and conditions, or the waiver of any breach of any of the terms and conditions of this

Agreement, shall not be construed as thereafter waiving any such terms and conditions, but they shall continue and remain in full force and effect as if no waiver had occurred.

N. **Entire Agreement.** This Agreement, along with Exhibits A and B thereto, constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

O. **Authority to Execute.** Each individual signing this Agreement on behalf of the entity that constitutes the School District and Manpower, represents and warrants that the individual is duly authorized to execute and deliver this Agreement on behalf of the entity, and that this Agreement is binding on the School District and Manpower, as the case may be, in accordance with its terms.

P. **Survival of Terms.** Sections 2, 3, and any provisions of this Agreement which by their very nature are intended to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement and will inure to the benefit of and be binding upon the parties to this Agreement.

Q. **Exhibit.** Exhibits A and B are incorporated into and made part of this Agreement.

R. **Captions.** The captions at the beginning of the several paragraphs, respectively, are for convenience in locating the contents, but are not part of the context.

S. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute one and the same Agreement.

T. **Effective Date.** This Agreement shall be deemed dated and become effective on the date the last of the parties executes the Agreement as set forth below.

COMMUNITY
UNIT SCHOOL DISTRICT NO. 300

Jennifer Porter
By: B286855FF728A002A6B185572D79A17D contractworks.
Its: Chief Financial Officer

Date: 9-2-2022

KANE COUNTY PERSONNEL, INC.

Jay Kilgore
By: FC0C1B428B114EE21B50714C483F178D contractworks.
Its: Business Development Manager

Date: 2022-09-08

Exhibit A

STAFFING SERVICES AGREEMENT

Kane County Personnel Inc., dba Manpower, with its principal office located at 1415 Corporate Blvd, Aurora, Illinois 60502 and applicable subsidiaries as that term is defined herein ("Manpower"), and the Board of Education of Community Unit School District No. 300, Kane,
McHenry, Cook, and DeKalb Counties, Illinois, with its principal office located at Community Unit School District 300 ("Client"), in consideration of the mutual covenants contained herein, agree to the terms and conditions set forth in this Staffing Services Agreement (the "Agreement"), effective as of the ___1__ day, of September 2022 ("Effective Date").

1. DUTIES OF MANPOWER

a. Provision of Staffing Services. Manpower will provide to Client the staffing services specifically listed in Exhibit A and generally described as follows ("Staffing Services"): recruiting, interviewing and/or screening candidates; providing offers of employment to qualified candidates when appropriate; assigning candidates that have accepted employment with Manpower who, in Manpower's judgment, are best qualified to perform the type of work described by Client ("Assigned Employees") and removing any Assigned Employee at the request of Client for any lawful reason. In addition, on behalf of all Assigned Employees, Manpower will maintain personnel and payroll records; pay, withhold and transmit payroll taxes; make unemployment contributions; and handle unemployment and workers' compensation claims with respect to compensation that Manpower has agreed to pay ("Employer Obligations"). The Assigned Employee(s) will perform the work on behalf of Client at the locations within the United States specified on Exhibit A.

b. Worker's Compensation Insurance. Manpower will provide worker's compensation insurance coverage for Assigned Employees (except as provided in Section 6).

c. Screening. Manpower will screen the Assigned Employees based on the specific checks and tests set forth on Exhibit A, if any. The actual cost of such checks and tests will be passed through to Client, except as provided in Exhibit A. Client may reject any candidate for any reason, including his/her possession of a criminal record, in its sole discretion. However, in the event that Manpower reports to Client the fact that a candidate has a criminal conviction, the Client shall first evaluate the candidate's situation on an individualized basis, considering, among other things: (1) the nature and gravity of the criminal offense; (2) the time that has passed since the conviction and/or completion of sentence; and (3) the nature of the job in which the candidate would be working. If, after consideration of these and other factors as may be required by law, Client determines that the candidate's criminal conviction makes him or her unsuitable for placement in the job position, Client will notify Manpower who shall then propose another candidate.

d. Guarantee. In the event that Client is not satisfied with the performance of any Assigned Employee within the first eight (8) hours, then, upon Client's request, Manpower will remove the Assigned Employee with whom Client is not satisfied from the assignment and will use its best efforts to provide a replacement Assigned Employee as soon as practicable. In the event that such removal occurs within the first day of an Assigned Employee's assignment, Client's obligations to pay for the number of hours worked by such Employee, if any, shall be waived. The provisions of this Section 1(d) shall be deemed the "Limited Warranty." The Limited Warranty described herein shall be Manpower's sole obligation to Client and Client's exclusive remedy with respect to any nonconformity or deficiency in services, work product or deliverables furnished to Client.

e. Employee Waiver. Manpower will require Assigned Employees to sign an agreement stating that Assigned Employees will not be entitled to benefits offered or provided by Client to its own staff, a copy of which is available upon request.

2. DUTIES OF CLIENT

a. Supervision of the Work. Client agrees to supervise and control the work, premises, processes and systems to be performed by Assigned Employees and to review and approve the corresponding work product. In addition, Client will control the development, quality and implementation of the work product. Manpower is the employer of the Assigned Employees and will remain responsible as the employer with respect to the Employer Obligations outlined above.

b. Accurate Job Description. Client will provide Manpower with a job description that accurately summarizes the primary duties of all Assigned Employees. This job description will be provided to Manpower prior to the Assigned Employee commencing his or her assignment. Client will not make material changes in any Assigned Employee's job duties or risks without Manpower's prior written approval. Client will not entrust any Assigned Employee with unattended property or valuables, such as cash, negotiable instruments, keys, merchandise and confidential or trade secret information, other than as is strictly required by the job description provided to Manpower.

c. Client Benefits. Client will not offer or promise any Assigned Employee compensation or benefits under any Client-provided plan, and Client will exclude Assigned Employees from any Client-provided plan whenever possible.

d. Driving. Client will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of work for Client, other than as is clearly required by the job description provided to Manpower. In the event Client permits a Manpower Assigned Employee to drive a vehicle, regardless of ownership, in connection with the performance of work for Client, Client accepts full responsibility for the equipment, cargo and any claims (other than direct claims for Worker's Compensation) arising from the use of such vehicle by the Manpower Assigned Employee. Client will maintain Automobile Liability insurance with limits of at least $1,000,000/$2,000,000 Bodily Injury and $1,000,000 Property Damage per occurrence.

e. Provision of Equipment, Supplies and Training. Client shall provide Assigned Employees with all equipment, facilities and supplies reasonably necessary for them to perform their duties hereunder. Client shall train Assigned Employees with regard to all Client policies and procedures that may be adopted or implemented from time to time which, in Client's judgment, will enable Assigned Employees to successfully perform their specific job duties.

f. Notification of Complaints and Incidents. Client agrees to immediately inform Manpower of all formal and informal complaints, allegations, accidents, or incidents relating to any Assigned Employees of which the Client becomes aware, regardless of the source, including, but not limited to, complaints of misconduct, workplace safety issues, allegations of sexual harassment, discrimination, violations of the Occupational Safety and Health Act, or threats of violence. Client shall provide a complete and accurate disclosure of all circumstances surrounding such matters to Manpower. Manpower likewise agrees to immediately inform client of all formal and informal complaints or allegations of which it becomes aware related to any assigned employees.

3. MUTUAL DUTIES

a. Regular Review Meetings. Both parties will meet at regularly and mutually acceptable times to discuss the performance of this Agreement.

b. Cooperation. The parties agree to cooperate fully and to provide assistance to each other in the investigation and resolution of any complaints, claims, actions or proceedings which may be brought by or involve any Assigned Employee. The parties agree to immediately notify each other of any injury or accident occurring while Assigned Employees are performing work for Client and any claim for worker's compensation benefits involving Assigned Employees.

c. Safety and OSHA Compliance. Client will provide all Assigned Employees with a safe worksite and will provide information, training and safety equipment with respect to any hazardous substances or conditions to which Assigned Employees may be exposed at the worksite, whether or not required by law. Without limiting the generality of the foregoing, because Client controls the facilities in which Assigned Employees work, it is agreed that Client is primarily responsible for compliance with the Occupational Safety and Health Act and comparable state laws and regulations thereunder, to the extent those laws apply to Assigned Employees working at Client's facilities. Manpower will, at the request of Client, instruct its employees on general safety matters in accordance with information provided to Manpower by Client. With respect to the COVID-19 pandemic, Client will ensure that the Assigned Employees work in an environment that complies will all applicable OSHA guidance (including, but not limited to, OSHA 3990-03 2020 entitled "Guidance for Preparing Workplaces for COVID-19"), Illinois executive orders, Illinois Department of Public Health guidance, and any other federal, state, or local requirements designed to limit the risk of COVID-19 exposure in the workplace.

d. Confidentiality. Both parties acknowledge that they may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing hereunder or as required by law. Manpower will require Assigned Employees to sign an agreement including language consistent with the foregoing, a copy of which is available upon request.

e. Compliance with Law. Manpower shall comply with all applicable national, state and local laws and regulations governing the provision of Staffing Services and Manpower's business generally. Client shall comply with all applicable national, state, and local laws and regulations governing the work product, performance of work by Assigned Employees and the Client's business generally. Client shall not discriminate against Assigned Employees or candidates for assignment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information, citizenship status, veteran status, or any other category protected by applicable law, and Client shall comply with all federal, state, and local civil rights laws with respect to Assigned Employees or candidates for assignment. Manpower likewise shall not discriminate against Assigned Employees or candidates for assignment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information, citizenship status, veteran status, or any other category protected by applicable law, and Manpower shall comply with all federal, state, and local civil rights laws and laws governing compensation with respect to Assigned Employees or candidates for assignment. Manpower will maintain in effect during the term of this Agreement any and all federal, state and/or local licenses and permits that may be required of staffing employers generally. Client will maintain at its expense such licenses and permits as may be required by applicable authorities in order to engage in Client's business, and if Manpower is requested to obtain these types of permits and/or licenses on behalf of Client, the cost thereof will be billed to Client. The parties agree to comply with all applicable data privacy laws.

4. PAYMENT

a. Payment. Client agrees to pay Manpower for its Staffing Services hereunder at the rates set forth on Exhibit A and also agrees to pay any additional costs or fees set forth in this Agreement. Manpower will invoice Client weekly at the address set forth above. Payment will be due upon receipt of invoice. Amounts invoiced for work performed by Assigned Employees will be calculated on the basis of hours shown on Manpower time slips or agreed upon electronic timekeeping systems. Time slips will be in either paper or electronic format as determined by Manpower. Client or Client's designated representative will approve Manpower time slips, certifying that the hours shown are correct and authorizing Manpower to bill Client for the hours worked by the named Assigned Employee. If Client or Client's designated representative are unavailable to approve time slips, Manpower is authorized to approve such time slips and such signed time slips will be conclusive as to the number of compensable hours worked by each Assigned Employee for that workweek, provided that Client will have thirty (30) days to contest any inaccuracies in such time slips. Client agrees that it will not request or require that Assigned Employees work any hours not recorded on a time slip.

b. Additional Payment Terms.

(1) Rate Increases. If Manpower is required to increase wage and/or payroll burden costs at any time during the term of this Agreement as the direct result of any determination, order or action by any applicable federal, state or local governmental authority, Client will reimburse Manpower at cost for any such increase. In addition, Client agrees to notify Manpower immediately whenever any Assigned Employee performs work pursuant to a government contract covered by the Service Contract Act of 1965 and to pay Manpower the price differential associated with any wage determinations under such government contract.

(2) Payment for Overtime. The pricing provided on Exhibit A does not contemplate non-exempt Assigned Employees (as "non-exempt employee" is defined in the Fair Labor Standards Act or relevant state law) working overtime. If Assigned Employees work more than forty (40) hours in any one work week, Manpower will be paid for the additional hours at a rate of one and one-half times the Assigned Employee's straight-time bill rate. The overtime rate will also apply, when required by a government contract or applicable law or regulation, for work in excess of eight (8) hours in any one day. In jurisdictions in which other overtime or double-time obligations are imposed by statute or regulation, Manpower will bill at the bill rate for overtime that Manpower must pay its employees. Hours, if any, required to be paid at premium rates will be included on time slips and approved in accordance with Section 4(a) above.

(3) Reimbursement for Expenses. In the event that an Assigned Employee is required to incur business and/or travel expenses, such expenses will be paid by Manpower and reimbursed to Manpower by Client at Manpower's actual cost.

(4) Sales Tax. Any sales, use, excise or other such tax levied as a result of performance hereunder will be paid by Client.

(5) PPACA. To the extent that Manpower incurs costs because of the provisions of the Patient Protection and Affordable Care Act ("PPACA"), as the same may be amended from time to time, or the regulations governing PPACA, as the same may be amended from time to time, Manpower reserves the right to raise rates based on the costs imposed by changes to PPACA.

c. Conversion. In the event Client hires any Assigned Employee as Client's employee, engages any Assigned Employee as an independent contractor, or permits any Assigned Employee to transfer to another entity's payroll in order to perform work for Client or at Client's facilities, Client will pay to Manpower, within thirty (30) days from receipt of invoice, the conversion fee set forth on Exhibit A.

a. To the extent permitted by law, Client agrees to defend, indemnify and hold Manpower and its parent, subsidiaries, directors, officers, agents, representatives and employees ("Manpower Indemnitees") harmless against any and all claims, losses and liabilities to the extent caused by the negligence, gross negligence, recklessness or willful misconduct of Client or Client's officers, employees or authorized agents or by Client's breach of this Agreement and further agrees, notwithstanding any indemnification obligation under subsection (a) above, to defend, indemnify and hold any Manpower Indemnitee harmless against any and all claims, losses and liabilities including any incidental, consequential, exemplary, special or punitive damages, including lost profit, regardless of how characterized, that arise from (1) infringement of any intellectual property right, except with respect to any intellectual property owned and independently developed by Manpower, (2) the acts or omissions of any Assigned Employee taken at Client's direction or Client's failure to supervise Assigned Employees in accordance with its obligations under Section 2(a), or (3) use of any vehicle, regardless of ownership, by any Assigned Employee.

c. **UNLESS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY SHALL BE LIABLE FOR OR REQUIRED TO INDEMNIFY THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES, INCLUDING LOST PROFIT, REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHICH ARISE FROM THE PERFORMANCE OF THIS AGREEMENT OR IN CONNECTION WITH THIS AGREEMENT, AND REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE).**

b. The parties agree that this Section 6 is the complete agreement between them with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other. The parties each agree to promptly inform the other after its receipt of any claim, demand, or notice for which indemnification hereunder may be sought, and to cooperate in the investigation and defense of any such claim, demand, or notice, provided, however, that the indemnitee shall have the right to approve the indemnitor's selection of counsel, such approval not to be unreasonably withheld.

5. MISCELLANEOUS

a. Survival of Certain Provisions. Except as expressly set forth herein, those provisions of this Agreement which by their terms extend beyond the termination or non-renewal of this Agreement will remain in full force and effect and survive such termination or non-renewal.

b. Severability. Each provision of this Agreement will be considered severable such that if any one provision or clause conflicts with or may not be given full effect because of existing or future applicable law, this will not affect any other provision which can be given effect without the conflicting provision or clause.

c. Entire Agreement and Amendment. This Agreement and the Exhibits attached hereto contain the entire understanding between the parties hereto, and supersede all prior agreements and understandings relating to the subject matter hereof. No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to in writing signed by both parties.

d. Waiver. The failure of a party to enforce the provisions of this Agreement will not be construed as a waiver of any provision or the right of such party thereafter to enforce any provision of this Agreement.

e. Transferability. Neither party may, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign or transfer this agreement or delegate any of its obligations under this agreement without the other party's prior written consent. Any attempted assignment, transfer or delegation without such prior written consent will be void and unenforceable. Notwithstanding the foregoing, Manpower, or its permitted successive assignees or transferees, may assign or transfer this agreement or delegate any rights or obligations hereunder without consent: (1) to any entity controlled by, or under common control with, Manpower, or its permitted successive assignees or transferees; or (2) in connection with a merger, reorganization, transfer, sale of assets or product lines, or change of control or ownership of Manpower, or its permitted successive assignees or transferees. Without limiting the foregoing, this agreement will be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

f. Ambiguities. The rule of construction that ambiguities in an agreement are to be construed against the drafter will not be invoked or applied in any dispute regarding the meaning or interpretation of any provision of this Agreement.

g. Counterparts. The parties may execute this Agreement in any number of duplicate originals, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signature of all the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement.

h. Independent Contractor. Nothing contained in this Agreement will be construed to create the relationship of principal and agent, or employer and employee, between Manpower and Client.

i. Notices. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.

j. Force Majeure. Neither party will be responsible for failure or delay in performance hereunder if the failure or delay is due to labor disputes, strikes (including but not limited to strikes of Client and/or Manpower), fire, riot, war, terrorism, pandemic, acts of God or any other causes beyond the control of the non-performing party.

PRICING

Manpower's contract services are offered on a contingency basis. Manpower will bill your company and invoice your company weekly. Example for pay rates below:

Job Title / WC Code	Markup Rate	Hourly Pay Rate	Hourly Bill Rate
Janitorial Workers	45%	$17.51	$25.39
Clerical / Administrative	42%	TBD	TBD

CONVERSION OF MANPOWER EMPLOYEES

You may hire a Manpower employee at any time based upon the conversion table below:

Hours Billed-To-Date	Conversion Fee (% of annual comp)
0-240	18%
241-480	12%
481-720	8%
720+	$0

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 27, 2025

Melody Neal
The Stepping Stones Group, LLC
184 High St.
Suite 701
Boston, MA 02110

Via: Melody.Neal@ssg-healthcare.com

Contract Extension Offer Letter – Stepping Stones Staffing

Dear Ms. Neal,

Community Unit School District 300 would like to renew our existing contract. This contract is for professional employment services as outlined in the original agreement. The District would like to extend the current contract from August 1, 2025 to July 31, 2026.

The original contract is also included for reference and follows the proposed contract.
If your firm agrees to maintain the current pricing, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 10, 2025 and award by the board on Tuesday, June 24, 2025.

District 300 kindly requests your return of acceptance by Friday, May 30, 2025. If you have any questions please call 847-551-8460.

This signed letter along with the attached documents – original Bid specifications, addenda, response and your extension offer serve as the contract for this project.

Please sign this letter electronically via Contract Works by May 30, 2025.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to 06/30/2025.

_____ _____
OWNER *(Signature)* CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing _____

(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

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

April 22, 2024

Melody Neal
The Stepping Stones Group, LLC
184 High St.
Suite 701
Boston, MA 02110

Via: Melody.Neal@ssg-healthcare.com

Contract Renewal – Stepping Stones Staffing

Dear Ms. Neal,

Community Unit School District 300 entered into an agreement with The Stepping Stones Group, LLC on May 17, 2023 and wishes to renew this agreement. The District would like to extend the current contract from August 1, 2024 to July 31, 2025. Updated rates provided by your firm are in the attached contract below.

If your firm agrees to maintain the current pricing, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, May 14, 2024 and award by the board on Tuesday, May 28, 2024.

District 300 kindly requests your return of acceptance by Thursday, April 25, 2024. If you have any questions please call 847-551-8460.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. **2024-04-22**
OWNER *(Signature)*

Diane C. White, Director of Purchasing

Melody Neal
346A827D57698107B1F1032791385922 contractworks. **2024-04-23**
CONTRACTOR *(Signature)*

Melody Neal **Client Services Manager**
(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

THE STEPPING STONES GROUP
Transforming Lives Together

Corporate Office
225 W Washington Street, Suite 1140
Chicago, IL 60606
Ph: 800-337-5965 Fax: 800-822-8287
www.thesteppingstonesgroup.com

AGREEMENT

This Agreement is made and entered on August 1, 2024, by and between The Stepping Stones Group LLC, 225 W Washington Street, Suite 1140, Chicago, IL 60606, hereinafter referred to as "Contractor" and, Community Unit School District 300, 2550 Harnish Drive, Algonquin, IL 60102, hereinafter referred to as "School District." It is hereby agreed as follows:

SERVICES, RATES AND BILLING: Contractor agrees to provide the services, at the designated rates, as listed in Appendix A to this Agreement.

School District agrees to be billed (except during holidays) by Contractor for up to 40 hours per week for each of Contractor's employees, unless agreed otherwise. No employee of Contractor will work above 40 hours per week without advanced authorization from both Contractor and the designated supervisor assigned by School District. Any hours worked that are considered overtime by state or federal law will be billed at 150% of bill rate. School District will not be billed during school closures and school holidays.

When Statutory Costs and other employee costs of living increase, Contractor will pass those increases along to School District with no mark-up. School District agrees to pay such increases at the same time as any billed fees pursuant to this Agreement. Statutory Costs include any costs and expenses of Contractor that are associated with Workers Comp, FICA, FUTA, SUTA, and incremental costs associated with the Affordable Care Act (ACA), among others.

TRAVEL TIME & MILEAGE: To the extent applicable, travel between schools will be considered billable time and the mileage will be billed at the current IRS mileage rate. No travel will be billed when work is completed at one site.

PAYMENT TERMS: School District will be billed every two weeks via email and agrees to pay all outstanding invoices within 30 days of receipt. School District agrees and understands that School District is billed on actual hours of service provided by the Contractor's employee, based on the total hours listed on a biweekly timesheet. To ensure billing accuracy and timeliness, School District will complete the Billing Details just above the signature section of this Agreement.

A finance charge of 1.5% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by School District will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorneys' fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by School District. If payment of invoices is not current, Contractor may suspend performing further work.

Corporate Office
225 W Washington Street, Suite 1140
Chicago, IL 60606
Ph: 800-337-5965 Fax: 800-822-8287
www.thesteppingstonesgroup.com

REMITTANCE DETAILS: School District will make payments to Contractor at the following address:

PO Box 6280
Carol Stream, IL 60197

If School District prefers to make payments via electronic ACH, instructions can be obtained from the Contractor representative.

EMPLOYEE BENEFITS AND INSURANCE: Contractor will be responsible for providing all employee benefits and insurance including workers' compensation, general liability, and professional liability insurance coverage (with policy limits and deductibles that are appropriate for similarly situated school districts).

NO SOLICITATION: During the term of this Agreement and for a period of two years after the termination of this Agreement, School District agrees not to directly or indirectly contract with, offer employment to or hire any employee of the Contractor assigned to School District or any candidate submitted by Contractor to School District. School District agrees that if School District breaches this no solicitation covenant, direct and indirect damages may be assessed and recovered by Contractor, and Contractor shall be entitled to seek and obtain specific performance.

CONFIDENTIALITY: School District agrees not to provide any information pertaining to the contents of this Agreement to any individual or any entity that may be considered a competitor of the Contractor. School District further agrees not to discuss or disclose any information pertaining to the contents of this Agreement, including but not limited to fees/costs, duration and terms, etc. to the Contractor's employee assigned to provide services to the School District. Disclosure of such information to the Contractor's employee will be considered a breach of this Agreement.

Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients in connection with the parties' performance of services under this Agreement. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of School District's confidential information will be imputed to Contractor as a result of any of Contractor's employees having access to such information. The provisions set forth in the foregoing paragraph and this paragraph shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

Contractor agrees that it is subject to, and shall comply with, all federal and state laws and School District policies relating to the confidentiality of student information, including, without limitation, compliance with the Family Educational Rights and Privacy Act (FERPA).

Corporate Office
225 W Washington Street, Suite 1140
Chicago, IL 60606
Ph: 800-337-5965 Fax: 800-822-8287
www.thesteppingstonesgroup.com

COOPERATION: School District agrees to cooperate fully and to provide assistance to Contractor in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve any employees of Contractor.

TERMINATION: This Agreement will end on July 31, 2025 and may continue beyond this point by mutual consent. School District agrees not to terminate the Agreement until the end of the Term unless (a) Contractor's employee assigned to School District as a whole is deficient in performance of the services hereunder or (b) any employee of Contractor assigned to School District commits an act of professional or ethical misconduct. School District agrees to notify Contractor of any deficiencies in services or possible unethical or unprofessional conduct as soon as School District becomes aware of such deficiencies or misconduct and further agrees to permit Contractor the opportunity to cure any deficiency or misconduct within thirty (30) days of Contractor's receipt of such notice prior to School District delivering notice of termination of this Agreement. Contractor may terminate this Agreement (i) if School District discontinues operations or (ii) if School District fails to make any payments as required by this Agreement.

NONDISCRIMINATION: Contractor represents and warrants that it does not discriminate in hiring and employment practices regarding race, color, religion, disability, sex, age, national origin, ancestry, marital status, pregnancy, or sexual orientation.

INDEMNIFICATION AND LIMITATION OF LIABILITY: To the extent permitted by law, Contractor will defend, indemnify, and hold School District and its equity holders, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from Contractor's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the gross negligence or willful misconduct of Contractor or Contractor's officers, employees, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

To the extent permitted by law, School District will defend, indemnify, and hold Contractor and its parents, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from School District's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the gross negligence or willful misconduct of School District or School District's officers, employees, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

Except as expressly set forth herein, neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict

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liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

As a condition precedent to indemnification, the party seeking indemnification will inform the other party within ten (10) business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

The provisions in this section of the Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

NOTICES: Notices to Contractor shall be sent to:

The Stepping Stones Group
225 W Washington Street, STE 1140
Chicago, IL 60606

AND

K12ops.contracts@ssg-healthcare.com

Notices to School District shall be sent to:

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

JURISDICTION: This agreement shall be governed by, construed, and is enforceable in accordance with the laws of the State of Delaware. Any action or proceeding relating to or arising out of this Agreement shall be commenced and heard in the State or Federal Court sitting in Delaware. Both parties hereby consent to the jurisdiction and venue of such courts.

GENERAL: No provision of this Agreement may be amended or waived unless agreed to in writing and signed by the parties. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

THE STEPPING STONES GROUP
Transforming Lives Together

Corporate Office
225 W Washington Street, Suite 1140
Chicago, IL 60606
Ph: 800-337-5965 Fax: 800-822-8287
www.thesteppingstonesgroup.com

BILLING DETAILS FOR SCHOOL DISTRICT:

Billing Contact Name/Title: _____

Billing Email/Phone: _____

Mailing Address (for invoice): _____

_____

Special Billing Instructions: _____

_____

Signed for Contractor:

Signature: _____

Name: Melody Neal

Title: Client Services Manager

Date: 04/18/2024

Signed for School District:

Signature: Jennifer Porter
B286855FF728A002A6B185572D79A17D contractworks

Name: Jennifer Porter

Title: Chief Financial Officer

Date: **2024-08-28**

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Appendix A

The services that may be provided under this Agreement and the corresponding hourly bill rates for each service are listed below:

Specialty	Hourly Rate
Speech-Language Pathologist (SLP)	$80.00
Occupational Therapist (OT)	$80.00
Physical Therapist (PT)	$80.00
Special Education Teacher	$75.00
School Psychologist	$100.00
School Social Worker	$75.00
Registered Nurse (RN)	$80.00
Certified Nursing Assistant (CNA)	$50.00
Paraprofessional/Educator	$46.00
Behavior Interventionist (BI)	$51.00
Behavior Technician (BT)	$57.00
Registered Behavior Technician (RBT)	$67.00
Board Certified Behavior Analyst (BCBA)	$115.00

*An additional overtime fee will be charged for all candidates that work over 8 hours in a day and/or 40 hours in a week. Overtime will be charged at a rate of 1.5 times the individual's bill rate specified on the Candidate Rate Confirmation sheet.

**Mileage is to be reimbursed at the federal reimbursement rate.

***Should a district require SSG to provide laptops to our candidates an extra 70 cents per hour will be added to the agreed-upon hourly rate.

****Should a district require SSG to provide Chromebooks to our candidates an extra 50 cents per hour will be added to the agreed-upon hourly rate.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 10, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Sam LeDeaux, Director of
Behavioral MTSS

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: Universal Screener Contract (Renewal)

Background

The Devereux Student Strengths Assessment (DESSA) suite of resources empowers educators to build a measurable and actionable social and emotional learning (SEL) structure that involves educators, guardians, and students K-12 within a Multi-Tiered System of Support (MTSS) framework. This supports District Strategic Plan Goal 1.

DESSA suite of assessments are intended to inform the delivery of social emotional instruction at Tier 1 and Tier 2 as well as measuring the results of that delivery. Instruction is delivered through eight key social emotional competencies aligned to Collaborate for Academic, Social, and Emotional Learning (CASEL) standards, which are derived from Illinois State Board of Education (ISBE) SEL standards. Riverside Insights, formerly Aperture, has also collaborated with Committee for Children on the DESSA - Second Step Edition. Growth is monitored over time, and District outcomes are measured and evaluated in alignment to Strategic Plan Goals.

Administrative Recommendation

The administration recommends approving the contract as presented.

Fiscal Impact

The cost for renewal for 2025-2026 is $76,698.00 paid from IDEA Grant funds.

Riverside Insights™

SALES QUOTE

Sales Quote Number: QH19502

Do Not Pay from Quote

- please submit this Quote with your Purchase Order or email statement to purchase with credit card

Bill To:

, , ,

Ship To:

, , ,

Quote Information:

Title: R-IL-Community Unit School District #300-Classroom-D3

Order Contact: Sam LeDeaux
Organization: Community Unit School District 300

Valid To	May 31, 2025
Customer Number:	353048
Quote Amount:	$76,698.00
Incoterms:	
Payment Terms:	Within 30 days Due net

We assume no responsibility for safe delivery of shipments by mail unless insured. All claims for allowance for shortages, etc. must be made immediately upon receipt of goods and invoice.
For additional information or questions, please contact:
Michael Erickson
michael.erickson@riversideinsights.com
Riverside Insights Federal ID#: 83-1794965

Year 1

QUOTE DETAILS - unit net price may be rounded

Material No	Description	Start Date	End Date	QTY	Price Per Unit	Extended Net Price	List Price
2002309	DESSA System Educator Portal (DESSA Second Step Edition Assessments, DESSA Strategies and Interventions, Data-Driven Recommendations, DESSA System Implementation Training, EdSERT)	Sep 1, 2025	Aug 31, 2026	8,358	$6.00	$50,148.00	$83,580.00
2002307	DESSA System 6-8 : DESSA System Educator Portal (DESSA Screeners and Assessments, DESSA Strategies and Interventions, Data-Driven Recommendations, DESSA System Implementation Training, EdSERT), DESSA Student Portal (DESSA Student Self-Report Assessments and DESSA SEIR)	Sep 1, 2025	Aug 31, 2026	4,425	$6.00	$26,550.00	$44,250.00
						Sub Total	$127,830.00
						Discount	$51,132.00
						Quote Amount	**$76,698.00**

Total Net Price	**$76,698.00**

Contact Customer Service:
Riverside Insights
One Pierce Place, Suite 900W
Itasca, IL 60143
Phone: 800-323-9540 inquiry@service.riversideinsights.com

To place an order:
send via email to: orders@service.riversideinsights.com

Subject to Riverside Insights' standard Terms and Conditions at: www.riversideinsights.com.
Add Sales Tax to your PO if Applicable.
Thank you for choosing Riverside Insights™. We share your commitment to helping individuals elevate their learning potential.

Riverside Assessments, LLC dba Riverside Insights
Terms of Use
[Amended for R-IL-Community Unit School District #300. These Terms of Use contain Non-Standard Terms.]

Riverside Assessments, LLC dba Riverside Insights ("Riverside," "We," "Us," or "Our") provides content for Our assessments (collectively, the "Products") and related assessment management features via Our web-based platforms, including Riverside Elevate, Riverside Score, the DESSA System, Riverside DataManager, the WJ IV Interpretation and Instructional Interventions Program (WIIIP), BDI-2 DataManager, and BDI-3 Mobile Data Solution (collectively, the "Platforms" and, together with the Products, the "Services").

These Terms of Use (the "Terms" or "Terms of Use") constitute a legal agreement concerning Riverside's Services and are between you, either as an individual or as an authorized representative on behalf of an organization, such as a school district, educational authority, university, clinic, hospital, or healthcare system ("You" or "Your"), and Riverside. Please note that different or additional terms may apply regarding your license of the Services if agreed to in writing between You and Riverside. If you are a user of the District version of easyCBM ("easyCBM"), please refer to the easyCBM Subscriber Agreement included in your easyCBM order form or presented to you at the time you completed your order for easyCBM ("Subscriber Agreement"). The Subscriber Agreement contains the terms and conditions applicable to your use of easyCBM.

PLEASE READ THESE TERMS OF USE CAREFULLY. BY ACCESSING, USING, OR DISPLAYING THE SERVICES, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THESE TERMS OF USE AND TO THE COLLECTION AND USE OF YOUR INFORMATION AS SET FORTH IN RIVERSIDE'S ASSESSMENT PRIVACY POLICY(THE "PRIVACY POLICY"). DO NOT ACCESS, USE, OR DISPLAY THE SERVICES IF YOU DO NOT AGREE TO THESE TERMS AND THE PRIVACY POLICY.

1. Definitions

"COPPA" means the Children's Online Privacy Protection Act, 15 U.S.C. §§ 6501-6505, and the regulations promulgated thereunder, each as amended.

"DFARS" means the Department of Defense FAR Supplement, codified at 48 C.F.R. Parts 200-299.

"Effective Date" means the earlier of (i) the date You accept these Terms of Use (electronically or otherwise) or (ii) the date You first begin to use the Services.

"FAR" means the Federal Acquisition Regulation, codified at 48 C.F.R. Parts 1-52.

"FERPA" means the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the regulations promulgated thereunder, each as amended.

"HIPAA" means the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d et seq., and the regulations promulgated thereunder, each as amended.

"Term" means the term during which these Terms of Use are in effect, which will begin on the Effective Date and continue for as long as You have access to the Services, subject to the termination and survival provisions of Section 11 (Term and Termination).

2. Access to Licensed Services

Subject to Your compliance with these Terms of Use and any accompanying user documentation, Riverside grants You a personal, limited, nontransferable, nonsublicensable, nonexclusive license to access and use the applicable Services during the Term. Riverside reserves the right, upon prior written notice to You, to discontinue versions of the Services. If a Service is discontinued, Riverside will notify you about whether a new version of such Service is

available, and, if such version is available, You will be required to license the latest version of such Service in order to maintain access.

3. Access to the Platform

3.1 Required Computing Resources

Use of the Services requires, at a minimum, computing resources needed to access and browse the internet. Such computing resources may include, as specified in applicable user documentation: (i) a personal computer and/or mobile device; (ii) software, including browser software and operating system software; and (iii) other specified client-side computing resources (collectively, "Client-Side Computing Resources"). You are responsible for ensuring that You (a) have access to requisite Client-Side Computing Resources and (b) are sufficiently familiar with and trained regarding such Client-Side Computing Resources.

Riverside does not guarantee that the Services will operate with Your specific Client-Side Computing Resources. You are advised to carefully review each Service's posted minimum system requirements to ensure compatibility.

3.2 Enrollment Responsibilities

Depending on the specific Services You are using and your role with respect to such Services, You may need to select the users who will have access to the Services and prepare the necessary files to import or manually enroll such users employing features provided in the Services. For some Services, We may limit the number of users per subscription license.

3.3 Use of Passwords

Once enrolled, You will have the opportunity to create a password for Your assigned username ("Login Credentials"). All account users should have their own Login Credentials. Riverside will treat anyone who uses Your Login Credentials as You. Riverside will not be responsible for Your sharing or other misuse of Login Credentials, and Riverside will hold You responsible for the activities of a person using Your Login Credentials. You agree to maintain Your Login Credentials in confidence and to notify Riverside immediately if You know or suspect that someone is using Your Login Credentials in an inappropriate manner.

4. Riverside's Intellectual Property

Riverside's Services, including derived scaled scores based on the number of questions answered correctly for a given assessment ("Score Conversions"), reports of assessment results ("Reports"), and all related designs, layouts, appearances, and graphics therein, as well as the copyrights, trademarks, service marks, wordmarks, and logos contained within each of the foregoing, embody intellectual property rights owned by Riverside (or its licensors), including any rights under patent law, copyright law, trade secret law, and trademark law ("Riverside Intellectual Property"). All rights not expressly granted herein are reserved to Riverside or its licensors, as applicable.

5. Test Security; Use of Reports

Confidentiality is critical to the integrity, validity, and fairness of the testing process. Riverside restricts distribution of certain Products to qualified institutions and examiners. Under the Standards for Educational and Psychological Testing (2014) ("SEPT"), published by the American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, educators and psychologists have a duty to protect the integrity of secured tests by maintaining the confidentiality of test questions and answers. Widespread dissemination of test protocols, which include substantial portions of the actual test items, would inevitably undermine this process. For this reason, Services are distributed only to recipients who agree to take appropriate steps to protect the confidentiality of the Services. Providing unauthorized third parties, including organizations or individuals providing test preparation or tutoring services, access to these Services; notetaking by non professionals during test administrations; and the audio or video recording of test administrations would compromise test

security and violate these Terms of Use. Such actions may result in the termination of Your rights to access and use the Services, as determined in Riverside's sole discretion.

You must use the Services in accordance with these Terms of Use and applicable federal, state, and local laws and regulations. You understand and agree that the Services are meant to be used as tools to support Your assessment process and are not intended or designed to replace Your professional judgment. You assume all responsibility for the use or misuse of the Services. You must use the Services in accordance with Riverside's Test Disclosure Policy and the SEPT (collectively, the "Policies and Standards").

6. Grant of Rights in Submitted Data and Feedback; Storage

By providing information to Riverside directly through Your use of the Services, including information about students/examinees and account usage data ("Submitted Data"), You grant Riverside a royalty-free, nonexclusive, transferrable, sublicensable, worldwide license to use the Submitted Data for all purposes contemplated under these Terms of Use as well as any user documentation. You acknowledge and agree that Riverside may use or disclose Submitted Data to provide maintenance and support for the Services and for communications relevant to your use of the Services, such as product updates, planned outages, maintaining sufficient licenses, and renewals. Riverside does not claim ownership in Submitted Data and retains only those rights in Submitted Data reasonably necessary or otherwise required to provide the Services and as otherwise contemplated under these Terms of Use and any user documentation. Submitted Data that Riverside receives from You is subject to Section 14 (Riverside's Use of Submitted Data and Feedback; De-Identified Information) regarding use of de-identified data and the Privacy Policy.

In addition to the license You grant Us with respect to the Submitted Data, You grant Riverside a nonexclusive, worldwide, perpetual, royalty-free, irrevocable right to use, disclose, reproduce, modify, license, transfer, and otherwise distribute any comments, ideas, and suggestions for improvements or developments related to or associated with the Services that You provide ("Feedback") in any manner without compensation to You. Please do not submit Feedback if You do not wish to grant Us the rights set forth in this Section.

By providing Submitted Data and/or Feedback, You represent and warrant that You own such Submitted Data and/or Feedback (including intellectual property rights therein), or that You have obtained sufficient authority and right to the Submitted Data and/or Feedback in order to grant the rights to Riverside contemplated under these Terms of Use and any user documentation.

YOU ARE ADVISED TO EXPORT AND SAFEGUARD SUBMITTED DATA AND BACK UP IMPORTANT INFORMATION FREQUENTLY. If You choose to provide Submitted Data to Riverside via the Services, Riverside will periodically back up the Submitted Data and will take reasonable steps to securely store said backups. Notwithstanding anything to the contrary, You hereby release Riverside from any claim or liability relating to any failure in Riverside's database system and backup practices.

After expiration of the Term, Riverside will return or delete Submitted Data, in whole or in part, promptly after receiving written request and instruction from You or Your authorized designee, unless retention is necessary in Riverside's determination to provide other services to You; fulfill any other obligation it may owe You; or comply with applicable laws, regulations, court orders, or other legal processes. Riverside will retain all data that is not returned or deleted pursuant to the foregoing process in accordance with its standard records retention policy. Notwithstanding anything in this Section, Riverside may retain Submitted Data in accordance with its backup or other disaster recovery policies and procedures. You acknowledge and agreed that backed-up data cannot be recovered following deletion. You unconditionally release, waive, and discharge any right or entitlement, whether by contract, under operation of law, or otherwise, to bring any cause of action or claim against Riverside now or in the future in connection with any data deletion request You make. You assume any and all risk of loss, liability, damage, expenses, or costs that may occur as a result of Your data deletion request.

7. Platform Availability and Errors

Riverside will use commercially reasonable efforts to make the Services available to You without significant interruption. At times the Services may be unavailable due to technical errors or for maintenance and support activities. We do not represent, warrant, or guarantee that the Services will always be available or are completely free of human or technological errors.

If a Service experiences a significant interruption that is not due to scheduled downtime, Riverside will use timely and commercially reasonable efforts to restore required functionality (the "Availability Commitment"). The Availability Commitment does not apply to downtime: (i) due to emergencies; (ii) that Riverside otherwise schedules, for example, to install software updates and patches; (iii) due to Your violation of these Terms; or (iv) due to Your failure to update or upgrade your Services or the equipment you use to access the Services when suggested by Riverside.

The Services may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current. We expressly reserve the right to correct any errors, inaccuracies, or omissions and to change or update information at any time without prior notice. We do not make any representation or warranty concerning errors, omissions, delays, or defects in the Services or any information supplied to You via the Services, or that files available through the Services are free of viruses, worms, Trojan horses, or other code that include or manifest contaminating or destructive characteristics.

You may contact Riverside's technical support team with questions about the Services at the hours listed on our Support Page. In addition to taking reasonable steps to respond to reproducible errors or bugs in the Services commensurate with the severity of the error or bug, technical support may also provide You with information regarding Service availability.

8. Use Restrictions

You agree not to copy, duplicate, publish, distribute, display, modify, create derivative works of, or alter physical or electronic characteristics of the Services. You agree not to dismantle or reverse engineer or clone any part of the Services. You will not grant sublicenses to, assign, transfer, sell, or rent the Services or any sublicenses thereto without Riverside's prior written consent.

Because the Services, including Score Conversions and Reports, are Riverside Intellectual Property and are considered confidential information of Riverside, the Services will not be disclosed by You in response to requests made by third parties unless otherwise required pursuant to applicable law or valid court order, and then only after prior notice is provided to Riverside as well as an opportunity to prevent such disclosure. You agree that You will not otherwise, directly or indirectly, disclose any confidential information of Riverside without Riverside's prior written consent.

Subject to the restrictions in Section 5 (Test Security; Use of Assessment Score Reports), You may print, copy, display, and otherwise distribute Reports, but not any other parts of the Services, provided that such actions comply with Your obligations under the Policies and Standards and are otherwise in compliance with all applicable laws, regulations, and professional standards and obligations. You represent and warrant that You have obtained the necessary permissions from parents/guardians, students/examinees, and other applicable third parties relating to Your use of the Reports. You hereby release Riverside from any claim or liability relating to Your use of the Reports. Notwithstanding anything to the contrary, You will not under any circumstance import any external content into any Reports or copy, display, or reproduce any test question from the Services without Riverside's prior written consent. Your use of the Services to generate Reports is based on quantities of student administrations (record forms, answer documents, other consumable test or response booklets, digital administrations, or digital licenses) that You license from Riverside. You are only entitled to assess one student/examinee per record form, answer document, other

consumable test or response booklet, digital administration, or digital license; however, multiple different Reports may be generated from a single test administration.

You agree that when using the Services, You will not: (i) introduce into the Services any virus, rogue program, time bomb, drop dead device, ransomware, back door, Trojan horse, worm, or other malicious or destructive code, software routines, denial of service attack, or equipment components designed to permit unauthorized access to the Services; (ii) otherwise harm other users, Riverside Intellectual Property, or any third parties; or (iii) authorize any third parties to perform any of the foregoing actions.

You will not use the Services to commit fraud or conduct other unlawful activities. You will not access or attempt to access any other person's account, personal information, or content without having the requisite permission or authority.

You will not use any bot, spider, or other automatic or manual device or process for the purpose of harvesting or compiling information about the Services or any users thereof for any reason.

You will not decrypt, transfer, frame, display, or translate (except translations for limited personal use authorized in writing by Riverside) any part of the Services.

You will not connect to or access any Riverside computer system or network without authorization.

You will not use the information in the Services to create or sell a similar product or service, or use the Services for the purpose of soliciting, selling, or offering services, merchandise, or products.

9. Third Party Websites

The Services may integrate with or provide links to other content, including websites or open education resources, on the Internet that We do not control. This content may provide opinions, recommendations, or other information from various individuals, organizations, or companies. We are not responsible for the nature, quality, or accuracy of such content. Inclusion of any linked content in the Services does not imply or express an approval or endorsement thereof by Us or of any of the opinions, treatments, information, products, or services provided in this content, even if We receive a referral fee in connection with Your use of such third-party content.

10. Limited Warranty

Riverside warrants that the Services will not infringe any valid United States copyrights existing at the time the Services are made available to You, provided that this warranty does not extend to any infringement arising out of: (i) the use of the Services in combination with systems, equipment, materials, content, or platforms not supplied by Riverside or any use of the Services outside of the United States; (ii) Your use of the Services in violation of these Terms of Use the user documentation provided by Riverside, or any other agreement between You and Riverside; (iii) Your modification of the Services; (iv) Your failure to install or implement a released upgrade to the Services that would have avoided the infringement; or (v) any Submitted Data or Feedback. If You promptly notify Riverside of any such infringement claim brought by a third party of which You have knowledge or notice, and accord Riverside the right, at its sole option and expense, to handle the defense of the infringement claim, Riverside will defend You against such infringement claim and pay any final judgment or settlement thereof. Notwithstanding the foregoing, Riverside will not indemnify for any infringement claim that arises out of the scenarios set forth in clauses (i)-(v) of this Section. If such an infringement claim arises, or if Riverside becomes aware of the possibility of such a claim, then Riverside may, at its sole discretion (a) acquire the right for You to continue to use the affected Services in accordance with these Terms, (b) furnish You with a non-infringing replacement as soon as commercially possible, or (c) terminate these Terms in whole or in part by refunding any pre-paid, unused fees You paid for use of the Services. The obligations set forth in this Section are Your exclusive remedy and Riverside's sole obligations with respect to any breach of this warranty.

EXCEPT AS OTHERWISE EXPRESSLY STATED IN THIS SECTION 10 (LIMITED WARRANTY), THE SERVICES ARE PROVIDED "AS IS." RIVERSIDE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING,

COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE, WITH RESPECT TO THE SERVICES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, RIVERSIDE DOES NOT WARRANT OR MAKE ANY PROMISES REGARDING THE CORRECTNESS, COMPLETENESS, SECURITY, USEFULNESS, ACCURACY, AVAILABILITY, OR RELIABILITY OF (I) YOUR USE THE SERVICES OR (II) ANY ADVICE YOU GLEAN OR INFER FROM THE SERVICES, WHETHER PROVIDED BY US OR A THIRD PARTY. WE DO NOT WARRANT (X) THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF HARMFUL CODE; (Y) THAT THE SERVICES WILL MEET YOUR REQUIREMENTS OR ACHIEVE ANY INTENDED RESULT; OR (Z) THAT ANY DEFECTS WITH RESPECT TO THE SERVICES WILL BE CORRECTED.

11. Term and Termination

These Terms of Use are effective during the Term, subject to the termination and survival provisions of this Section 11 (Term and Termination).

Either party will have the right to terminate these Terms of Use if the other party breaches any of its obligations thereunder and fails to cure the same within thirty (30) days after receipt of written notice of default, except that there will be no cure period for Your breach of Riverside's rights under Section 4 (Riverside's Intellectual Property); Section 5 (Test Security; Use of Assessment Score Reports), Section 6 (Grant of Rights in Submitted Data and Feedback; Storage), or Section 8 (Use Restrictions). Upon termination of these Terms of Use, any rights You have in the Services will terminate.

The provisions of Section 4 (Riverside's Intellectual Property), Section 5 (Test Security; Use of Assessment Score Reports), Section 6 (Grant of Rights in Submitted Data and Feedback; Storage), Section 8 (Use Restrictions), Section 10 (Limited Warranty), Section 12 (Indemnification), Section 13 (Limitation of Liability), Section 14 (Riverside's Use of Submitted Data and Feedback; De-Identified Information), and Section 19 (General) will survive any expiration or termination of these Terms of Use. Riverside reserves the right to terminate these Terms of Use for convenience by providing You with reasonable notice and thereafter allowing You a reasonable opportunity (not to exceed 30 days) to export a copy of Your Submitted Data.

If these Terms of Use are terminated for any reason, Riverside may make a reasonable effort to grant You access to the Services for not more than sixty (60) days for the sole purpose of exporting Submitted Data (the "Submitted Data Retrieval Period"). Upon conclusion of the Submitted Data Retrieval Period, Riverside may destroy copies of Submitted Data in its possession.

If these Terms of Use expire, retention of Submitted Data will be governed by Section 6 (Grant of Rights in Submitted Data and Feedback; Storage).

District 300 will contact Riverside Insights to renewal this contract for the next contract. This contract is not to auto-renew.

12. Indemnification

EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD RIVERSIDE HARMLESS AGAINST ALL CLAIMS, ACTIONS, LIABILITIES, LOSSES, DEMANDS, DAMAGES, DEFICIENCIES, JUDGEMENTS, SETTLEMENTS, INTEREST, AWARDS, PENALTIES, FINES, COSTS, OR EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES) ARISING OUT OF OR IN CONNECTION WITH: (I) YOUR USE OF THE SERVICES COVERED BY THESE TERMS AND/OR (II) YOUR FAILURE TO COMPLY WITH THESE TERMS.

13. Limitation of Liability

RIVERSIDE'S TOTAL AGGREGATE LIABILITY FOR LOSSES OR DAMAGES RELATING TO THESE TERMS OF USE AND/OR THE SERVICES, OR YOUR USE OR INABILITY TO USE THE SERVICES, REGARDLESS OF THE FORM OF ACTION, WILL IN NO EVENT EXCEED THE GREATER OF: (A) ONE THOUSAND U.S. DOLLARS (USD $1,000.00) OR (B) THE FEES ACTUALLY PAID BY YOU TO RIVERSIDE IN THE 12 MONTHS PRECEDING THE EVENT GIVING RISE TO THE LIABILITY.

IN NO EVENT WILL RIVERSIDE BE LIABLE TO YOU OR ANY THIRD PARTY, EITHER IN CONTRACT, TORT, OR OTHERWISE,

FOR ANY INDIRECT, SPECIAL, PUNITIVE, ENHANCED, EXEMPLARY, INCIDENTAL, OR CONSEQUENTIAL DAMAGES,INCLUDING LOSS OF FUTURE REVENUE, INCOME OR PROFITS, LOSS OF DATA, OR DIMINUTION IN VALUE, ARISING OUT OF OR RELATING TO YOUR USE OF THE SERVICES OR IN CONNECTION WITH ANY BREACH OF THIS AGREEMENT, REGARDLESS OF (X) WHETHER SUCH DAMAGES WERE FORESEEABLE, (Y) WHETHER RIVERSIDE WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND (Z) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) UPON WHICH THE CLAIM IS BASED.

THE LIMITATIONS SPECIFIED IN THIS SECTION 13 WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY SPECIFIED IN THESE TERMS OF USE IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

14. Riverside's Use of Submitted Data and Feedback; De-Identified Information

Riverside may, from time to time, anonymize Submitted Data so that it constitutes de-identified Information ("De-Identified Information"). Riverside will only use De-Identified Information in accordance with HIPAA and FERPA and for lawful purposes, including quality assurance, product research and development, publications relevant to our Services and industry, norm development and validation, and other activities to develop, evaluate, improve, and demonstrate the effectiveness of our educational and clinical Services. The De-Identified Information will not directly identify a person but may be linkable to a particular computer, device, operation system, platform, or software instance (via a unique device ID or otherwise) ("Usage Information"). You acknowledge and agree that Riverside will be free to use De-Identified Information, in compliance with HIPAA and FERPA requirements, for the purposes described in these Terms of Use.

15. Protection of Student Personal Information

Please see the Privacy Policy governing your license of our Services for information about (i) Our practices related to collection, use, and deletion of personal information, including how You can access, review, and update personal information, and (ii) the security measures We have in place designed to safeguard your information.

16. Applicability of HIPAA

If You are a "Covered Entity" as defined under HIPAA, You and Riverside agree that the Business Associate Addendum will govern HIPAA-related matters (click here to review the Business Associate Addendum). If You are not a Covered Entity, this Section does not apply.

17. Federal Government Terms and Conditions

If You are the United States Government or any agency, subdivision, or instrumentality thereof (the "U.S. Government"), the Services (including any related databases, documentation, technical data, and programmer's tools) delivered to the U.S. Government are "commercial computer software" or "commercial technical data" pursuant to the applicable FAR, DFARS, or other agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation of the Services are subject to these Terms of Use, pursuant to FAR 12.212 (Computer Software) and 12.211 (Technical Data), as applicable. If You are the U.S. Government and subject to the DFARS, then the Services (including any related databases, documentation, technical data, and programmer's tools) is provided subject to DFARS 252.227-7015 (Technical Data—Commercial Items) and DFARS 227.7202-3 (Rights in Commercial Computer Software or Computer Software Documentation), as applicable. Should the Services be deemed to not constitute "commercial computer software" or "commercial technical data," then they will be given to the U.S. Government with "Limited Rights" or "Restricted Rights" (as defined under DFARS), as applicable. In all cases, these Terms of Use supersede any conflicting terms or conditions in any government order document; provided, any provisions contained herein contrary to applicable mandatory federal laws will be treated as provided in FAR 52.212-4(u).

18. Consent Regarding Students' Personal Information

Please note that FERPA requires parental/guardian consent before a service provider, such as Riverside, is given access to personal information contained in a student's/examinee's educational records. Under FERPA, this parental/guardian consent requirement is met where the service provider acts as a type of "school official" by performing services for the school that would otherwise be performed by the school's own employees. Riverside fulfills FERPA requirements for qualifying as a school official by, among other steps, giving schools direct control with respect to the use and maintenance of the educational records at issue (including associated personal information) and refraining from re-disclosing or using this personal information except for purposes of providing the Services or as required by applicable laws, regulations, court orders, or other legal processes. Riverside will comply with access requests as required by FERPA.

19. General

THESE TERMS WILL BE GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH THE LAWS OF THE STATE OF ILLINOIS, WITHOUT GIVING EFFECT TO ANY CHOICE OF LAW OR CONFLICT OF LAW PRINCIPLES OR RULES (WHETHER UNDER THE LAWS OF THE STATE OF ILLINOIS OR OF ANY OTHER JURISDICTION) TO THE EXTENT SUCH PRINCIPLES OR RULES WOULD REQUIRE OR PERMIT THE APPLICATION OF THE LAWS OF ANY JURISDICTION OTHER THAN THOSE OFTHE STATE OF ILLINOIS. The foregoing choice of law notwithstanding, copyright, trademark, and patent claims are subject only to U.S. Federal law and U.S. Federal court interpretation thereof. You agree that any action at law or in equity arising out of or relating to these Terms of Use will be filed only in the state or federal courts located in the Northern District of Illinois, Eastern Division. These Terms will not be assignable by You, either in whole or in part. Riverside reserves the right to assign the rights and obligations under these Terms of Use for any reason and in Riverside's sole discretion. The Privacy Policy must be read in conjunction with these Terms of Use, and the provisions of the Privacy Policy are incorporated herein. These Terms of Use and the Privacy Policy constitute the entire agreement between You and Riverside concerning the Services, your use thereof, and any related activities, and supersede all discussions, proposals, bids, understandings, agreements, invitations, orders, and other communications, oral or written, on this subject. These Terms may not be waived, amended, or modified in any way without the prior written permission of Riverside. We may revise and update these Terms of Use from time to time and will post the revised terms of use to Our website and may also post links to them on Our Platforms. UNLESS OTHERWISE STATED IN THE AMENDED VERSION OF THESE TERMS OF USE, ANY CHANGES TO THESE TERMS OF USE WILL APPLY IMMEDIATELY UPON POSTING. We are not obligated to provide You with notice of any changes, and any changes to these Terms of Use will not apply retroactively to events that occurred prior to such changes. Your continued use of the Services will constitute Your agreement to any new provisions within the revised terms of use. You may print a copy of these Terms of Use and the Privacy Policy for Your records. If any one or more provisions of these Terms of Use are found to be illegal or unenforceable, the remaining provisions will be enforced to the maximum extent possible. To the extent any licensed order from You conflicts with or amends these Terms of Use in any way, these Terms of Use, as unmodified, will prevail. To the extent the Privacy Policy conflicts with or amends these Terms of Use in any way, the Privacy Policy will prevail.

Any license granted under these Terms of Use to You must be expressly provided herein, and there will be no licenses or rights implied hereunder, based on any course of conduct or other construction or interpretation thereof. All rights and licenses not expressly granted to You by Riverside are reserved.

Community Unit School District 300	
Name	Jennifer Porter
Title	Chief Financial Officer
Signature	
Date	

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **June 9, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	
Board Operations Committee	6/9/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: **Change Order Approvals**

Background

The following Change orders are for the 2025 Construction, outside the contracted scope.

- DCHS, RFP #001 Staff Lounge Changes for a total of $14,129
- JHS, Cost for electrical connections at the start, finish line on the track. Additional asphalt to make the high jump official, and additional long jump lane for a total of $88,427.88
- Cost of modifications to Dundee Middle School parking lot for the new lay out for a total of $146,146.
- Total cost of Change Orders: $248,702.88

Administrative Recommendation

Following the procedure for change orders, Board Member Christine Birkett approved this change order prior to the work being done. No formal board action is needed as these costs do not exceed 10% of the contract amount.

Fiscal Impact

The Construction Contingency will fund the total cost of $248,702.88 for the DCHS, JHS, and DMS change orders. If approved, the balance of construction contingency and allowances remaining with the budget for this project will be $362,179.00.

PCO #001

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16937 - D300 Summer 2025 BR2 - Staff Lounge, Flooring, and Asphalt Replacement Projects
1500 Kings Rd
Carpentersville, Illinois 60110

Potential Change Order #001: DHCS - RFP 01 - Staff Lounge changes

TO: CUSD300 2605 Bunker Hill Drive Algonquin Illinois, 60102		**FROM:** Lamp Incorporated 460 N. Grove Avenue Elgin Illinois, 60120	
PCO NUMBER/REVISION:	001 / 0	**CONTRACT:**	1 - D300 - 2025 Summer Renovations BR2
REQUEST RECEIVED FROM:	Zach Swanson **(Shales Mcnutt Construction)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	5/16 /2025
REFERENCE:		**LOCATION:**	DCHS Staff Lounge

CHANGE REASON: Project necessity

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to the changes associated with RFP 01 for the DCHS Staff Lounge project. Costs associated with this RFP will be funded from the trad contractors allowance.

ATTACHMENTS:
PCO#01 - RFP 01 w backup.pdf _DCHS - Staff Lounge - RFP 01.pdf

#	Cost Code	Description	Type	Amount
1	06-06A-01A - General Trades Allowance	Shales McNutt Construction - Allowance for Staff lounge changes per RFP 01.	Commitment	$ 14,149.00
			Subtotal:	$14,149.00
			Grand Total:	**$14,149.00**

Jay Schaack 5/21/25

SIGNATURE **DATE**

SIGNATURE **DATE**

PCO #001

Shales McNutt LLC dba SMC Construction Services
425 Renner Drive
Elgin, Illinois 60123-6918
Phone: (847) 622-1214
Fax: (847) 622-1224

Project: 25-GT-2 - CUSD 300 - 2025 Summer Renovations BR#02
1500 Kings Road
Carpentersville, Illinois 60110

Prime Contract Potential Change Order #001: RFP-01

TO:	Lamp Incorporated 460 North Grove Ave Elgin, Illinois 60120	**FROM:**	SMC Construction Services 425 Renner Drive Elgin, Illinois 60123
PCO NUMBER/REVISION:	001 / 0	**CONTRACT:**	1 - 2025 Summer Renovations Project
REQUEST RECEIVED FROM:	Zach Swanson **(SMC Construction Services)**	**CREATED BY:**	Nicole Frohling **(SMC Construction Services)**
STATUS:	Pending - In Review	**CREATED DATE:**	4/24/2025
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: RFP-01

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #001 - RFP-01
GC Masonry: $10,800
Midwest Wrecking: ($1,495)
Nedrow: $350
Heitkotter: $320
Block Iron: $3,280
DFH Labor: 8 hours @ $111.70= $893.60
Allowance: ($14,148.60)

ATTACHMENTS:
doc00766320250423113353.pdf , _RFP-001 (04-15-25).xls , _Change Order Log (4-15-25).pdf , _RFP #1 Proposal Dundee Crown HS PROPOSAL.pdf , _GCM Proposal, DCHS 2025 Teachers Lounge.pdf

#	Budget Code	Description	Amount
1	09-900.S Paints and Coatings.Commitment	RFP-01	$350.00
2	09-510-S.S Subcontractor.Commitment	RFP-01	$320.00
3	08-110-M.M Materials.Materials	RFP-01	$3,280.00
4	08-110-L.L HM Doors, Frames - Labor.Labor	RFP-01	$893.60
5	02-050-050-S.S Subcontractor.Commitment	RFP-01	$(1,495.00)
6	01-010.O General Conditions.Other	RFP-01	$10,800.00
7	17-500.Allow Project Allowances.Allowance	RFP-01	$(14,148.60)
		Grand Total:	**$0.00**

MIDWEST WRECKING
Serving Chicagoland Since 1952

ADDITIONAL WORK AUTHORIZATION
CHANGE ORDER REQUEST

REQUEST FOR CHANGE ORDER #: 1

OWNER/AGENT: SMC CONSTRUCTION
ATTN: ZACH SWANSON
425 RENNER DRIVE
ELGIN, IL 60123

JOB NAME: DUNDEE-CROWN HIGH SCHOOL
JOB ADDRESS: 1500 KINGS ROAD
CARPENTERSVILLE, IL

CONTRACT DATE: 02/25/25

ITEM#	DESCRIPTION	AMOUNT
	Credit for work not to be performed.	
1	Elimination of window opening at W-1	$ (1,495.00)

TOTAL $ (1,495.00)

Above additional work to be performed / completed under same conditions as specified in original contract unless otherwise stipulated.
Payment terms are Net 30 and a monthly charge of 2% of the unpaid will be added every 30 days after completion.

Date: _____ Authorizing Signature: _____
(Agent / Owner Sign Here)

We hereby agree to furnish labor and materials - complete in accordance with the above specifications.

Date: April 23, 2025 Authorizing Signature: _____
Midwest Wrecking Company

GC MASONRY

G.C. Masonry, Inc
860 Tollgate Road
Elgin, Il 60123
847-888-4040
847-888-4060 (Fax)

April 22, 2025

Zach Swanson
Shales McNutt Construction
425 Renner Drive
Elgin, IL 60123

Re: DCHS – 2025 Teacher's Lounge Renovation
1500 Kings Rd., Carpentersville

For the sum of Ten Thousand, Eight Hundred **($10,800)** Dollars, we propose to furnish labor and material to complete masonry work per RFP-001 drawings dated 4/15/25, by Legat Architects.

Our bid includes:

- Provide shoring, saw cutting and demolition to create new window opening at Café 100 8'-0" wide by 6'-0" tall
  - Rebuild sill and jambs with bullnose CMU
  - Grout and anchor hollow metal frame
  - Supply and install steel lintels 6x3.5x3/8" LLV
- Clean to dumpsters supplied by others
- June 1st 2025 labor increase

Our bid excludes:

- Supply and set new borrowed lite frame
- Demolition or patching of building other than listed
- Supply disposal container

Thank you for the opportunity to submit this proposal.

Respectfully Submitted,
GC Masonry, Inc.

Mark Gundersen

Mark Gundersen, President

BLOCK IRON & Supply Company
Architectural Doors & Hardware

Main Office:
1016 Witzel Ave.
Oshkosh, WI 54902
920-231-8645
888-799-0499

Madison Branch
3121 Syene Rd.
Madison, WI 53713
608-271-2744
800-236-2744

Milwaukee Branch
16925 W. Victor Rd.
New Berlin, WI 53151
262-439-2200
262-439-2205

Wausau Branch
5903 Prairie St.
Schofield, WI 54476
715-359-1800
866-552-5625

CHANGE ORDER SUMMARY

Project

Name: CUSD 300 2025 Summer Renovations
Delivery Address: 1500 Kings Road
Carpentersville, IL 60123
Job Number: 365878
P.O. Number:

Customer

Name: SMC Construction Services
Address: 425 Renner Drive
Elgin, IL 60123
Office Contact: Zach Swanson
Office Phone #: n/a
Cell #: 224-410-9359

Division 8 Block Iron Contacts

Project Manager: Randy Swan
Project Coordinator: Sam Reasons

Site Contact: Zach Swanson
Cell #: 224-410-9359

Material can not be ordered until change orders are determined, APPROVED or NOT APPROVED:

Date Sent: 4/15/2025

Following changes are APPROVED (items currently are incorporated into contract):

Please issue a change order for all items that do not have the customer's change order number listed below.

Changes Made Per	Description of Change	Amount	Customer C.O. #	BI #	Date Submitted / Approved
Returned shops dated 3-27-2025	Added Opening 100 D/F/H per shop drawings dated 3-27-25	$3,280.00		1	4/15/25
Total		$3,280.00			

Following changes are PENDING (items currently not incorporated into contract):

Please advise if the following are Approved or Not Approved.

Changes Made Per	Description of Change	Amount	BI #	Date Submitted
Total		$0.00		

Original Contract Sum (Division 8) $20,787.00

Original Contract Sum (Division 10)	$0.00
Total Original Contract Sum (Division 8 & 10)	$20,787.00
Net Change Order Amount Received	$0.00
Net Change Order Balance to be Issued	$3,280.00
New Contract Sum Including All Approved Change Orders	$24,067.00

One of these boxes MUST be checked:

[ ] state, county, use tax INCLUDED

[ ] state, county, use tax NOT INCLUDED

Changes will not be incorporated without written approval

Terms and Conditions Accepted:

Customer

Signature: _____ Date: _____

1019 SILL AVE., AURORA, IL 60506 ● PHONE 630●897●4319 ● FAX 630●897●0229

NEDROW decorating inc.

SPRAY PAINTING ● SAND BLASTING ● PROTECTIVE COATINGS ● VINYL WALL COVERINGS ● GRAINING AND MARBLING ●

Proposal

DATE	April 18, 2025
PROJECT	Dundee Crown High School Faculty Lounge
Architect	Legat
FRP	1
SECTION(S) BEING BID	Painting
BASE BID	**$350.00**

Scope of Work

- Prep and Paint 1 Each HM Door and Frame

Exclude

- Drywall taping/finishing
- Painting AL storefront/framing
- Painting ceiling grid/tiles
- Painting/staining wood doors
- Exterior painting

PAINTING AND DECORATING CONTRACTORS OF AMERICA NIPDI MEMBER

Nick Bostic

Nick Bostic
Authorized Signature

HEITKOTTER, INC.

1700 Industrial Drive, Montgomery, Illinois 60538
Wall & Ceiling Specialists
Phone: 630-892-5612 Fax: 630-892-1421

DATE: May 14, 2025

TO: Zach Swanson

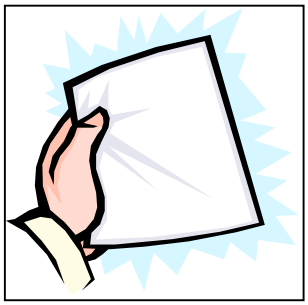
COMPANY: SMC Construction Services

FAX NUMBER: via email

SUBJECT: Dundee Crown High School

NUMBER OF PAGES: 1
(including cover sheet)

SENDER: Ken Brummel, Jr.



MESSAGE: Zach,

Here is the pricing revisions for the modifications made in RFP-001 dated April 15, 2025. This adds a new acoustical ceiling in Paper Storage 103.

All For the Sum Of……..... $320.00

Breakdown:

Materials…..... $163.40

Labor:

Carpenter: 1.0 hours @ $144.00…..... $144.00

Laborer: 0.1 hours @ $126.00…..... $12.60

If you have any questions please feel free to call me.

PCO #002

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16937 - D300 Summer 2025 BR2 - Staff Lounge, Flooring, and Asphalt Replacement Projects
1500 Kings Rd
Carpentersville, Illinois 60110

Potential Change Order #002: RFP 02 - JHS Track requests

TO: CUSD300 2605 Bunker Hill Drive Algonquin Illinois, 60102		**FROM:** Lamp Incorporated 460 N. Grove Avenue Elgin Illinois, 60120	
PCO NUMBER/REVISION:	002 / 0	**CONTRACT:**	1 - D300 - 2025 Summer Renovations BR2
REQUEST RECEIVED FROM:	Scott Helgesen **(Abbey Construction Co., Inc.)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	5/16 /2025
REFERENCE:		**LOCATION:**	JHS Track area

CHANGE REASON: Owner request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to the requested owner changes at the Track area at Jacobs High School ahead of construction that brought about RFP 02.

ATTACHMENTS:
Jacobs HS TJ CO r1 5.20.25.pdf _AEC CR-1R JHS Track Outlet Options w PD.pdf _D300 BR2 - RFP 02 JHS track changes.pdf

#	Cost Code	Description	Type	Amount
1	26-26A-01 - Electrical	Associated Electric - Contingency item for add of scope ahead of project start.	Commitment	$ 12,871.00
2	02-32A-01 - Asphalt Paving	Abbey Construction Co. - COntingency for additional scope added ahead of project start.	Commitment	$ 73,400.00
			Subtotal:	$86,271.00
			Lamp - CM Fee: 2.50% Applies to all line item types.	$ 2,156.78
			Grand Total:	**$88,427.78**

Jay Schaack 5/30/25

SIGNATURE **DATE**

SIGNATURE **DATE**

ASSOCIATED
ELECTRICAL CONTRACTORS, LLC

PO Box 39 Woodstock, IL 60098
www.associated-electrical.com

Phone: 815-337-6600
Fax: 815-337-6560

Change Request

To: Jay Schaack
Lamp, Incorporated
460 N. Grove Avenue
P.O. Box 865
Elgin, IL 60121-0865
Ph: 847-741-7220 Fax: 847-741-9677

Number: 1R
Date: 4/21/25
Job: 10-25-3570 D300 2025 DC Teacher Lng-26A2

Description: Jacobs HS Track Outlet Options

We are pleased to offer the following specifications and pricing to make the following changes:

Provide and Wiremold In Grade Outlet Box (See attached) at the starting Line at southeast side of stadium. Mount Outlet in box on inside of the track and provide a 20 Amp 120 Volt circuit from the 120/240 Volt panel in the fenced area at the Top south end of the bleachers. Resue Conduits and ground boxes if possible and provide new ones as needed. Trench and backfill with removed spoils is included. Finall Grading Re-seeding and erosion control shall be by others. Directional Boring, Cutting and Patching of Pavement Not included

FOR THE SUM OF $5,550.00

Extend and additonal Circuit to the finish line at the northeast side of the staduim and add Wiremold in Ground outlet box inside of the track at that location.

ADD TO THE SUM $7,321.00

The total amount to provide this work is $12,870.92

(Please refer to attached sheet for details.)

If you have any questions, please contact me at 815-337-6600.

The undersigned acknowledge that by signing this change request, the respective duly authorized representatives are creating a valid and binding contract (“agreement”) as of the effective date signed. Also note that no work will be done until this is signed and returned to Associated Electrical Contractors, Inc.

Agreed understood and acknowledged:

By:

_____ _____

Signature of Authorized Representative Date

Submitted by: Tony Schnulle
Associated Electrical Contract

ASSOCIATED ELECTRICAL CONTRACTORS, LLC
PO Box 39 Woodstock, IL 60098
www.associated-electrical.com

Phone: 815-337-6600
Fax: 815-337-6560

Change Request 1R Price Breakdown
Continuation Sheet

Description: Jacobs HS Track Outlet Options

Description	Labor	Material	Equipment	Subcontract	Other	Price
MATERIAL		$4,661.00				$4,661.00
EQUIPMENT			$750.00			$750.00
ALL LABOR	$6,289.84					$6,289.84

			Subtotal:	**$11,700.84**
Subcontractor Mark-Up				$0.00
Overhead & Profit	$11,700.84		10.00%	$1,170.08
			Total:	**$12,870.92**

$12,871

WIREMOLD®
Outdoor Ground Box



Outdoor Ground Box, part of the Outdoor Power offering from Legrand

Ground Breaking Innovation

As the popularity of outdoor activities grows, so does the demand for connected outdoor spaces that include power, communications and A/V.

The Outdoor Ground Box from Legrand is the first product designed with power and safety in mind. It's the first in-ground product on the market that will deliver permanent power and uses a UL50E Type 6P rated wiring enclosure and has been tested and evaluated by Underwriters Laboratories, Inc. for safe operation year round.

The Outdoor Ground Box is designed to handle the requirements of the outdoor space while blending into the landscape. It's perfect for spaces such as: outdoor retail shopping centers, corporate campuses, amusement parks, sports fields, hospitality, or any outdoor space where power is required.

Features & Benefits

- **Air Pocket Design -** This innovative design traps and maintains an air pocket protecting the devices, plugs and connections from water, snow, and ice. Allows for safer operation year round.
- **Outdoor-Rated Construction –** UV and chemical-resistant F1 rated nonmetallic material, allow the box to hold up for years to come.
- **Three Durable, Premium Finishes –** Outdoor-rated finishes to complement your space design. Choose from black, brown, or gray.
- **Holds up to 5000 lbs -** Has an ANSI/SCTE 77 Tier 5 rating and can hold up to 5,000 lbs of load allowing for the occasional tractor or non-deliberate vehicular traffic.
- **Anti-Float Clips –** Prevents the cover from floating up when flooded. This preserves the air pocket and ensures safe operation.
- **Smart egress door –** Egress door auto adjusts to the size of cable, as well as locking in the closed position when not in use. Prevents cable damage and maintains a safer user experience.
- **Secure –** Includes tamper-resistant lock to prevent unauthorized access.
- **Service feed flexibility –** Each box comes with two (2) locations that will accept up to 1 1/4" trade size nonmetallic conduit, allowing for services to feed the box as well as to daisy chain to other boxes.
- **Modular design -** Boxes are designed to interlock allowing an endless number of boxes in the same location. Provides service separation, everything in one location, and easier installation.
- **Flush to the finished ground -** The buried box can be made flush with any surface, grass, walkways (brick, pavers, concrete, etc). Reduces trip hazards and allows it to blend in with its surroundings.
- **ADA compliant –** Meets all specifications for ADA guidelines.
- **cULus listed to UL50E Type 6P and IP68 requirements while in use -** Tested and listed by Underwriters Laboratories, Inc. to UL2996 and ULC/ORD-C2996:2017 for use in the ground in all weather conditions.

Vertical Markets

- **Commercial**
- **Education**
- **Entertainment**
- **Retail**
- **Hospitality**
- **Parks**
- **Healthcare**
- **Transit**

Compliance

cULus Listed, File Number E486738. Guide QCNL/QCNL7.
Outdoor Ground Boxes (Power Applications) are UL Listed to meet UL50E Type 6P and IP68 requirements.
Outdoor Ground Boxes (Low Voltage Applications) are UL Listed to meet UL50E Type 4X and IP65 requirements.

ABBEY Construction Co., Inc.
Employee Owned

1949 County Line Road • Aurora, IL 60502
630•585•7220
www.abbeyco.inc

Checking back in on the request for breakout on the costs associated with'

1- Asphalt lane removal = $4,175.00

2- Asphalt and base for new runway = $17,480.00

3- Cost for concrete pit curb. = $8,530.00

4- Adjusted pricing to reflect spoils being left on site behind the visitors bleachers.= -(5,425.00)

And D300 is good with reusing the sand. = -($2,600.00)

May 20, 2025

LAMP, Inc.
460 North Grove Avenue
Elgin, IL 60120

Attn: Jay Schaack

Re: D300 Summer Reno – RFP 02 -- Jacobs HS LJ/TJ CO r1 5.20.25

Jay,

Below you will find the costs associated with the new triple jump runway at Jacobs High School.

Please let me know if you require any additional information.

Sincerely,

Mark Rigby

Mark Rigby

LONG JUMP/TRIPLE JUMP RUNWAY:

- Remove appx. 745 sf of existing asphalt runway.
- Remove appx. 4,550 sf of 12" existing sand at LJ/TJ and shotput/discus areas.
- Remove appx. 172 sf of 10" of field for HMA and stone areas.
- Excavate for new pits, runway, and sand pit curb.
- Dispose of spoils offsite.
- Provide appx. 1,945 sf of track HMA – 8" stone, 3.5" surface at LJ/TJ runway.
- Provide appx. 172 sf of HMA at two locations.
- Provide appx. 175 lf of sand pit curb at LJ/TJ.
- Provide appx. 885 sf of sand at 12".
- Provide appx. 4,085 sf of limestone at 4" at shotput/discus (**allowance**).
- Provide four (4) toe boards.
- Provide LJ/TJ track surface and marking paint as noted.

Adjusted Total - $73,400

TOTAL COST =~~$81,425.00~~

BREAKOUT COSTS PER RFP 02:

1. LJ/TJ — **$69,675.00**
    a. Reuse sand pit sand — **($1,400.00)** Adj to $2,600 credit
2. Discus area remove and replace sand with limestone — **$5,650.00**
3. Pole vault HMA extensions — **$3,475.00**
4. Additional track markings — **$2,625.00**

($5,425) credit for no spoil removal from site

LAMP INCORPORATED
A Construction Tradition

Community Unit School District 300

Dundee Middle School - Parking Lot Option 1C
(Sealcoating, Striping & Northwest Road Connection)

BUDGET

June 3, 2025

PKG #	DESCRIPTION	TRADE CONTRACTOR	BUDGET	BID
31A-1	Excavation - North Connection		$ 11,800	$ -
32A-1	Asphalt Paving - North Connection		$ 24,800	$ 125,745
	Sealcoating & Striping		$ 60,789	$ -
32C-1	Site Concrete - North Connection		$ 6,468	$ -
32F-1	Landscape Restoration		$ 2,778	$ -
			$ 106,635	$ 125,745
		Preconstruction	$ 2,000	$ -
		General Conditions	$ 9,064	$ -
		Fee (3.5%)	$ 4,119	$ 4,401
		SUBTOTAL	$ 121,818	$ 130,146
		Contingency	$ 10,663	$ -
			$ 132,481	$ 130,146
		Civil Engineering Fees	$ 13,248	$ 16,000
		Reimbursable Expenses (allowance)	$ 1,500	$ -
		SUBTOTAL	$ 14,748	$ 16,000
		Owner Costs (permits, testing, etc.)	$ 10,000	$ -
		TOTAL	$ 142,509	$ 146,146

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 16, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jorge Almodovar, Assistant Superintendent of Schools

Presented at the following Board Meetings	Date
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	6/10/2025
BOE 2nd Reading	6/24/2025

SUBJECT: Approval of Proposed Tier II Supplemental Materials for Reading and Math for Targeted Schools

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Background

District 300 regularly reviews and updates materials to support student learning. Our process aligns with Board Policy 6:210 and Administrative Regulations 6:210-AP1 and 6:210-AP2. The process generally includes:

- Analysis of current needs for students and staff
- Submission of materials by each publisher
- Initial technology review for feasibility to integrate into our digital learning environment
- District Leadership Team review with publisher presentations
- Teacher Collaborative Team review with publisher presentations
- Additional analysis of digital aspects and features to ensure compatibility with D300 systems

D300 Tier II Supplemental Materials

This spring, the District Leadership Team, Technology Department, and the Targeted Elementary Schools Collaborative Teacher Team completed a supplemental materials review process for Tier II Reading and Mathematics. The review teams explored multiple resources.

After careful consideration, the team determined that the *95 Percent Group Literacy Intervention System* would meet the needs of students in the Tier II Reading intervention block. The supplemental materials also include the 95 Phonics Lesson Library 2.0 and 95 PAIR (Phonemic Awareness Intervention Resource) resource, as well as professional services to support implementation. The team commented on the program being straightforward, user-friendly, and easy to follow and implement.

Additionally, the team determined that the *Zaner Bloser Kickstart Number Sense* program meets the needs of students in the Tier II Math intervention block. The supplemental resource includes intervention kits along with student and teacher materials. Both print and digital access and materials are available in English and Spanish. The team noted that these materials will provide students with number sense through the use of engaging songs and manipulatives.

DISTRICT 300

Cost and Next Steps

The total cost for all the proposed Tier II Reading supplemental materials is $87,429.84, to be secured using the Title I funds. This includes PAIR materials for K-1, PLL manipulative kits for grades 1-5, LIS subscription license for K-5, and professional development for one year.

The total cost for all the proposed Tier II Mathematics supplemental materials is $74,617.20, to be secured using the Title I funds. This includes Kickstart Early Number and Counting, Kickstart Number Sense, and professional development for one year.

Administrative Recommendation

To support our targeted schools, the Administration recommends that the Board approve the purchase of the supplemental materials as presented.

COMMUNITY UNIT SCHOOL DISTRICT 300
RFP – K-5 Tier II ELA and Math Intervention Materials Purchase
Monday, April 7, 2024 3:00 PM

COMPANY	Certifications	References	Method of Award Acknowledgement	W-9	Vendor Application	Student Data Privacy Addendum	Publisher's Information Sheet	Sample Inventory & Request to Return	Questionnaire Response Form	Pricing Schedule	Comments
95 Percent Group	X	X	X	X	X	X	X	X	X	X	
Amplify Education	X	X	X	X	X	X	X	X	X	X	
Center for Collaborative Classroom	X	X	X	X	X	X	X	X	X	X	
Houghton Mifflin Harcourt Publishing Company	X	X	X	X	X	X	X	X	X	X	
IXL	X	X	X	X	X	X	X	X	X	X	
Math Teachers Press Inc	X	X	X	X	X	X	X	X	X	X	
McGraw-Hill School Education LLC	X	X	X	X	X	X	X	X	X	X	
Savvas	X	X	X	X	X	N	X	X	X	X	
Teacher Created Materials	X	X	X	X	X	X	X	X	X	X	
TouchMath Acquistion	X	X	X	X	X	X	X	N	X	X	
Wilson Language	X	X	X	X	X	X	X	X	X	X	
Zaner-Bloser	X	X	X	X	X	X	X	X	X	X	

Recommendation:
95 Percent Group, Lincolnshire, IL: Award purchase of K-5 Tier II ELA Intervention Materials in the amount of $87,429.84
Zaner-Bloser, Columbus, OH: Award purchase of K-5 Tier II Math Intervention Materials in the amount of $74,617.20

Funding will be provided by the FY25 Title I Grant.

COMMUNITY UNIT SCHOOL DISTRICT 300
RFP – K-5 Tier II ELA and Math Intervention Materials Purchase
Monday, April 7, 2024 3:00 PM

COMPANY	ELA	Math
95 Percent Group	X	
Amplify Education	X	X
Center for Collaborative Classroom	X	
Houghton Mifflin Harcourt Publishing Company		X
IXL	X	X
Math Teachers Press Inc		X
McGraw-Hill School Education LLC	X	X
Savvas	X	X
Teacher Created Materials	X	X
TouchMath Acquistion		X
Wilson Language	X	
Zaner-Bloser		X

95 Percent Group

Solution Resources	Net Total
95 Percent Group Tier 2 Phonics Solution Year 1 - Lakewood-Parkview-Perry	$16,186.50
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30: 3	

Lakewood-Parkview-Perry - Professional Learning

Site Shipping Information:
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102
(Per RFP K-5 Tier 2 ELA and Math Intervention Materials instructions)

Product Name	Product Item #	List Price	Discount	Unit Price	Qty	Net Total
Coaching and Follow-Up Support for Schools, Onsite, includes travel expenses, does not include digital training materials; 6 hrs	PDP18060	$5,200.00	$0.00	$5,200.00	9	$46,800.00
Consulting and Coaching Services, Onsite, includes travel expenses, does not include digital training materials; 6 hrs	PDP18900	$5,200.00	$0.00	$5,200.00	1.25	$6,500.00
					Sub Total	$53,300.00

Lakewood-Parkview-Perry - Products

Site Shipping Information:
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102
(Per RFP K-5 Tier 2 ELA and Math Intervention Materials instructions)

Product Name	Product Item #	List Price	Discount	Unit Price	Qty	Net Total
95 Phonemic Awareness Intervention Resource™ - Materials for One Classroom	PA3100	$489.00	$48.90	$440.10	19	$8,361.90
Phonics Lesson Library 2.0 - Basic Skills - Manipulative Kit	PH1980	$199.00	$0.00	$199.00	10	$1,990.00
Phonics Lesson Library 2.0 - Advanced Skills - Manipulative Kit	PH1981	$179.00	$0.00	$179.00	11	$1,969.00
Phonics Lesson Library 2.0 - Multisyllable Skills - Manipulative Kit	PH1982	$149.00	$0.00	$149.00	32	$4,768.00
Shipping	SHIP	$1,708.89	$854.45	$854.44	1	$854.44
					Sub Total	$17,943.34

Total Before Discounts :	$88,358.95
Discount :	$1,783.55
Net Total :	$86,575.40
Shipping & Handling (5% of printed product) :	$854.44
Tax :	$0.00
Grand Total :	$87,429.84

Zaner Bloser

QUOTE SUMMARY

ZB Zaner-Bloser

Community Unit School Dist 300 • Algonquin, IL

PROGRAM	GRADE	COST
Kickstart Early Number and Counting	PreKindergarten	$927.00
Kickstart Early Number and Counting	Multigrade	$361.80
Kickstart Number Sense	Multigrade	$67,628.40
Professional Development	Multigrade	$5,700.00

PRODUCT TOTAL	**$67,671.00**
PD TOTAL	**$5,700.00**
SUBTOTAL COST	**$74,617.20**
SHIPPING/PROCESSING	*Complimentary*
AMOUNT TO BE INVOICED	**$74,617.20**

April 29, 2025

Diane C. White
Director of Purchasing
Community Unit School District 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102

Re: Best and Final Offer for K–5 Tier 2 ELA and Math Intervention Materials

Thank you for the opportunity to present our best and final offer in support of our bid for K–5 Tier 2 ELA and Math Intervention Materials. Our quotes, as instructed, are on the following pages. Importantly:

- The first-year subscription fees for 95 Literacy Intervention System + Digital 95 Phonics Lesson Library 2.0 have been discounted by 10 percent.
- The print resource, 95 Phonemic Awareness Intervention Resource™ - Materials for One Classroom, has been discounted by 10 percent.
- Shipping costs for print materials have been reduced from 10 percent to 5 percent.

To clarify which of the quoted costs will recur during a second year of implementation:

- Subscription to 95 Literacy Intervention System + Digital 95 Phonics Lesson Library 2.0 is paid for by an all-inclusive annual fee on a per-building basis. The quoted subscription for all buildings lasts from July 1, 2025, to June 30, 2026. The second-year subscription fee would renew annual services beginning July 1, 2026, providing uninterrupted access to the platform and a continuity of data from year to year.
- 95 Phonics Lesson Library Manipulative Kits can be purchased on an as-needed basis -- generally to account for loss or damage of supplies.
- To ensure fidelity of implementation and best possible learning outcomes, we recommend the district consider taking advantage of 95 Percent Group Consulting and Consulting Services on an annual basis on a similar scale as quoted for Year 1. These services, however, are not required and are only optional in year two.
- In year two, we recommend that the district consider scheduling product training sessions for new staff members. Year-two sessions can provide current staff with an opportunity to refresh their product knowledge, too.

In the table below, we provide additional requested details about the scope of our quoted professional learning services.

Product Training				
The product training sessions will provide participants with a deep dive on the why and how behind the products and methodologies. Participants will learn how to use the 95 Literacy Intervention System to administer the diagnostic assessments (Phonics Screener for Intervention and/or Phonemic Awareness Screener for Intervention) and use the data to create intervention groups and align instruction with student needs. They will also explore the instructional resources and materials (Phonics Lesson Library/Phonemic Awareness Intervention Resource) and practice delivering a lesson. All sessions are limited to 50 participants.				
Professional Learning	Grade Level	Session Title	Audience	Duration
Product Training	1-5	LIS/PSI/PLL 2.0 (2 sessions)	Teachers Administrators	6 Hours
	K-1	LIS/PASI/PAIR	Teachers Administrators	3 Hours
Coaching				
Partner with our expert coaches to gain the intentional, continual support educators need to effectively deliver lessons and to ensure your program investments deliver lasting results. Educators will build skills and revise practices related to their intervention support for students. Highlighting a walk-to-read model, consultants will support districts in implementing high-quality instructional practices. Each building will engage in 3 coaching visits.				
Coaching	K-5	Intervention Coaching	Teachers Coaches Administrators	6 hours

If you have any additional questions, please let me know!

Sincerely,

Jennifer Reuland
Account Executive
jreuland@95percentgroup.com
(847) 230-9307

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95 Percent Group™

QUOTE DATE: April 29, 2025

QUOTE FORM

Company Information

Company Name	95 Percent Group	**Quote Number**	Q-110759
Address	475 Half Day Road, Suite 350 Lincolnshire, IL 60069	**Created Date**	April 29, 2025
Prepared By	Jennifer Reuland	**Expiration Date**	May 28, 2025
Title	Account Executive	**Delivery Type**	Upfront
Telephone			
Email	jreuland@95percentgroup.com		

Customer Information

Account Name	Community Unit School District 300-District Office
Address	2550 Harnish Drive Algonquin, Illinois 60102
Contact Name	Annie Gifford
Contact Title	
Contact Telephone	847-551-8416
Contact Email	ann.gifford@d300.org

Invoice / Billing Information

Bill to Name	Community Unit School District 300- District Office	**Bill to Address**	2550 Harnish Drive Algonquin, Illinois 60102

QUOTE SUMMARY

Solution Resources	Net Total
95 Percent Group Tier 2 Phonics Solution Year 1 - Lawek ood-Parwiek -Perry	$16,186.50
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30: 3	

Lawek ood-Parwiek -Perry - Professional Learning

Site Shipping Information:
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102
(Per RFP K-5 Tier 2 ELA and Math Intervention Materials instructions)

Product Name	Product Item #	List Price	Discount	Unit Price	Qty	Net Total
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				Sub Total		$53,300.00

Lawek ood-Parwiek -Perry - Products

Site Shipping Information:
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102
(Per RFP K-5 Tier 2 ELA and Math Intervention Materials instructions)

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Total Before Discounts :	$88,358.95
Discount :	$1,783.55
Net Total :	$86,575.40
Shipping & Handling (5% of printed product) :	$854.44
Tax :	$0.00
Grand Total :	$87,429.84

Notes: **For single-site delivery to 2605 Bunker Hill Drive, Algonquin, IL 60102, per RFP K-5 Tier 2 ELA and Math Intervention Materials instructions.**

Limited 30 day return/replacement policy: All product returns require prior approval. Please contact orders@95percentgroup.com to receive authorization. 15% restocking fee on all printed Phonics Lesson Library products. 10% on all other printed products. NO returns on opened shrink wrapped product. Damaged materials (stamped, written on, damaged from usage by client) will not be accepted. All sales are final for 95 Phonics Booster Bundle: Summer School Edition. NO refunds, exchanges or returns.

Please read these Terms and Conditions carefully. These Terms and Conditions are a binding legal document between you ("**Client**") and 95 Percent Group LLC ("**Company**"). By utilizing our Services (defined below) in any way, and/or accepting the Quote accompanying these Terms and Conditions, and/or paying the amount contemplated by the purchase order, Client represents that (1) Client has read, understands, and agrees to be bound by these Terms and Conditions, and (2) Client has the authority to enter into these Terms and Conditions personally or on behalf of their entity, and to bind that entity to these Terms and Conditions. If Client does not agree to be bound by these Terms and Conditions, Client may not access or use the Services.

1. Description of the Services: Client will engage Company to provide consulting services (the "**Services**") as described in Quote accompanying these Terms and Conditions as evidenced by a purchase order or payment from Client. Company accepts the engagement on the specified terms and conditions.
    a. Client Benefit Only: The Services provided are solely for the benefit of Client. The Services are intended for employees of schools and/or school districts. All Company Materials (defined below) are for the use of training participants only and may not be copied or shared without Company's prior written consent. Resale of the Services or the Company Materials is prohibited. The Services provided are not a "training of trainers" project.
    b. Virtual Training, Online Support, E-Learning, and Client Portal Website: Virtual training, online support, e-learning, and access to Company's website and cloud-based platforms are provided on a best-efforts basis. They carry no warranty and are not guaranteed to work without incident. Client technology must meet the Minimum System Requirements specified on Company's website.
        i. Virtual Training Session Failures: If a live virtual session fails due to Company reasons, it will be rescheduled at no additional cost. If the failure is attributed to Client, Client will be billed, and rescheduling will incur an additional fee.
2. Ownership: Company, or its third-party licensors, own and hold all right, title and interest in and to any materials made available, including presentations, digital works, physical copies and any outputs of the Services provided, including without limitation, all intellectual property or derivative works derived therefrom (the "**Company Materials**").
    a. Recording of Training Sessions or Presentations: Video or audio taping or other recording of training sessions or presentations is strictly prohibited without prior written consent from Company. Consent requires a written amendment to these Terms and Conditions and payment of an additional fee. Company may record sessions or presentations if granted permission and appropriate release forms are obtained.
    b. Materials: No Company Materials may be copied, downloaded or otherwise saved by Client, regardless of media. No right or license to use the Company Materials is granted under these Terms and Conditions.
3. Confidentiality: The Company Materials, and any other data or information shared with Client by or about Company, are Company's "**Confidential Information**". As such, Client agrees that even after the termination or expiration of this Agreement, they must: maintain in strict confidence all Confidential Information using the same standard of care that a Client uses to protect its own confidential information of a like nature and, in any event, no less than a reasonable standard of care; not use the Confidential Information for any reason other than as specified by Company; and not use, reproduce or disclose the Confidential Information to any third party, in each case, without prior express written consent of the other Party. Client will, and will ensure that its staff and agents, comply with all of confidentiality and non-disclosure and non-use obligations hereunder.

Client will promptly notify Company if Client learns of any unauthorized release or use of Confidential Information.

4. Compensation: Client agrees to pay for the Services specified in the Quote. Exceeding the agreed-upon number of participants will incur an additional fee of at least $1,000. Product billing occurs upon shipment, while Service billing occurs after each Service is delivered. Late payment beyond 60 days from the invoice date will incur a 2% monthly late payment fee, starting from 30 days past due.
5. Purchase Orders: If Client uses Purchase Orders or similar payment processes, an authorized Purchase Order must be provided before Company commences work. Any conflicting terms between these Terms and Conditions and a Purchase Order shall be superseded by these Terms and Conditions. Client must provide information on special payment processing steps required. If Client is tax-exempt, the state tax exemption certificate must be provided [prior to the commencement of the Services or the shipping of any products]. Purchase Orders for the Services are due to Company no later than 30 days before scheduled delivery of the first Service.
6. Payment Methods: Company accepts bank checks as the standard payment method. However, for Clients preferring credit cards or similar methods, payment cards are accepted with a "**Convenience Fee**" of 3% of the amount due. The Convenience Fee will be included in each invoice. If a payment card payment lacks the Convenience Fee, the invoice will be adjusted and sent to Client for approval. The Convenience Fee amount is subject to change, with notice given to Client who may choose to discontinue payment card payments.
7. Postponement or Cancellation: If Client postpones or cancels a training date fewer than 30 days before the scheduled date, a cancellation fee of no less than $250 per training date per consultant will be charged for each postponed or cancelled training date that occurs fewer than 30 days before the scheduled date. Additionally, Client will be responsible for any unrecoverable costs incurred by Company, including without limitation non-refundable travel expenses. If Company cancels a training date due to circumstances beyond their control, such as severe weather, flight delays, illness, or other unavoidable factors, both Company and Client will be responsible for their respective incurred expenses.
8. Indemnification: Each party agrees to indemnify, defend, and hold harmless the other party against any actions, claims, demands, or damages resulting from injury, death, loss, or other liabilities caused by the acts or omissions of their respective agents, servants, or employees in connection with the Services provided under these Terms and Conditions. Client agrees to indemnify, defend, and hold harmless Company from Client's misuse of the Services and/or the Company Materials.
9. Governing Law: These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Delaware, unless the state law in Client's jurisdiction prohibits the application of out-of-state governing laws. In such cases, the laws of Client's state shall prevail.
10. Amendment: Any change, modification, extension, termination, or waiver of these Terms and Conditions or any of its provisions shall be valid only if made in writing and signed by duly authorized representatives of both parties.
11. Force Majeure: Neither party shall be held liable or deemed to have defaulted under these Terms and Conditions for failure or delay in fulfilling any term if such failure or delay is caused by circumstances beyond the reasonable control of the affected party, including but not limited to severe weather, airline flight cancellations or delays, fires, earthquakes, floods, embargoes, wars, acts of war (declared or not), insurrections, riots, civil commotions, strikes, lockouts, acts of God, or acts, omissions, or delays by any governmental authority or other party. However, if a training date is canceled after a consultant staff member has already arrived at Client location, Client will be responsible for the consultant's travel expenses and any applicable

change fees.

12. Disclaimer: THE SERVICES ARE PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANT-ABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE (EVEN IF THAT PURPOSE IS KNOWN TO COMPANY), OR FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. COMPANY DOES NOT ASSUME, AND EXPRESSLY DISCLAIMS, ANY LIABILITY TO ANY PERSON FOR ANY LOSS OR DAMAGE CAUSED BY THE SERVICES, WHETHER SUCH ERRORS OR OMISSIONS RESULT FROM NEGLIGENCE, ACCIDENT, OR OTHER CAUSE.
13. Waiver; Release: Client does hereby, for themselves, their heirs, administrators or executors, forever WAIVE, RELEASE, and DISCHARGE any and all rights and claims for any expenses, damages, or other losses that Client may allege or that may hereinafter accrue against Company as an invitee onto Client’s premises.

Zaner-Bloser

INSPIRING aha MOMENTS

PHASE I

QUOTE SUMMARY FOR

Community Unit School Dist 300
Account Number: 1020000269
Algonquin, IL
Diane White
(847) 551-8300

Quote # 00065583
Issued on April 29, 2025
Expires on July 3, 2025

PREPARED BY

Jim Burnette
Sales Consultant - Supplemental
jim@graceed.com

THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.

To place your order, complete the Order Information page and scan/email it with this quote to your Sales Consultant. If you need to reach our Customer Experience department, please reach out via CustomerExperience@zaner-bloser.com or 800.421.3018.

April 29, 2025

Community Unit School Dist 300 • Algonquin, IL

Dear Diane:

Thank you for all you do to inspire "aha" moments—moments of discovery, accomplishment, pride, surprise, and delight—in your classrooms and for considering Zaner-Bloser as your partner in helping students build foundational skills.

Kickstart: Number Sense is a small-group math intervention program that helps students understand and work with numbers in a flexible and intuitive way. Physical movement, partner talk, hands-on materials, and cooperative games engage students and build deep conceptual understanding of whole numbers. Students embrace positive math identities as they advance to proficiency in skills prerequisite for the K–3 core curriculum.

The enclosed quote includes an Order Information page, which should be filled out completely and returned with your order. **If information is missing on this page, processing your order may be delayed.** Please complete the following:
•School Information
•Digital Product Information
•Shipping and Delivery Instructions

Orders with Professional Development will be invoiced separatley from your materials. We look forward to providing you with the best research- and evidence-based resources, meaningful professional development opportunities, and top-notch customer service possible.

Thank you,

Jim Burnette
Sales Consultant - Supplemental

QUOTE SUMMARY

Zaner-Bloser

Community Unit School Dist 300 • Algonquin, IL

PROGRAM	GRADE	COST
Kickstart Early Number and Counting	PreKindergarten	$927.00
Kickstart Early Number and Counting	Multigrade	$361.80
Kickstart Number Sense	Multigrade	$67,628.40
Professional Development	Multigrade	$5,700.00

PRODUCT TOTAL	**$67,671.00**
PD TOTAL	**$5,700.00**
SUBTOTAL COST	**$74,617.20**
SHIPPING/PROCESSING	*Complimentary*
AMOUNT TO BE INVOICED	**$74,617.20**

Includes materials, shipping, and processing. May not include applicable local and state taxes.

Kickstart Early Number and Counting: PreKindergarten

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453138625	Kickstart: Early Numbers and Counting 2023 Teacher Guide	$103.00	5	$515.00
9781453138724	Kickstart: Early Numbers and Counting 2023 SPAN Teacher Guide	$103.00	4	$412.00
			SUBTOTAL COST	**$927.00**

Kickstart Early Number and Counting: Multigrade

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453138755	Kickstart: Early Numbers and Counting Online Access Add-on (1 year access)	$40.20	5	$201.00
9781453138762	Kickstart: Early Numbers and Counting Spanish Online Access Add-On (1 year access)	$40.20	4	$160.80
			SUBTOTAL COST	**$361.80**

Kickstart Number Sense: Multigrade

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453144183	Kickstart: Number Sense 2021 Full Intervention Kit *Contents include: 1 Stage A Teacher Pack, 1 Stage B Teacher Pack, 1 Stage C Teacher Pack, 1 Stage D Teacher Pack, 1 Additional Resources Pack, 1 Full Student Materials Pack, 2 Online Access Subscriptions for one year, and 2 Stage D Online Access Subscriptions for one year*	$1,498.65	24	$35,967.60
9781453144244	Kickstart: Number Sense en español 2025 Full Intervention Kit *Contents include: 1 Spanish Stage A Teacher Pack, 1Spanish Stage B Teacher Pack, 1 Spanish Stage C Teacher Pack, 1 Spanish Stage D Teacher Pack, 1 Spanish Additional Resources Pack, 1 Full Student Materials Pack, 2 Spanish Online Access Subscriptions for one year, and 2 Spanish Stage D Online Access Subscriptions for one year*	$1,498.65	16	$23,978.40
9781453144220	Kickstart: Number Sense 2025 Teacher Pack Stage D *Contents include: 1 Stage D Teacher Guide, 1 set Stage D Reproducible Activity Sheets, and 1 set Stage D Activity Cards*	$309.00	22	$6,798.00
9781453142769	Kickstart: Number Sense 2025 Stage D Online Access (1 year access)	$40.20	22	$884.40
			SUBTOTAL COST	**$67,628.40**

Professional Development: Multigrade

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
PD14536	Kickstart Onsite Implementation Training *Session Description: This session prepares all teachers who are new to Kickstart to implement the program.*	$1,200.00	1	$1,200.00
PD14537	Kickstart Implementation Training Webinar *Session Description: This session prepares all teachers who are new to Kickstart to implement the program.*	$900.00	3	$2,700.00
PD14537	Kickstart Implementation Training Webinar *Session Description: This session prepares all teachers who are new to Kickstart to implement the program.*	$900.00	2	$1,800.00
			SUBTOTAL COST	**$5,700.00**

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Contact Phone Number: _____ Accounts Payable Email _____

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DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 24, 2025

TO: Board of Education

FROM: Dr. Martina Smith
Superintendent

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	
BOE 2nd Reading	06/24/2025

SUBJECT: Resolution Appointing Board Treasurer

Background
Pursuant to Section 8-1 of the Illinois School Code, 105 ILCS 5/8-1, the Board of Education must adopt a resolution appointing a Board Treasurer.

Administrative Recommendation
It is recommended to adopt the Resolution Appointing Board Treasurer, Frank Williams, CFO/CSBO, as presented.

Fiscal Impact
None.