

Board of Education Business Meeting

Tuesday, August 26, 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

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); 3. Student disciplinary cases 2(c)(9); and 4. 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 (no later than 6:30pm)

3.1. Roll Call

4. Pledge of Allegiance

5. Approval of the Agenda

6. Moment of Silence

7. Recognition

7.1. Superintendent's Student Advisory Council Introductions

8. **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.**

9. Superintendent Report

9.1. D300 Summer Reads Overview

9.2. Back-to-School Highlights

9.3. Summer Capital Projects Overview

9.4. Master Facility Plan Community Engagement Program

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 July 22, 2025 and August 12, 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 Boys & Girls Club of the Northwest Suburbs Learning Center Agreement

11.8. Approval of Freedom of Information Act Report

12. Consent Items >\$35K

12.1. Approval of Copier Paper Bid (Extension)

12.2. Approval of Musical Instrument Bid

12.3. Approval of Snow and Ice Removal Bid (Extension)

12.4. Approval of Roofing Consulting Services Contract (Renewal)

12.5. Approval of Technology Services Contracts (Renewals)

12.6. Approval of Family Service Association of Greater Elgin Area MOU (Renewal)

12.7. Approval of Language Services & Supports Opportunity Review

13. Roll Call Action Items

13.1. Approval of Charge Sheet for MFP
Community Engagement Program

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); 3. Student disciplinary cases 2(c)(9); and 4. 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
08/01/2025**

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
7/2/2025	DMS	Roku 2	Roku	4210X2	5F35CW047328	N/A	Obsolete	Tech Recycle
7/2/2025	DMS	Old Chromebook ASUS Charger	ASUS	AD890326	N/A	T88007	Obsolete	Tech Recycle
7/2/2025	LPES	VCR / DVD Player	Sonic blue / go video	DVR4300	N/A	2.2443E+11	Obsolete	Tech Recycle
7/2/2025	LPES	CRT TV	Panasonic	CT-32D12DF	N/A	100475	Obsolete	Tech Recycle
7/23/2025	JHS	Laptop	Lenovo	T480s laptop	PC13S4LR	T89554	Obsolete	Tech Recycle
7/30/2025	WCS	printer	HP	LaserJet 2420	CNGKB25198	T005229	Obsolete	Tech Recycle
7/30/2025	JHS	printer	RICOH	Aficio SP C410DN	Q7088600166	T24073	Obsolete	Tech Recycle
7/30/2025	JHS	printer	HP	Designjet Z3200ps 24in Photo	SG4AG2900H	N/A	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97598	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97508	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97686	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97596	Obsolete	Tech Recycle
7/21/2025	DCHS	Chromebit	ASUS	CS10	K8MACX000851VSN	T60980	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	5G01X79	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Keyboard	Dell	SK-8115	CN0DJ331716168BA0LOV	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Keyboard	Lenovo	KU-0225	1S54Y94008249690E	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Headphones	PRO-LUXE	KT-323	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	AC Adapter	Lenovo	ADLX90NLC2A	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Monitor	Lenovo	ThinkVision S24e-20	1S62AEKAR2WVWNA9H5PH	T170397	Broken	Tech Recycle
7/21/2025	DCHS	Monitor	Dell	IN2030Mc	CN0MK7Y4641801610K5S	T29032	Obsolete	Tech Recycle
7/21/2025	DCHS	Monitor	Dell	IN2030Mc	CN05XJ9J72872157KTHS	T29077	Obsolete	Tech Recycle
7/21/2025	DCHS	Monitor	Capture	LPL-17W01	CL900618CBBR	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00T1L	N/A	Broken	Tech Recycle
7/23/2025	DCHS	AC Adapter	Lenovo	ADLX90NLC2A	11S36200286ZZ400666M7Y	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Laptop	Lenovo	L480	1s20LTS24V00PF1NS6TL	T89004	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM3G012EX	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00NY1	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G01NEK	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00T0L	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200287ZZ10047A5Z0	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200285ZZ70092M4NZ	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200286ZZ8008C4VEJ	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S45N0247Z12S9B84PDXA	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200286ZZ70084PB09	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Dell	0PW395	CN0PW395739019A70587A01	N/A	Broken	Tech Recycle
7/25/2025	AMS	Laptop	Lenovo	L470	1s20J5S1UD00PF1042X1	T63323	Broken	Tech Recycle
7/25/2025	AMS	Projector	Epson	PowerLite 85+	MT5F042288L	22454	Broken	Tech Recycle
7/25/2025	AMS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00RD2	N/A	Broken	Tech Recycle
7/25/2025	AMS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G01MGC	N/A	Broken	Tech Recycle
7/25/2025	AMS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G01LDV	N/A	Broken	Tech Recycle
7/25/2025	AMS	Document Camera	IPEVO	CDVW-01IP	131441BG03235	T37885	Broken	Tech Recycle
7/25/2025	AMS	AC Adapter	Lenovo	ADLX90NLC2A	11S45N0247Z12S9B529K8U	N/A	Broken	Tech Recycle
7/25/2025	AMS	AC Adapter	Lenovo	ADLX90NLC2A	11S45N0247Z12S9B4CNNWE	N/A	Broken	Tech Recycle
7/25/2025	AMS	AC Adapter	Lenovo	ADLX90NLC2A	11S45N0247Z12S9B8226J8	N/A	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM641801AL0CMS	N/A	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM641801CJ29KL	N/A	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM6418018M0MEM	T28131	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM641801C10L5S	N/A	Broken	Tech Recycle
7/25/2025	AMS	Video Conference Camera	Logitech	BCC950	2025LZ553J58	T103556	Broken	Tech Recycle
7/25/2025	AMS	Video Conference Camera	Logitech	BCC950	2025LZ553KM8	T104846	Broken	Tech Recycle
7/25/2025	AMS	Video Conference Camera	Logitech	BCC950	2026LZ56FT38	T104834	Broken	Tech Recycle
7/2/2025	CO	Thinkpad basic docking station	Lenovo	40AG	M5G00R7L	N/A	Broken	Tech Recycle

7/2/2025	CO	Monitor	Dell	REV A00	CN0DT0PH742612680FNM	N/A	Broken	Tech Recycle
7/2/2025	CO	Monitor	Dell	REV A00	CN0DT0PH742612680G2M	N/A	Broken	Tech Recycle
7/2/2025	CO	Monitor	Dell	N/A	N/A	T25843	Broken	Tech Recycle
7/2/2025	CO	Monitor	Dell	N/A	N/A	T25842	Broken	Tech Recycle
7/14/2025	CO	iPhone	Apple	iPhone 7	F71CW4E2HG6W	N/A	Obsolete	Tech Recycle
7/15/2025	CO	Thinkpad USB-C Dock Gen 2	Lenovo	40AS	ZKT0C1XF	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad USB-C Dock Gen 2	Lenovo	40AS	ZKT17CFL	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad USB-C Dock Gen 2	Lenovo	40AS	ZKTWCRJM	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Dock Gen 2	Lenovo	40AN	ZJT0Q6HG	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad USB-C Dock	Lenovo	40AY	ZVT010J6	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock	Lenovo	40AC	ZBK04S6T	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock Gen 2	Lenovo	40AN	ZJTQ4WD3	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock Gen 2	Lenovo	40AN	ZJT0Q21Y	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock Gen 2	Lenovo	40AN	ZJT0M22G	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad basic docking station	Lenovo	40AG	M5G00RT8	N/A	Broken	Tech Recycle
7/22/2025	GBES	IP phone	Mitel	5340	FSAC03161	N/A	Obsolete	Tech Recycle
7/22/2025	PVES	IP phone	Mitel	5340	AVAEX3876	N/A	Obsolete	Tech Recycle
7/30/2025	JHS	IP phone	Mitel	5340	AVAEG9279	N/A	Broken	Tech Recycle
7/30/2025	JHS	IP phone	Mitel	5340	AVAFR8430	N/A	Broken	Tech Recycle
7/30/2025	BH Trans	IP phone	Mitel	5312	1TKFW17191B4	N/A	Obsolete	Tech Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105651	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105664	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105661	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105447	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105470	Broken	Metal Recycle
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106932	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106930	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106903	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106928	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106904	Damaged	Refuse
7/11/2025	DCHS	Stool	N/A	17adjustable stools, black/blue/hard top	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Stool	N/A	30 adjustable stool blue /black/ hard top	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Stool	safoo	24 brown four stool with back rest	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Stool	N/A	27 adjustable stool black, blue, hard top, gray stool	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Table	N/A	5 square table 42x42/ round table 42	N/A	N/A	Obsolete	Refuse
7/14/2025	LES	tall metal cabinet	unknown	4 tall metal cabinet	N/A	N/A	Broken	Metal Recycle
7/14/2025	SHES	Credenza	N/A	N/A	N/A	N/A	Broken	Refuse
7/14/2025	SHES	Desk Credenza	N/A	N/A	N/A	N/A	Broken	Refuse
7/15/2025	ORS	Black 2 door tall cabinets	HON	HSC1872.L.P.	8PZSA5	N/A	Broken	Metal Recycle
7/16/2025	DCHS	Wrestling wall mats	N/A	N/A	na	N/A	Obsolete	Refuse
7/16/2025	JHS	Dishwasher	GE	GPT22555L055	HR600165K	N/A	Broken	Metal Recycle
7/17/2025	DCHS	3 section couch	N/A	N/A	n/a	n/a	Obsolete	Refuse
7/23/2025	LES	39 student desks/lift lids	N/A	N/A	NA	N/A	Obsolete	Metal Recycle
7/28/2025	DFEC	7 Office Chairs	The HON Company	Muscatine IA52761	CSTC28	N/A	Broken	Refuse
7/28/2025	LES	2 teacher desks	N/A	N/A	N/A	n/A	Broken	Metal Recycle
7/29/2025	SHES	Khaki Colored Metal Cart #1	N/A	N/A	N/A	N/A	Obsolete	Metal Recycle
7/29/2025	SHES	Khaki Colored Metal Cart # 2	N/A	N/A	N/A	N/A	Obsolete	Metal Recycle
7/29/2025	SHES	Khaki Colored Metal Cart # 3	N/A	N/A	N/A	N/A	Obsolete	Metal Recycle
7/31/2025	LWS	Media Center Furniture	School Specialty	10 wood tables and 30 wooden chairs	N/A	N/A	Damaged	Refuse

Diane C. White

Diane C. White, Director of Purchasing

08/01/2025

Date

*Supporting documentation available in the Purchasing Department.

Community Unit School District 300
A/P Board Bill Listing for August 26, 2025
For Invoices Processed from July 31, 2025 through August 13, 2025

<u>Fund</u>	<u>Amount</u>
Educational	\$ 4,331,010.51
Health Insurance Fund	\$ 3,848,194.36
Grant Fund	\$ 2,051,614.56
COVID 19 Fund	
Operations & Maintenance	\$ 907,683.28
Bond & Interest	
Transportation	\$ 702,201.65
Site & Construction	\$ 1,434,993.78
Impact Fees	\$ 27,509.00
Tort Immunity Fund	
	<hr/>
Total All Funds	<u><u>\$ 13,303,207.14</u></u>

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

Date: _____

Signed: _____
President

Secretary

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	0362	Wire Transfer	COMCAST	7,500.00
08/26/2025	0363	Wire Transfer	CSG FORTE PAYMENTS INC	8,425.83
08/26/2025	0364	Wire Transfer	FLEETMATICS USA LLC	2,617.16
08/26/2025	0365	Wire Transfer	NORTHERN KANE EDUCATIONAL CORP	2,474,739.10
08/26/2025	0366	Wire Transfer	T-MOBILE USA INC	10,516.87
08/26/2025	7318	Check	1-800MD LLC	796.55
08/26/2025	7319	Check	4IMPRINT	1,340.77
08/26/2025	7320	Check	5-STAR STUDENTS	2,100.00
08/26/2025	7321	Check	A&A GAMES LTD	5,810.00
08/26/2025	7322	Check	ADESTA LLC	6,833.92
08/26/2025	7323	Check	ADVENTIST GLENOAKS HOSPITAL	13,195.18
08/26/2025	7324	Check	ADVOCATE SHERMAN HOSPITAL	1,020.00
08/26/2025	7325	Check	ALGONQUIN LAKES ELEMENTARY	1,500.00
08/26/2025	7326	Check	ALGONQUIN MIDDLE SCHOOL	1,500.00
08/26/2025	7327	Check	AMERICAN OUTFITTERS LTD	1,819.00
08/26/2025	7328	Check	AMPLIFY EDUCATION INC	2,419.21
08/26/2025	7329	Check	ANTHEM SPORTS	435.28
08/26/2025	7330	Check	AUTOMATIC FIRE SYSTEMS INC	1,856.00
08/26/2025	7331	Check	AWARDS INTERNATIONAL	189.00
08/26/2025	7332	Check	BAKER, KELLY N	40.50
08/26/2025	7333	Check	BARAK BUSINESS SERVICE	606.84
08/26/2025	7334	Check	BARNES AND NOBLE BOOKSELLERS	691.30
08/26/2025	7335	Check	BE LEGENDARY BASKETBALL CAMP LLC	250.00
08/26/2025	7336	Check	BELVIDERE HIGH SCHOOL	100.00
08/26/2025	7337	Check	BIO CORPORATION	1,463.00
08/26/2025	7338	Check	BLACKOUT EZ LLC	521.13
08/26/2025	7339	Check	BLUE CROSS	3,659,990.46
08/26/2025	7340	Check	BRAIN POP	69,835.00
08/26/2025	7341	Check	BRIGHTMONT ACADEMY	6,675.24
08/26/2025	7342	Check	BROKERS RISK	27,509.00
08/26/2025	7343	Check	BSN SPORTS LLC	4,939.90
08/26/2025	7344	Check	BSN SPORTS LLC	6,034.80
08/26/2025	7345	Check	BUTCHER ON THE BLOCK	5,466.75

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7346	Check	CAROLINA BIOLOGICAL SUPPLY CO	8,101.29
08/26/2025	7347	Check	CARY GROVE HIGH SCHOOL	60.00
08/26/2025	7348	Check	CASSANDRA STRINGS	13,127.18
08/26/2025	7349	Check	CENGAGE LEARNING INC	45.90
08/26/2025	7350	Check	CHICAGO OFFICE TECHNOLOGY GRP	40,705.00
08/26/2025	7351	Check	CINTAS CORPORATION	20,426.70
08/26/2025	7352	Check	CLARE WOODS ACADEMY	27,505.20
08/26/2025	7353	Check	CONSERV FS	620.00
08/26/2025	7354	Check	CONSORTIUM FOR SCHOOL NETWORKI	1,370.00
08/26/2025	7355	Check	CORE MECHANICAL INC	154,293.45
08/26/2025	7356	Check	CRAIG R ELLIOTT	235.00
08/26/2025	7357	Check	CRISIS PREVENTION INSTITUTE	600.00
08/26/2025	7358	Check	CRISIS PREVENTION INSTITUTE	200.00
08/26/2025	7359	Check	CROWN TROPHY	510.50
08/26/2025	7360	Check	DECKER INC	3,186.89
08/26/2025	7361	Check	DELACEY FAMILY ED ACTIVITY ACC	2,500.00
08/26/2025	7362	Check	DELTA DENTAL PLAN OF ILLINOIS	184,452.68
08/26/2025	7363	Check	DOUGLAS EQUIPMENT	5,917.91
08/26/2025	7364	Check	DUNDEE MIDDLE SCHOOL ACTIVITY	3,500.00
08/26/2025	7365	Check	EDUCATIONAL PRODUCTS INC	3,614.50
08/26/2025	7366	Check	EHARDT, JEFFREY M	98.00
08/26/2025	7367	Check	EL FUEGO TACOS & BURRITOS	1,800.00
08/26/2025	7368	Check	EQUIPMENT DEPOT OF ILLINOIS	1,556.14
08/26/2025	7369	Check	ETA HAND2MIND	74.72
08/26/2025	7370	Check	FERGUSON ENTERPRISES LLC	1,747.80
08/26/2025	7371	Check	FLINN SCIENTIFIC INC	3,235.32
08/26/2025	7372	Check	FOLLETT CONTENT SOLUTIONS LLC	1,707.04
08/26/2025	7373	Check	FORESTRY SUPPLIERS INC	150.12
08/26/2025	7374	Check	FOX VALLEY FIRE AND SAFETY CO	3,715.00
08/26/2025	7375	Check	GARY D WRIGHT ELEMENTARY	2,500.00
08/26/2025	7376	Check	GLENBARD TOWNSHIP HS DISTRICT	200.00
08/26/2025	7377	Check	GLOBAL INDUSTRIAL EQUIPMENT	854.10
08/26/2025	7378	Check	GOLFVIEW ELEMENTARY	1,500.00

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7379	Check	GOOBER PRINTS LLC	780.00
08/26/2025	7380	Check	GOUDY, BETH GRACE	367.61
08/26/2025	7381	Check	GRAYSLAKE HIGH SCHOOL	240.00
08/26/2025	7382	Check	GRAYSLAKE NORTH HIGH SCHOOL	200.00
08/26/2025	7383	Check	GRIMCO	495.99
08/26/2025	7384	Check	GRIZZLY INDUSTRIAL	184.96
08/26/2025	7385	Check	GROOT INC	15,835.17
08/26/2025	7386	Check	GROSS, RICHARD A	111.37
08/26/2025	7387	Check	GUSTAVE A LARSON COMPANY	5,232.13
08/26/2025	7388	Check	GUTIERREZ, INEABELLE	102.55
08/26/2025	7389	Check	H R STEWART INC	235.00
08/26/2025	7390	Check	HAL LEONARD CO DBA SHEET MUSIC	15,173.12
08/26/2025	7391	Check	HAMPSHIRE ELEMENTARY	2,500.00
08/26/2025	7392	Check	HEARTLAND SCHOOL SOLUTIONS	7,024.38
08/26/2025	7393	Check	HINCKLEY SPRINGS	1,573.87
08/26/2025	7394	Check	HOLIAN INSULATION COMPANY INC	3,674.72
08/26/2025	7395	Check	HOPE LEARNING ACADEMY	9,082.76
08/26/2025	7396	Check	HVALLEY TOOLS	755.30
08/26/2025	7397	Check	IACTE	245.00
08/26/2025	7398	Check	IASA	60.00
08/26/2025	7399	Check	ILLINOIS ASB	4,050.00
08/26/2025	7400	Check	ILLINOIS ASSOCIATION OF SCHOOL	220.00
08/26/2025	7401	Check	ILLINOIS ASSOCIATION OF SCHOOL	220.00
08/26/2025	7402	Check	ILLINOIS MUSIC EDUCATION ASSOC	180.00
08/26/2025	7403	Check	IMAGINE LEARNING LLC	382,914.00
08/26/2025	7404	Check	IMPERIAL DADE	458.90
08/26/2025	7405	Check	INDIAN PRAIRIE CUSD 204	250.00
08/26/2025	7406	Check	INDIAN PRAIRIE CUSD 204	450.00
08/26/2025	7407	Check	J AND M BUILDING MAINTENANCE	6,561.20
08/26/2025	7408	Check	JACOBS, EMILY S	146.39
08/26/2025	7409	Check	JC LICHT	243.98
08/26/2025	7410	Check	JENNINGS, DANIEL J	375.00
08/26/2025	7411	Check	JOHNSON CONTROLS	8,618.06

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7412	Check	JOHNSON CONTROLS FIRE PROTECTI	7,100.63
08/26/2025	7413	Check	JW PEPPER	1,144.98
08/26/2025	7414	Check	KANE COUNTY REGIONAL OFFICE ED	3,340.00
08/26/2025	7415	Check	KAPLAN COMPANIES INC	3,747.82
08/26/2025	7416	Check	KELLY SERVICES INC	1,744.64
08/26/2025	7417	Check	KINSEY AND KINSEY	5,210.40
08/26/2025	7418	Check	KIRHOFERS SPORTS INC	2,569.50
08/26/2025	7419	Check	LAKE IN THE HILLS ACTIVITY	2,500.00
08/26/2025	7420	Check	LAKESHORE LEARNING MATERIALS	6,486.84
08/26/2025	7421	Check	LAKEWOOD ELEM ACTIVITY ACCT	2,500.00
08/26/2025	7422	Check	LARAMIE, CAROL L	31.50
08/26/2025	7423	Check	LEARNING A-Z	5,208.00
08/26/2025	7424	Check	LEARNING RESOURCES	132.98
08/26/2025	7425	Check	LED RITE LLC	2,698.80
08/26/2025	7426	Check	LINCOLN PRAIRE ELEMENTARY	2,500.00
08/26/2025	7427	Check	LUMEN ACADEMY	25,591.12
08/26/2025	7428	Check	MAKEMUSIC INC.	2,159.46
08/26/2025	7429	Check	MARKLUND	15,538.50
08/26/2025	7430	Check	MCCLOYN, DEBRA R	79.80
08/26/2025	7431	Check	MCGRAW HILL LLC	71,731.23
08/26/2025	7432	Check	MEADOWDALE ELEMENTARY SCHOOL	1,500.00
08/26/2025	7433	Check	MERTES CONTRACTING COORPRATION DBA ACCU -PAVING CORPORATION	94,225.85
08/26/2025	7434	Check	MIDWEST AIR FILTER	163.80
08/26/2025	7435	Check	MOBILE MINI	616.00
08/26/2025	7436	Check	MSC INDUSTRIAL DIRECT CO INC	9,532.49
08/26/2025	7437	Check	MURNANE PAPER COMPANY	6,896.00
08/26/2025	7438	Check	MUSIC AND ARTS CENTER	748.12
08/26/2025	7439	Check	NAPA HAMPSHIRE	3,777.92
08/26/2025	7440	Check	NATIONAL SCHOOL FORMS	430.94
08/26/2025	7441	Check	NFINITY ATHLETIC LLC	7,450.00
08/26/2025	7442	Check	NIEVES, MARIA L	32.20
08/26/2025	7443	Check	NILES WEST HIGH SCHOOL	350.00
08/26/2025	7444	Check	NORTH AMERICAN CORPORATION	6,558.63

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7445	Check	NORTHWESTERN ILLINOIS ASSOCIAT	1,609,320.39
08/26/2025	7446	Check	OMBUDSMAN EDUCATIONAL SERVICE	19,702.50
08/26/2025	7447	Check	ON TARGET SALES	8,396.00
08/26/2025	7448	Check	ORIENTAL TRADING CO.	92.91
08/26/2025	7449	Check	PADDOCK PUBLICATIONS	59.80
08/26/2025	7450	Check	PARKVIEW ELEMENTARY SCHOOL	2,500.00
08/26/2025	7451	Check	PAULSEN APPLIANCE INC	1,618.08
08/26/2025	7452	Check	PAULY'S CUSTOM APPAREL COMPANY	1,098.31
08/26/2025	7453	Check	PEARSON ASSESSMENTS	64,638.00
08/26/2025	7454	Check	PEERLESS NETWORK	14,583.02
08/26/2025	7455	Check	PERIPOLE INC	1,904.32
08/26/2025	7456	Check	PERRY ELEMENTARY SCHOOL	1,500.00
08/26/2025	7457	Check	PRAIRIE RIDGE HIGH SCHOOL	12,600.00
08/26/2025	7458	Check	PUSHCOIN	4,081.10
08/26/2025	7459	Check	RAPTOR TECHNOLOGIES LLC	535.00
08/26/2025	7460	Check	RAYMOND GEDDES & CO INC	450.47
08/26/2025	7461	Check	RAYNER AND RINN-SCOTT INC	10,142.95
08/26/2025	7462	Check	RED WING BUSINESS ADVANTAGE AC	5,608.29
08/26/2025	7463	Check	RENAISSANCE LEARNING	79,980.94
08/26/2025	7464	Check	RICHMOND BURTON HIGH SCHOOL	300.00
08/26/2025	7465	Check	RICOH-SAVIN BUSINESS SYSTEMS	370.15
08/26/2025	7466	Check	RIGHT DIRECTION CRISIS INTERVE	5,979.05
08/26/2025	7467	Check	RISICATO DESIGNS	717.35
08/26/2025	7468	Check	RIVERA, LUIS R	45.92
08/26/2025	7469	Check	ROCKFORD AUBURN HIGH SCHOOL	300.00
08/26/2025	7470	Check	ROSS AND WHITE CO	386.82
08/26/2025	7471	Check	RUSSELL, SONJA	37.80
08/26/2025	7472	Check	SCHOLASTIC INC	9,055.97
08/26/2025	7473	Check	SCHOLASTIC INC	655.77
08/26/2025	7474	Check	SCHOOL DATEBOOKS	936.00
08/26/2025	7475	Check	SCHOOL HEALTH CORPORATION	14,957.46
08/26/2025	7476	Check	SCHOOL SPECIALTY, LLC	72,301.84
08/26/2025	7477	Check	SCHUTT, JANET A	31.50

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7478	Check	SEAL OF ILLINOIS	44,493.50
08/26/2025	7479	Check	SEWING CONCEPTS	1,305.05
08/26/2025	7480	Check	SHERWIN WILLIAMS	521.70
08/26/2025	7481	Check	SIGHTHOUND INC	5,400.00
08/26/2025	7482	Check	SKYWARD INC	105,446.00
08/26/2025	7483	Check	SMITHEREEN COMPANY	1,030.00
08/26/2025	7484	Check	SPECIAL EDUCATION SERVICES	20,799.99
08/26/2025	7485	Check	SPECIAL EDUCATION SERVICES	2,722.20
08/26/2025	7486	Check	SPECIALIZED EDUCATION OF ILLINOIS INC	1,717.35
08/26/2025	7487	Check	SPIRO, NICHOLAS M	115.99
08/26/2025	7488	Check	SPORTS IMPORTS INC	1,180.00
08/26/2025	7489	Check	STAPLES	143.18
08/26/2025	7490	Check	STATE INDUSTRIAL PRODUCTS	1,742.56
08/26/2025	7491	Check	STREAMWOOD BEHAVIORAL HEALTH	15,326.08
08/26/2025	7492	Check	SWEETWATER SOUND INC	2,439.23
08/26/2025	7493	Check	TAYLOR, KRISTA	62.54
08/26/2025	7494	Check	TEACHING STRATEGIES INC	69,929.84
08/26/2025	7495	Check	TENNIS WAREHOUSE	275.94
08/26/2025	7496	Check	TFH USA LTD	51.00
08/26/2025	7497	Check	THE RESPONSIVE MAILROOM INC	1,497.14
08/26/2025	7498	Check	TOWNSHIP HIGH SCHOOL DIST 113	325.00
08/26/2025	7499	Check	TRADUCCIONNOW	75.00
08/26/2025	7500	Check	TRANE COMPANY	38,739.54
08/26/2025	7501	Check	TROPHIES BY GEORGE	134.50
08/26/2025	7502	Check	ULINE SHIPPING SUPPLY	9,741.50
08/26/2025	7503	Check	UNITED DOOR AND DOCK LLC	27,598.36
08/26/2025	7504	Check	VARSITY SPIRIT NCA NDA	3,245.00
08/26/2025	7505	Check	VELOCITY ATHLETICS	3,575.00
08/26/2025	7506	Check	VIDAL, KATIE E	63.56
08/26/2025	7507	Check	VILLAGE OF CARPENTERSVILLE	450.00
08/26/2025	7508	Check	VILLAGE OF SLEEPY HOLLOW	1,897.70
08/26/2025	7509	Check	VISION SERVICE PLAN	2,954.67
08/26/2025	7510	Check	VWR FUNDING INC	827.67

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7511	Check	WADE, KRISTINA K	60.95
08/26/2025	7512	Check	WAKOH WEAR	4,368.00
08/26/2025	7513	Check	WARDS NATURAL SCIENCE EST IN	378.25
08/26/2025	7514	Check	WAREHOUSE DIRECT INC	24,093.91
08/26/2025	7515	Check	WEATHERGUARD ROOFING COMPANY	4,412.00
08/26/2025	7516	Check	WERNER, KARISSA M	38.99
08/26/2025	7517	Check	WEST A THOMSON REUTERS BUSINES	1,216.75
08/26/2025	7518	Check	WEST SIDE ELECTRIC SUPPLY INC.	580.77
08/26/2025	7519	Check	WESTFIELD COMMUNITY SCHOOL	1,500.00
08/26/2025	7520	Check	WHEELING HIGH SCHOOL	310.00
08/26/2025	7521	Check	WHITEY'S TOWING	1,808.75
08/26/2025	7522	Check	WOODSTOCK NORTH HIGH SCHOOL	700.00
08/26/2025	7523	Check	XPERIENCE CHEER LLC	5,050.00
08/26/2025	7524	Check	ZANER BLOSER INC	361.80
08/26/2025	9000000816	ACH	A FREEDOM FLAG CO	3,254.80
08/26/2025	9000000817	ACH	AIRGAS USA, LLC	6,646.49
08/26/2025	9000000818	ACH	AMAZON CAPITAL SERVICES INC	17,489.60
08/26/2025	9000000819	ACH	ANDERSON LOCK COMPANY LTD	47,750.88
08/26/2025	9000000820	ACH	APEX3 SYSTEMS LLC	11,214.10
08/26/2025	9000000821	ACH	AUGUST, JAMES C, II	138.74
08/26/2025	9000000822	ACH	AXESS TRANSPORTATION	2,636.00
08/26/2025	9000000823	ACH	B&B NETWORKS INC	19,500.00
08/26/2025	9000000824	ACH	BLICK ART MATERIALS LLC	9,190.13
08/26/2025	9000000825	ACH	BRODERICK, SANDRA L	15.75
08/26/2025	9000000826	ACH	CARVELL, CHRISTOPHER M	400.00
08/26/2025	9000000827	ACH	CDW-G	2,933.00
08/26/2025	9000000828	ACH	COMMUNICATIONS DIRECT INC	538.00
08/26/2025	9000000829	ACH	CONSTELLATION NEW ENERGY	312,669.72
08/26/2025	9000000830	ACH	COVE SCHOOL	15,402.50
08/26/2025	9000000831	ACH	CREATIVE PROMOTIONAL APPAREL	1,471.50
08/26/2025	9000000832	ACH	DEWBERRY ARCHITECTS INC	419,149.69
08/26/2025	9000000833	ACH	DIAMOND GRAPHICS OF ALGONQUIN	565.00
08/26/2025	9000000834	ACH	DURHAM SCHOOL SERVICES	695,210.05

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	9000000835	ACH	EXELON CORPORATION	32,430.92
08/26/2025	9000000836	ACH	FASTSIGNS OF CARPENTERSVILLE	2,530.94
08/26/2025	9000000837	ACH	FIGUEROA, JULIUS L	514.90
08/26/2025	9000000838	ACH	FIRST TO THE FINISH INC	984.30
08/26/2025	9000000839	ACH	GECAN, MATTHEW ALEXANDER	89.74
08/26/2025	9000000840	ACH	GRAINGER	2,845.95
08/26/2025	9000000841	ACH	HEARTSPRING INC	27,565.11
08/26/2025	9000000842	ACH	INTERSTATE ROOF SYSTEMS CONSUL	12,800.00
08/26/2025	9000000843	ACH	KLEIN THORPE & JENKINS LTD	412.50
08/26/2025	9000000844	ACH	LAMP INC	1,074,029.00
08/26/2025	9000000845	ACH	LEGAT ARCHITECTS INC	149,172.09
08/26/2025	9000000846	ACH	LINDE GAS & EQUIPMENT INC	525.83
08/26/2025	9000000847	ACH	MANPOWER	43,802.33
08/26/2025	9000000848	ACH	MILLER COOPER AND CO LTD	6,328.90
08/26/2025	9000000849	ACH	MOTLEY, JOSHUA S	69.02
08/26/2025	9000000850	ACH	ORGANIC LIFE LLC	85,570.50
08/26/2025	9000000851	ACH	PARKLAND PREPARATORY ACADEMY	66,609.40
08/26/2025	9000000852	ACH	PRO GRAPHICS CUSTOM SCREEN PRINTING LLC	2,344.00
08/26/2025	9000000853	ACH	RODRIGUEZ, BRANDON M	310.87
08/26/2025	9000000854	ACH	SANCHEZ, ADRIAN	298.83
08/26/2025	9000000855	ACH	SPORT DECALS INC	1,961.55
08/26/2025	9000000856	ACH	SUNRISE SOUTHWEST LLC	1,797.40
08/26/2025	9000000857	ACH	THE WINSTON KNOLLS SCHOOL	23,123.10
08/26/2025	9000000858	ACH	VARGAS, DARLENE D	425.00
08/26/2025	9000000859	ACH	VIVACITY TECH PBC	24,000.00
08/26/2025	9000000860	ACH	VIVACITY TECH PBC	122,019.51
Total:				13,186,040.15

AP Check Register

AP Run: 20250826 AP — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
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20250826 AP Summary

Type	Count	Amount
Regular Checks:	207	7,433,503.55
ACH Checks:	45	3,248,737.64
Wire Transfers:	5	2,503,798.96
Epayables:	0	0.00
Total:	257	13,186,040.15

AP Check Register

AP Run: 20250826 AP VOID — Post Date: 2025-08-26 — AP Run Type: V

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7318	Check	1-800MD LLC	-796.55
08/26/2025	7339	Check	BLUE CROSS	-3,659,990.46
08/26/2025	7362	Check	DELTA DENTAL PLAN OF ILLINOIS	-184,452.68
08/26/2025	7509	Check	VISION SERVICE PLAN	-2,954.67
Total:				-3,848,194.36

20250826 AP VOID Summary

Type	Count	Amount
Regular Checks:	4	-3,848,194.36
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	-3,848,194.36

AP Check Register

AP Run: 20250808 AP REISSUE — Post Date: 2025-08-26 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/26/2025	7525	Check	1-800MD LLC	796.55
08/26/2025	7526	Check	DELTA DENTAL PLAN OF ILLINOIS	184,452.68
08/26/2025	7527	Check	VISION SERVICE PLAN	2,954.67
08/26/2025	9000000861	ACH	BLUE CROSS	3,659,990.46
Total:				3,848,194.36

20250808 AP REISSUE Summary

Type	Count	Amount
Regular Checks:	3	188,203.90
ACH Checks:	1	3,659,990.46
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	3,848,194.36

AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

Fund	Total
10 - EDUCATION FUND	4,254,312.51
11 - HEALTH INSURANCE FUND	3,848,194.36
14 - GRANT FUND	2,051,614.56
20 - OPERATIONS & MAINTENANCE FUND	867,214.29
40 - TRANSPORTATION FUND	702,201.65
60 - SITE & CONSTRUCTION FUND	1,434,993.78
80 - TORT IMMUNITY FUND	27,509.00
	13,186,040.15

AP Check Register

AP Run: 20250814 AP OFFCYCLE — Post Date: 2025-08-14 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/14/2025	7315	Check	RIVERSIDE ASSESSMENTS LLC	76,698.00
08/14/2025	7316	Check	TRINITY LANDSCAPE OF NORTHERN IL INC	8,040.00
08/14/2025	7317	Check	VILLAGE OF LAKE IN THE HILLS	107.00
Total:				84,845.00

AP PosPay Offcycle Checks - 8/14/2025
Sent 8/15/2025

20250814 AP OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	3	84,845.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	84,845.00

AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

Fund	Total
10 - EDUCATION FUND	76,698.00
20 - OPERATIONS & MAINTENANCE FUND	8,147.00
	84,845.00

AP Check Register

AP Run: 20250812 AP OFFCYCLE — Post Date: 2025-08-12 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7311	Check	VILLAGE OF ALGONQUIN	9,514.85
08/12/2025	7312	Check	VILLAGE OF GILBERTS	664.02
08/12/2025	7313	Check	VILLAGE OF SLEEPY HOLLOW	1,967.70
08/12/2025	7314	Check	VILLAGE OF WEST DUNDEE	3,009.96
Total:				15,156.53

20250812 AP OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	4	15,156.53
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	15,156.53

AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

Fund	Total
20 - OPERATIONS & MAINTENANCE FUND	15,156.53
	15,156.53

AP Check Register

AP Run: 20250811 AP OFFCYCLE — Post Date: 2025-08-11 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/11/2025	7310	Check	VILLAGE OF HAMPSHIRE	10,006.80
Total:				10,006.80

AP POSPAY OFFCYCLE CHECK - VILLAGE OF HAMPSHIRE
SENT 8/12/2025

20250811 AP OFFCYCLE Summary

Type	Count	Amount
✓ Regular Checks:	1	10,006.80
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	10,006.80

AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

Fund	Total
20 - OPERATIONS & MAINTENANCE FUND	10,006.80
	10,006.80

AP Check Register

AP Run: 20250807 AP OFFCYCLE-2 — Post Date: 2025-08-07 — AP Run Type: R

COMMUNITY UNIT SCHOOL DIST 300

Check Date	Check Number	Payment Type	Name	Check Amount
08/07/2025	7307	Check	VILLAGE OF CARPENTERSVILLE	7,158.66
Total:				7,158.66

20250807 AP OFFCYCLE-2 Summary

Type	Count	Amount
Regular Checks:	1	7,158.66
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	7,158.66

AP Check Register

COMMUNITY UNIT SCHOOL DIST 300

Fund	Total
20 - OPERATIONS & MAINTENANCE FUND	7,158.66
	7,158.66

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

Treasurer Report

As of June 30, 2025, the District had \$230,367,964.69 of cash on hand. The cash balance by fund was:

Operating Fund	\$ 160,167,462.62
Bond & Interest Fund	\$ 12,432,370.48
Site & Construction Fund	\$ 57,768,131.59
Total	\$230,367,964.69

Financial Report Analysis-All Funds

Expenditures- If the District were to spend their dollars evenly each month, costs through June should be 100% of total spending. Listed below is a summary of cash expenditures as a percentage of total spending by fund.

Fund	% of Budget	Comment
Education	98.56%	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	104.36%	This fund is over budget due to Salaries, Purchased Services, Supplies, and Non-Capitalized Equipment being higher than anticipated.
Bond & Interest	91.42%	The bond & interest fund is used to pay our debt payments made in December and June.
Transportation	91.24%	This fund is on trend.
IMRF/Social Security	88.55%	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	81.53%	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 103.37% of its budgeted revenue compared to 102.85% prior YTD.

Financial Reporting Analysis- Operating Funds

Operating Fund Revenue Summary by Source- 104.26% compared to 102.37% prior YTD.

- Local Revenues are on-trend at 105.99%;
- State Revenues are on-trend at 100.99%;
- Federal Revenues are on-trend at 100.61% and are in line with federal grant expenditures.

Operating Fund Expenditure Summary by Object- 98.24% compared to 98.21% prior YTD.

- Salaries are at 101.00%;
- Benefits are at 91.50%;
- Purchase Services are at 102.80%;
- Supplies/Materials are at 99.38%;
- Capital Outlay is at 72.60%;
- Other/Tuition are at 104.81%;
- Non-capitalized equipment is at 64.80%.

Monthly Notes:

- Short-term interest rates have increased slightly from 4.209% in May to 4.221%. Total interest for the year is \$10,232,745 or 149.3% of the budget.
- Financials are presented on an unaudited cash basis and do not represent the District's final financial statements.

TREASURER'S REPORT FOR THE MONTH OF June 2025

INVESTMENTS AT COST: \$230,367,964.69

(See attached schedule for investment detail)

MONTHLY PAYROLL:

Educational Fund	\$ 26,363,266.05	
O&M Fund	\$ 694,791.04	
Transportation Fund	<u>\$ 38,421.26</u>	\$ 27,096,478.35

PAYROLL RELATED EXPENDITURES:

(Not reflected in A/P Bill Listing)

Educational and Transportation Funds;

Teachers, Retirement System	<u>\$ 2,949,345.00</u>	
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Total Teachers, Retirement System	\$ 2,949,345.00
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Illinois Municipal Retirement Fund

IMRF	\$ 139,581.67	
FICA	\$ 128,056.60	
Medicare	<u>\$ 181,570.20</u>	

Total IMRF/FICA/Medicare Fund	\$ 449,208.47
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Total Payroll and Related Expenditures \$ 30,495,031.82

COMMUNITY UNIT SCHOOL DISTRICT #300

Financial Report 12

June 30, 2025

By Fund, By Object

	FY25	FY25	% of FY25
All Funds	Budget	Actual	Budget
Local	273,356,052	288,936,318	105.70%
State	104,857,430	102,711,488	97.95%
Federal	24,606,150	24,757,164	100.61%
Other Source	-	-	
Total Revenues	402,819,632	416,404,970	103.37%
Salaries	181,062,435	182,870,615	101.00%
Benefits	56,681,513	51,865,484	91.50%
Purchased Services	71,012,828	73,075,797	102.91%
Supplies/Materials	15,744,906	15,646,760	99.38%
Capital Outlay	23,191,373	18,871,467	81.37%
Other	37,988,183	36,312,748	95.59%
Non-Capitalized Equipment	12,660,885	8,204,306	64.80%
Total Expenditures	398,342,123	386,847,177	97.11%
Revenues Over Disbursements	4,477,509	29,557,793	
Other Financing Sources/Uses	(14,493,780)	(14,079,390)	
Fund Balance Transfer	14,493,780	14,079,390	
Net Change to Fund Balance	4,477,509	29,557,793	

	FY25	FY25	% of FY25
Operating Funds	Budget	Actual	Budget
Local	243,726,119	258,317,299	105.99%
State	101,405,503	102,411,488	100.99%
Federal	24,606,150	24,757,164	100.61%
Other Sources	-	-	
Total Revenues	369,737,772	385,485,951	104.26%
Salaries	181,062,435	182,870,615	101.00%
Benefits	56,681,513	51,865,484	91.50%
Purchased Services	70,992,828	73,039,639	102.88%
Supplies/Materials	15,744,906	15,646,760	99.38%
Capital Outlay	4,618,502	3,353,051	72.60%
Other/Tuition	11,722,042	12,285,964	104.81%
Non-Capitalized Equipment	12,660,885	8,204,306	64.80%
Total Expenditures	353,483,111	347,265,819	98.24%
Revenues Over Disbursements	16,254,661	38,220,132	
Other Financing Sources/Uses	(14,493,780)	(14,079,390)	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	1,760,881	24,140,742	

COMMUNITY UNIT SCHOOL DISTRICT #300

Financial Report 12

June 30, 2025

By Fund, By Object

	FY25	FY25	% of FY25
	Budget	Actual	Budget
Fund 1-Educational			
Local	179,305,608	194,642,718	108.55%
State	89,687,970	92,253,314	102.86%
Federal	24,606,150	24,757,164	100.61%
Other Sources	-	-	
Total Revenues	<u>293,599,728</u>	<u>311,653,196</u>	<u>106.15%</u>
Salaries	171,480,736	172,939,223	100.85%
Benefits	47,565,000	43,640,828	91.75%
Purchased Services	42,582,407	42,478,147	99.76%
Supplies/Materials	8,344,180	8,282,438	99.26%
Capital Outlay	168,444	1,830,501	1086.71%
Other/Tuition	11,713,042	12,285,849	104.89%
Non-Capitalized Equipment	11,697,361	7,854,076	67.14%
Total Expenditures	<u>293,551,170</u>	<u>289,311,061</u>	<u>98.56%</u>
Revenues Over Disbursements	48,558	22,342,134	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	<u>48,558</u>	<u>22,342,134</u>	
Fund 2-Operations & Maintenance			
Local	39,483,741	38,624,745	97.82%
State	-	-	
Other Sources	-	-	
Total Revenues	<u>39,483,741</u>	<u>38,624,745</u>	<u>97.82%</u>
Salaries	8,933,120	9,292,307	104.02%
Benefits	1,668,996	1,632,597	97.82%
Purchased Services	5,976,875	7,116,672	119.07%
Supplies/Materials	5,991,558	6,183,547	103.20%
Capital Outlay	1,467,850	1,522,549	103.73%
Other	9,000	-	0.00%
Non-Capitalized Equipment	959,813	348,770	36.34%
Total Expenditures	<u>25,007,212</u>	<u>26,096,443</u>	<u>104.36%</u>
Revenues Over Disbursements	14,476,529	12,528,303	
Other Financing Sources/Uses	(14,493,780)	(14,079,390)	
Net Change to Fund Balance	<u>(17,251)</u>	<u>(1,551,087)</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 12
June 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
	Budget	Actual	Budget
Fund 3-Bond & Interest			
Local	25,983,345	25,316,738	97.43%
Other Sources	-	-	0.00%
Total Revenues	<u>25,983,345</u>	<u>25,316,738</u>	<u>97.43%</u>
Purchased Services	20,000	4,905	24.53%
Other	26,266,141	24,026,784	91.47%
Total Expenditures	<u>26,286,141</u>	<u>24,031,689</u>	<u>91.42%</u>
Revenues Over Disbursements	(302,796)	1,285,049	
Other Financing Sources/Uses	2,493,780	2,079,390	
Net Change to Fund Balance	<u>2,190,984</u>	<u>3,364,439</u>	
Fund 4-Transportation			
Local	13,944,943	13,691,077	98.18%
State	11,717,533	10,158,174	86.69%
Other Sources	-	-	
Total Revenues	<u>25,662,476</u>	<u>23,849,251</u>	<u>92.93%</u>
Salaries	648,579	639,086	98.54%
Benefits	48,517	40,085	82.62%
Purchased Services	20,019,546	21,050,202	105.15%
Supplies/Materials	1,409,168	1,180,774	83.79%
Capital Outlay	2,982,208	-	0.00%
Other	-	115	0.00%
Non-Capitalized Equipment	3,711	1,460	39.34%
Total Expenditures	<u>25,111,729</u>	<u>22,911,722</u>	<u>91.24%</u>
Revenues Over Disbursements	550,747	937,529	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	<u>550,747</u>	<u>937,529</u>	
Fund 5-IMRF/Social Security			
Local	5,982,134	5,871,146	98.14%
Total Revenues	<u>5,982,134</u>	<u>5,871,146</u>	<u>98.14%</u>
Benefits	7,399,000	6,551,975	88.55%
Total Expenditures	<u>7,399,000</u>	<u>6,551,975</u>	<u>88.55%</u>
Revenues Over Disbursements	(1,416,866)	(680,829)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	<u>(1,416,866)</u>	<u>(680,829)</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300
 Financial Report 12
 June 30, 2025
 By Fund, By Object

	FY25	FY25	% of FY25
	Budget	Actual	Budget
Fund 6-Capital Projects			
Local	3,646,588	5,302,281	145.40%
State	3,451,927	300,000	8.69%
Federal	-	-	0.00%
Total Revenues	<u>7,098,515</u>	<u>5,602,281</u>	<u>78.92%</u>
Salaries	-	-	
Benefits	-	-	
Purchased Services	500,000	31,253	6.25%
Supplies/Materials	-	-	
Capital Outlay	18,572,871	15,518,416	83.55%
Other	-	-	
Total Expenditures	<u>19,072,871</u>	<u>15,549,668</u>	<u>81.53%</u>
Revenues Over Disbursements	(11,974,356)	(9,947,387)	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	12,000,000	12,000,000	
Net Change to Fund Balance	<u>25,644</u>	<u>2,052,613</u>	
Fund 7-Working Cash			
Local	<u>2,231,669</u>	<u>2,772,291</u>	<u>124.23%</u>
Total Revenues	<u>2,231,669</u>	<u>2,772,291</u>	<u>124.23%</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>0.00%</u>
Revenues Over Disbursements	2,231,669	2,772,291	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	<u>2,231,669</u>	<u>2,772,291</u>	
Fund 8-Tort			
Local	<u>2,778,024</u>	<u>2,715,321</u>	<u>97.74%</u>
Total Revenues	<u>2,778,024</u>	<u>2,715,321</u>	<u>97.74%</u>
Purchase Services	<u>2,414,000</u>	<u>2,394,618</u>	<u>99.20%</u>
Total Expenditures	<u>2,414,000</u>	<u>2,394,618</u>	<u>99.20%</u>
Revenues Over Disbursements	364,024	320,703	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	<u>364,024</u>	<u>320,703</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-All Funds

Depository or Instrument	Type	Bank #	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 06/30/25
OPERATING FUND INVESTMENTS											
PONCE BANK	SDA				6/30/2025		4.230%	443	443	-	443
NEXBANK, SSB-ICS	SDA				6/30/2025		4.230%	20,688,684	20,688,684	-	20,688,684
Bank of China 1285997-1	SDA				6/30/2025		4.350%	15,101,282	15,101,282	-	15,101,282
Bank of China 1285906-1	SDA				6/30/2025		4.350%	40,646	40,646	-	40,646
Congressional Bank	SDA				6/30/2025		4.230%	522	522	-	522
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 Security 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 Associat	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 Associati	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Hinsdale Bank & Trust Company, National Associat	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 Assoc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Crystal Lake Bank and Trust Company, National As	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 Assi	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 Assoc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Libertyville Bank & Trust Company, National Associ	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Barrington Bank & Trust Company, National Associ	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 Community 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	-	0.00
BOM Bank, LA	CD	365	8/19/2024	5/13/2025	267	4.821%	249,913	241,400	-	0.00

Third Coast Bank, TX	CD	365	8/19/2024	5/13/2025	267	4.832%	249,933	241,400	-	0.00
ISDLAF+ TERM SERIES, IL	TS	365	9/18/2024	5/16/2025	240	4.250%	12,331,151	12,000,000	-	0.00
Cornerstone Bank, NE	CD	365	5/17/2023	5/16/2025	730	5.060%	249,883	226,500	-	0.00
Baxter Credit Union, IL	CD	365	5/17/2023	5/16/2025	730	4.718%	249,888	228,000	-	0.00
BAC Community Bank, CA	CD	365	5/22/2024	5/22/2025	365	5.058%	249,881	237,850	-	0.00
T Bank, National Association, TX	CD	365	5/22/2024	5/22/2025	365	5.108%	249,893	237,750	-	0.00
Western Alliance Bank, CA	CD	365	5/22/2024	5/22/2025	365	5.212%	249,879	237,500	-	0.00
Wells Fargo Bank NA, 949764CT9	DTC	365	5/23/2023	5/23/2025	731	4.855%	248,000	248,213	-	0.00
Customers Bank, NY	CD	364	6/20/2024	5/27/2025	341	5.001%	13,083,993	12,500,000	-	0.00
US TREASURY N/B, 912828ZT0	SEC	365	10/17/2024	5/31/2025	226	4.250%	2,047,000	1,997,424	-	0.00
Customers Bank, NY	CD	365	2/5/2025	6/24/2025	139	4.150%	5,079,021	5,000,000	-	0.00
WI TREASURY SEC., 912797NP8	SEC	365	12/9/2024	6/5/2025	178	4.210%	4,592,000	4,499,614	-	0.00
Cendera Bank, National Association, TX	CD	365	1/9/2025	6/10/2025	152	4.092%	249,887	245,700	-	0.00
First Bank of Ohio, OH	CD	365	1/9/2025	6/10/2025	152	4.092%	249,887	245,700	-	0.00
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
TREASURY BILL, 912797QM2	SEC	365	5/29/2025	9/2/2025	96	4.171%	7,582,000	7,499,710	-	7,499,710.03
OMB Bank, MO	DCD	365	5/27/2025	9/4/2025	100	4.200%	249,943	247,100	-	247,100.00
ISDLAF TERM SERIES	TS	365	6/20/2025	9/18/2025	90	4.250%	15,864,527	15,700,000	-	15,700,000.00
ISDLAF TERM SERIES	TS	365	6/20/2025	10/14/2025	116	4.250%	21,888,661	21,600,000	-	21,600,000.00
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
ISDLAF TERM SERIES	TS	365	6/20/2025	2/17/2026	242	4.100%	14,996,897	14,600,000	-	14,600,000.00
WASHINGTON FEDERAL, 938828HJ2	DTC	365	6/26/2025	3/26/2026	273	4.119%	242,000	242,318	-	242,317.76
BANK OF AMERICA NA, 06051XXQ0	DTC	365	6/27/2025	3/27/2026	273	4.169%	242,000	242,318	-	242,317.60
MERRICK BANK, 59013LBJ2	DTC	365	6/30/2025	3/30/2026	273	4.168%	249,000	249,333	-	249,333.00
ISDLAF TERM SERIES	TS	365	6/13/2025	4/1/2026	292	4.060%	7,227,360	7,000,000	-	7,000,000.00
CAPITAL COMMUNITY BANK, 14005LBV0	DTC	365	6/13/2025	4/13/2026	304	4.042%	249,000	249,220	-	249,219.89
ISDLAF TERM SERIES	TS	365	6/20/2025	4/14/2026	298	4.050%	11,570,336	11,200,000	-	11,200,000.00
CedarStone Bank, TN	CD	365	6/20/2025	4/15/2026	299	4.163%	249,943	241,700	8,243.21	241,700.00
Customers Bank, NY	CD	365	5/21/2025	4/21/2026	335	4.010%	5,184,019	5,000,000	184,019.00	5,000,000.00
CUMBERLAND FED BANK FSB, 23062KKH4	DTC	365	6/23/2025	4/23/2026	304	4.040%	241,000	241,311	-	241,310.70
Western Alliance Bank, CA	CD	365	6/9/2025	4/29/2026	324	4.050%	249,871	241,200	8,671.31	241,200.00
Winchester Savings Bank, MA	CD	365	6/9/2025	4/29/2026	324	4.040%	249,850	241,200	8,649.90	241,200.00
Schertz Bank & Trust, TX	CD	365	6/9/2025	4/29/2026	324	4.040%	249,850	241,200	8,649.90	241,200.00
Customers Bank, NY	CD	365	6/9/2025	4/29/2026	324	4.050%	249,871	241,200	8,671.31	241,200.00
Dundee Bank, NE	CD	365	6/9/2025	4/29/2026	324	4.040%	249,850	241,200	8,649.90	241,200.00
FirstBank Puerto Rico, PR	CD	365	5/5/2025	5/5/2026	365	3.870%	249,911	240,600	9,311.22	240,600.00

State Bank of Texas, TX	CD	365	5/5/2025	5/5/2026	365	3.943%	249,774	240,300	9,473.83	240,300.00
Sentry Bank, CO	CD	365	5/5/2025	5/5/2026	365	3.923%	249,830	240,400	9,429.67	240,400.00
Solera National Bank, CO	CD	365	5/5/2025	5/5/2026	365	3.987%	249,777	240,200	9,576.77	240,200.00
Gbank, NV	CD	365	5/5/2025	5/5/2026	365	3.917%	249,816	240,400	9,416.47	240,400.00
Priority Bank, AR	CD	365	5/5/2025	5/5/2026	365	3.865%	249,899	240,600	9,299.19	240,600.00
Premier Bank, IA	CD	365	5/5/2025	5/5/2026	365	3.871%	249,912	240,600	9,312.42	240,600.00
First State Bank and Trust Company, Inc., MO	CD	365	5/5/2025	5/5/2026	365	3.893%	249,758	240,400	9,357.57	240,400.00
KS StateBank, KS	CD	365	5/5/2025	5/5/2026	365	4.000%	249,912	240,300	9,612.00	240,300.00
NorthEast Community Bank, NY	CD	365	5/27/2025	5/27/2026	365	3.969%	249,734	240,200	9,533.54	240,200.00
UNITY BANK, 91330AHR1	DTC	365	6/13/2025	5/13/2026	334	4.040%	240,000	240,339		240,338.86
COMMUNITY STATE BANK, 20405KBB9	DTC	365	6/17/2025	5/15/2026	332	4.040%	249,000	249,244		249,244.21
Consumers Credit Union, IL	CD	365	5/27/2025	5/27/2026	365	4.081%	249,897	240,100	9,797.27	240,100.00
KeySavings Bank, WI	CD	365	5/27/2025	5/27/2026	365	4.038%	249,898	240,200	9,698.47	240,200.00
RiverBank, AR	CD	365	5/27/2025	5/27/2026	365	4.036%	249,894	240,200	9,694.47	240,200.00
First Bank, NJ	CD	365	5/27/2025	5/27/2026	365	4.030%	249,881	240,200	9,680.79	240,200.00
First Federal Savings and Loan Assoc, MS	CD	365	6/9/2025	5/27/2026	352	4.043%	249,876	240,500	9,376.43	240,500.00
NexBank, TX	CD	365	6/9/2025	5/27/2026	352	4.143%	249,796	240,200	9,595.89	240,200.00
The First State Bank of Healy, KS	CD	365	6/9/2025	5/27/2026	352	4.043%	249,772	240,400	9,372.04	240,400.00
Cornerstone Bank, NE	CD	365	6/9/2025	5/27/2026	352	4.041%	249,769	240,400	9,368.57	240,400.00
Home Savings Bank, UT	CD	365	6/9/2025	5/27/2026	352	4.043%	249,876	240,500	9,375.94	240,500.00
Crystal Lake Bank and Trust Company, National As	CD	365	6/17/2025	5/27/2026	344	4.030%	13,234,262	12,750,000	484,262.47	12,750,000.00
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 Priority Bank, OK	CD	365	1/9/2025	7/1/2025	173	4.248%	249,901	235,100	14,800.67	235,100.00
First Internet Bank of Indiana, IN	CD	365	1/9/2025	7/1/2025	173	4.003%	249,907	235,900	14,006.51	235,900.00
First Capital Bank, SC	CD	365	1/9/2025	7/1/2025	173	4.143%	249,879	235,500	14,379.47	235,500.00
US TREASURY N/B, 912828Y95	SEC	365	7/15/2021	7/31/2026	1842	0.700%	1,874,000	1,982,926		1,982,926.25
US TREASURY N/B, 91282CCP4	SEC	365	2/5/2025	7/31/2025	176	4.070%	2,103,000	1,999,739		1,999,739.41
American Commercial Bank & Trust, Nat Assoc	CD	365	3/5/2025	8/27/2025	175	4.093%	249,759	235,500	14,258.72	235,500.00
Affinity Bank, Nat Assoc, GA	CD	365	3/5/2025	8/27/2025	175	3.961%	249,724	235,900	13,824.31	235,900.00
Enterprise Bank, NE	CD	365	3/5/2025	8/27/2025	175	3.853%	249,768	236,300	13,468.13	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
COLUMBIA BK/FAIR LAWN NJ, 19724FAE1	DTC	365	5/30/2025	11/30/2026	549	3.930%	249,000	249,436		249,435.71
FIRST BUSINESS BANK, 31938Q3W3	DTC	365	6/6/2025	12/7/2026	549	3.954%	244,000	244,515		244,515.28
FRONTIER BANK, SD 35909FBA1	DTC	365	6/11/2025	12/11/2026	548	3.903%	249,000	249,532		249,532.08
CIBM Bank, WI	CD	365	5/5/2025	5/5/2027	730	3.681%	249,939	232,800	17,139.07	232,800.00
Cross River Bank, NJ	CD	365	5/5/2025	5/5/2027	730	3.670%	249,888	232,800	17,087.52	232,800.00
Financial Federal Bank, TN	CD	365	5/5/2025	5/5/2027	730	3.670%	249,888	232,800	17,087.52	232,800.00
Truxton Trust Company, TN	CD	365	5/5/2025	5/5/2027	730	3.726%	249,610	232,300	17,310.42	232,300.00
TOYOTA FINANCIAL SGS BK, 89235MRY9	DTC	365	5/8/2025	5/10/2027	732	3.855%	245,000	245,679		245,679.34

GARRETT STATE BANK, 366526BM2	DTC	365	5/8/2025	5/10/2027	732	3.704%	249,000	249,702		249,702.11	
BMW BANK NORTH AMERICA, 05612LEU2	DTC	365	5/9/2025	5/10/2027	731	3.805%	245,000	245,679		245,678.85	
VERSABANK USA NA, 92512KAF0	DTC	365	5/12/2025	5/12/2027	730	3.755%	245,000	245,678		245,678.10	
TAB BANK INC, 89388CKC1	DTC	365	5/12/2025	5/12/2027	730	3.804%	249,000	249,698		249,697.71	
CELTIC BANK, 15118RW37	DTC	365	5/20/2025	5/20/2027	730	3.754%	249,000	249,698		249,698.33	
Baxter Credit Union, IL	CD	365	5/27/2025	5/27/2027	730	3.844%	249,944	232,100	17,843.90	232,100.00	
Luana Savings Bank, IA	CD	365	5/27/2025	5/27/2027	730	3.900%	249,880	231,800	18,080.40	231,800.00	
1ST FINANCIAL BANK USA, 32022RZM2	DTC	365	6/6/2025	6/7/2027	731	3.840%	249,000	249,767		249,766.80	
STRYV BNK/WICHITA, KS, 86368LAU2	DTC	365	6/20/2025	6/17/2027	727	3.905%	249,000	249,691		249,690.80	
PMA/ISDLAF Liquid #10254-101	Short term trust deposit	365		as needed	n/a	4.221%		5,658	-	5,658.43	
PMA/ISDLAF Max #10254-101	Short term trust deposit	365		as needed	n/a	4.236%		25,706,938	-	25,706,938.04	
PMA/ISDLAF LTD #10254-101	LTD Account	365	1/19/2021	6/30/2025				28,007,500	-	28,007,500.00	
PMA/ISDLAF Liquid #10254-104	Short term trust deposit	365		as needed	n/a	4.221%		10,608,960	-	10,608,960.17	
PMA/ISDLAF Max #10254-104	Short term trust deposit	365		as needed	n/a	4.236%		-		4.37	
Total Operating Investments with PMA										231,952,820	
										Outstanding Items	(10,609,219)
										Bond & Interest Fund Transfers	(3,408,006)
										Capital Fund Cash Balance	-
TOTAL OPERATING FUNDS AS OF				30-Jun-25							217,935,594
TOTAL BOND AND INTEREST FUND INVESTMENTS AS OF (see page 5 for details):				30-Jun-25							12,432,370
TOTAL CAPITAL FUND INVESTMENTS AS OF				30-Jun-25							
TOTAL FUNDS INVESTED (Including Bond & Interest Fund)				30-Jun-25							\$ 230,367,965

June 30, 2025

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

Depository or Instrument	Type	Bank #	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 06/30/25	
BOND AND INTEREST FUND INVESTMENTS												
NEXBANK, SSB-ICS, TX	SDA	365		6/30/2025			4.230%	136,705	136,705	-	136,705	
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	4.236%		8,887,659	-	8,887,659	
Total B&I Investments with PMA									9,024,364		9,024,364	
TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF:					30-Jun-25				9,024,364		9,024,364	
										Outstanding Items		
										Operating Fund Transfers		3,408,006
										Cash Balance Per General Ledger		<u>12,432,370</u>

BMO - Mastercard, Statement Period 06/06/2025 to 07/05/2025

Tran Date	Supplier	Amount USD	Purpose
6/4/2025	Menards Carpentersvill	50.93	B&G
6/4/2025	Menards Carpentersvill	7.76	B&G
6/4/2025	Menards Carpentersvill	206.77	B&G
6/4/2025	Menards Carpentersvill	42.43	B&G
6/4/2025	Samsclub.Com	203.28	Staff
6/4/2025	The Home Depot #1940	45.36	B&G
6/4/2025	The Home Depot #1940	142.35	B&G
6/4/2025	The Home Depot #1948	217.34	B&G
6/5/2025	American 0012246397836	456.39	Staff
6/5/2025	Association For Career	575	Staff
6/5/2025	Bsn Sports Llc	380.27	Student
6/5/2025	Exxon Rac Corporation	36.36	Student
6/5/2025	Exxon Rac Corporation	39	Student
6/5/2025	Exxon Rac Corporation	64.03	Student
6/5/2025	Fedex Offic15900015925	41.4	Staff
6/5/2025	lasb	398	Staff
6/5/2025	Meijer Store #206	32.47	Staff
6/5/2025	Meijer Store #206	47.96	Staff
6/5/2025	Menards Carpentersvill	188.4	B&G
6/5/2025	Steiner Elec Elk Grove	-71.67	B&G
6/5/2025	The Home Depot #1940	379.92	B&G
6/5/2025	The Home Depot #1948	64.76	B&G
6/5/2025	The Home Depot #1948	103.42	B&G
6/5/2025	The Home Depot #1948	56.33	B&G
6/5/2025	The Home Depot #1948	44.82	B&G
6/5/2025	Topaz Labs Software	299	Staff
6/5/2025	Usps Po 1633970140	17.8	Staff
6/5/2025	Visme	222.75	Staff
6/5/2025	Wal-Mart #1531	18.26	Staff
6/5/2025	Wal-Mart #5060	109.76	Staff
6/5/2025	Wal-Mart #5060	159.84	Staff
6/5/2025	Wal-Mart #5060	226.53	Staff
6/5/2025	Wm Supercenter #5060	25.88	Staff
6/5/2025	Wm Supercenter #5060	70.57	Staff
6/5/2025	Ziegler-Carpentersvill	50.53	B&G
6/5/2025	Ziegler-Carpentersvill	7.99	B&G
6/6/2025	Art To Frames	477.52	Student
6/6/2025	Bp#9573387ta Elgin Qps	53	Student
6/6/2025	Bp#9573387ta Elgin Qps	64.16	Student
6/6/2025	Bp#9573387ta Elgin Qps	69.59	Student
6/6/2025	Homedepot.Com	-1,116.00	B&G
6/6/2025	McAlisters 101345	96.59	Staff

6/6/2025	Meijer # 206	307.66	Staff
6/6/2025	Menards Carpentersvill	3.85	B&G
6/6/2025	Sq Bubs Subs	32.8	Staff
6/6/2025	The Home Depot #1940	32.02	B&G
6/6/2025	The Home Depot #1940	142.48	B&G
6/6/2025	The Ups Store 5204	53.13	Staff
6/6/2025	Tst Pickle Haus	936	Staff
6/6/2025	West Side Electric Sup	467.54	B&G
6/6/2025	Wm Supercenter #5060	32.04	Staff
6/6/2025	Ziegler-Carpentersvill	7.18	B&G
6/6/2025	Ziegler-Carpentersvill	17.99	B&G
6/7/2025	The Home Depot #1940	111.94	B&G
6/7/2025	The Home Depot #1948	64.6	B&G
6/8/2025	Amazon Mktpl Nh88m7490	42.51	Staff
6/8/2025	Dicks Clothing&sporti	115.17	Student
6/9/2025	Butcher On The Block	80.78	Staff
6/9/2025	Dicks Clothing&sporti	31.97	Student
6/9/2025	Ezcater Taylor Street	111.14	Staff
6/9/2025	Fedex Offic65900026591	54	Staff
6/9/2025	Jc Licht 1250-Algonqui	245.41	B&G
6/9/2025	Menards Carpentersvill	9.55	B&G
6/9/2025	Openai Chatgpt Subscr	20	Staff
6/9/2025	Pocket Project E. V.	402.57	Staff
6/9/2025	The Cove Of Lake Genev	368	Student
6/9/2025	The Home Depot #1920	204.94	B&G
6/9/2025	The Home Depot #1940	49.33	B&G
6/9/2025	Trane Supply-112420	43.04	B&G
6/9/2025	Tst El Fuego Tacos And	195	Staff
6/9/2025	Wm Supercenter #5060	413.35	Staff
6/9/2025	Wristbandbros.Com	230	Staff
6/10/2025	Adobe Inc	29.99	Staff
6/10/2025	American 00173120312901	826.96	Staff
6/10/2025	American 00173120312912	826.96	Staff
6/10/2025	American Bar Associati	345	Staff
6/10/2025	Customink Llc	71.38	Staff
6/10/2025	Gustave A Larson Compa	208.31	B&G
6/10/2025	Isbe Applications	102.25	Staff
6/10/2025	Jimmy Johns - 0466 - M	54.61	Staff
6/10/2025	Kilwins Lake Geneva	230.24	Student
6/10/2025	McDonalds F13651	14.8	Staff
6/10/2025	McHenry County Bar Ass	250	Staff
6/10/2025	Paypro Neatlab	74.9	Staff
6/10/2025	Red Robin No 343	101.49	Staff
6/10/2025	Target 00018010	65.41	Staff

6/10/2025	Target Plus	71.97	Staff
6/10/2025	Taylor St Pizza Algonq	260.08	Staff
6/10/2025	The Home Depot #1940	68.54	B&G
6/10/2025	The Home Depot #1948	17.4	B&G
6/10/2025	Tobinson Hdwe	56.49	Staff
6/10/2025	Wal-Mart #0910	53.58	Staff
6/10/2025	Wal-Mart #5060	70.06	Staff
6/10/2025	Walmart.Com 8009256278	104.97	Staff
6/11/2025	Buffalo Wild Wngs 0742	226	Staff
6/11/2025	Buona Algonquin #20 M	384.75	Staff
6/11/2025	Fedex37735749	32.46	Staff
6/11/2025	Jewel Osco 1256	4.98	Staff
6/11/2025	Meijer Store #206	32	Staff
6/11/2025	Menards Carpentersvill	80	B&G
6/11/2025	Menards Carpentersvill	99.08	B&G
6/11/2025	Menards Carpentersvill	-203.52	B&G
6/11/2025	Target 00018010	90.93	Staff
6/11/2025	The Cove Of Lake Genev	63.3	Student
6/11/2025	The Home Depot #1940	437.77	B&G
6/11/2025	The Home Depot #1940	121.48	B&G
6/11/2025	The Home Depot #1948	77.88	B&G
6/11/2025	The Home Depot #1948	169.72	B&G
6/11/2025	The Home Depot #1948	36.51	B&G
6/11/2025	The Home Depot #1948	16.48	B&G
6/11/2025	The Home Depot #1948	179.39	B&G
6/11/2025	The Home Depot #1948	171.1	B&G
6/11/2025	Tmobile Postpaid Web	4,237.20	Board Approved
6/11/2025	Tmobile Postpaid Web	5,029.46	Board Approved
6/11/2025	Tst Fire Bar & Grill	121.21	Staff
6/11/2025	Tst Flat Iron Tap	64.69	Staff
6/11/2025	Tst Lake City Social	77	Student
6/11/2025	Wal-Mart #1531	39.96	Staff
6/11/2025	Wal-Mart #1531	41.03	Staff
6/11/2025	Wal-Mart #4641	27.84	Staff
6/11/2025	Wal-Mart #5060	188.91	Staff
6/11/2025	Wm Supercenter #4641	35.1	Staff
6/12/2025	Best Buy 00003152	866.96	Student
6/12/2025	Comcast Business	7,500.00	Board Approved
6/12/2025	Jewel Osco 1256	12.45	Staff
6/12/2025	Meijer # 206	96.48	Staff
6/12/2025	Menards Carpentersvill	15.74	B&G
6/12/2025	Menards Carpentersvill	257.94	B&G
6/12/2025	Michaels Stores 4802	2,101.50	Student
6/12/2025	Openai Chatgpt Subscr	20	Staff

6/12/2025	Parts Town, Llc	178.71	B&G
6/12/2025	Potbelly #174	1,509.17	Staff
6/12/2025	Samsclub.Com	83.84	Staff
6/12/2025	Steiner Elec Rockford	85.99	B&G
6/12/2025	Steiner Elec Rockford	599.29	B&G
6/12/2025	The Home Depot #1940	35.74	B&G
6/12/2025	The Home Depot #1940	45.36	B&G
6/12/2025	The Home Depot #1948	209	B&G
6/12/2025	The Home Depot #1948	323.4	B&G
6/12/2025	Tst Lake City Social	474	Student
6/12/2025	Tst Lou Malnatis - L	60.36	Staff
6/12/2025	Tst Speedos Harbor Sid	125.2	Staff
6/12/2025	Walmart.Com	-21.99	Staff
6/13/2025	Buona Algonquin #20 P	90.15	Staff
6/13/2025	Jimmy Johns - 0500	18.69	Staff
6/13/2025	La Alcantia	30.9	Staff
6/13/2025	Panda Express 1324	60.1	Staff
6/13/2025	Potbelly #174	1,393.08	Staff
6/13/2025	Randall Roadhouse	121.29	Staff
6/13/2025	Sherwin-Williams703040	197.25	B&G
6/13/2025	The Home Depot #1940	48.08	B&G
6/13/2025	The Home Depot #1940	27.8	B&G
6/13/2025	The Home Depot #1940	21.39	B&G
6/13/2025	The Home Depot #1948	74.27	B&G
6/13/2025	Wal-Mart #4641	32.78	Staff
6/14/2025	Menards Carpentersvill	144.33	B&G
6/14/2025	Panera Bread #204098 O	16.55	Staff
6/14/2025	The Home Depot #1940	87.1	B&G
6/14/2025	Ziegler-Carpentersvill	116.53	B&G
6/15/2025	Hertz Car Rental	311.62	Staff
6/15/2025	Humblefax	10	Staff
6/16/2025	Caseys #3066	21.51	Staff
6/16/2025	Ed S Rental And Sales	96.5	Student
6/16/2025	Herb N Kitchen	12.3	Staff
6/16/2025	Hilton 720 South Grill	25.24	Staff
6/16/2025	Jimmy Johns - 0466	117.76	Staff
6/16/2025	Learn Fwd	718	Staff
6/16/2025	Meijer Store #206	25.27	Staff
6/16/2025	Menards Carpentersvill	11.88	B&G
6/16/2025	Menards Carpentersvill	18.75	B&G
6/16/2025	Menards Carpentersvill	44.98	B&G
6/16/2025	Omni Hotels	272.5	Staff
6/16/2025	Other World Computing	393.15	Staff
6/16/2025	Reinke Sply Co - Elg	185	B&G

6/16/2025	Sherwin-Williams703201	209.47	B&G
6/16/2025	Spi Directv Service	157.97	B&G
6/16/2025	The Home Depot #1940	64.91	B&G
6/16/2025	The Home Depot #1940	7.27	B&G
6/16/2025	The Home Depot #1948	16.96	B&G
6/16/2025	The Home Depot #1948	385.95	B&G
6/16/2025	The Home Depot #1948	19.85	B&G
6/16/2025	The Home Depot #1948	22.91	B&G
6/16/2025	The Home Depot #1948	33.9	B&G
6/16/2025	Walmart.Com 8009256278	191.96	Staff
6/17/2025	Ed S Rental And Sales	1,228.20	B&G
6/17/2025	Gustave A Larson Compa	19	B&G
6/17/2025	Gustave A Larson Compa	67.44	B&G
6/17/2025	Homedepot.Com	96.2	B&G
6/17/2025	Homedepot.Com	6	B&G
6/17/2025	Homedepot.Com	47.64	B&G
6/17/2025	Homedepot.Com	83.72	B&G
6/17/2025	Homedepot.Com	93.45	B&G
6/17/2025	Jewel Osco 1256	34.72	Staff
6/17/2025	Jimmy Johns - 0466 - E	75.11	Staff
6/17/2025	Menards Carpentersvill	52.16	B&G
6/17/2025	Papa Saverios - Huntle	87	Staff
6/17/2025	Peets # 28504	13.99	Staff
6/17/2025	Ralph Helm Inc	81.9	B&G
6/17/2025	Ralph Helm Inc	125.48	B&G
6/17/2025	Ralph Helm Inc	6,447.78	B&G
6/17/2025	The Home Depot #1940	66.78	B&G
6/17/2025	The Home Depot #1940	34.55	B&G
6/17/2025	The Home Depot #1948	252.59	B&G
6/17/2025	Tst Georgios Pizza - S	114.9	Staff
6/17/2025	Tst Niu B	21.6	Staff
6/17/2025	Uline Ship Supplies	380.99	Staff
6/17/2025	United 01624965911774	206.96	Staff
6/17/2025	Usps Po 1630600136	225.75	Staff
6/18/2025	Ed S Rental And Sales	74.08	B&G
6/18/2025	Fedex37946610	33.01	Staff
6/18/2025	Fedex37951120	32.39	Staff
6/18/2025	Gaylord Texan Front De	779.07	Staff
6/18/2025	Gaylord Texan Front De	817.34	Staff
6/18/2025	Herb N Kitchen	24.86	Staff
6/18/2025	Hilton Hotels Chicago	598.76	Staff
6/18/2025	Holiday Inn Express Ea	359.62	Staff
6/18/2025	Jc Licht 1250-Algonqui	188.27	B&G
6/18/2025	Menards Carpentersvill	122.74	B&G

6/18/2025	Ralph Helm Inc	703.22	B&G
6/18/2025	Sams Club #6339	49.98	Staff
6/18/2025	Target 00018010	185.86	Staff
6/18/2025	The Home Depot #1940	91.41	B&G
6/18/2025	The Home Depot #1940	22.94	B&G
6/18/2025	The Home Depot #1948	59.82	B&G
6/18/2025	The Home Depot #1948	40.44	B&G
6/18/2025	The Home Depot #1948	369.26	B&G
6/18/2025	Walmart.Com	318.18	Staff
6/19/2025	Buona Algonquin #20 P	130.71	Staff
6/19/2025	Ed S Rental And Sales	346.7	Staff
6/19/2025	Homedepot.Com	4,346.48	B&G
6/19/2025	Julius Ai - Data Ast	150	Staff
6/19/2025	Menards Carpentersvill	17.97	B&G
6/19/2025	Menards Carpentersvill	60.93	B&G
6/19/2025	Radwell International	1,438.90	B&G
6/19/2025	Trane Supply-112420	72.66	B&G
6/19/2025	Uber Trip	10	Staff
6/19/2025	Uber Trip	69.64	Staff
6/20/2025	Adobe	259.67	Staff
6/20/2025	Government Finance Off	885	Staff
6/20/2025	Quality Inn	230.84	Staff
6/20/2025	Quality Inn	251	Staff
6/20/2025	Sherwin-Williams703201	-209.47	B&G
6/20/2025	Sophias Famous Pancake	371.76	Student
6/20/2025	Sq Silver Dipper Ice	129.28	Student
6/20/2025	The Home Depot #1940	115.47	B&G
6/20/2025	The Home Depot #1948	100.18	B&G
6/20/2025	The Home Depot #1948	51.35	B&G
6/20/2025	The Home Depot #1948	19.96	B&G
6/21/2025	Papa Johns #0057	124.1	Staff
6/21/2025	Parts Town, Llc	347.84	B&G
6/22/2025	Shell Oil 57444171607	5	Student
6/22/2025	Shell Oil 57444171607	10	Student
6/22/2025	Speedway 43941	35	Student
6/22/2025	Speedway 43941	40	Student
6/22/2025	Walmart.Com	222.13	Staff
6/23/2025	A-Best Airport Shuttle	102	Staff
6/23/2025	Cafe Descartes T3 Bg O	11.18	Staff
6/23/2025	Ed S Rental And Sales	-333.5	B&G
6/23/2025	Ed S Rental And Sales	333.5	B&G
6/23/2025	Ferguson Ent #1123	251.04	B&G
6/23/2025	Hard Rock Atlanta R	147.3	Staff
6/23/2025	Jersey Mikes Online Uc	80.51	Staff

6/23/2025	Jewel Osco 1306	206.09	Staff
6/23/2025	Jimmy Johns - 0500	79.99	Staff
6/23/2025	Little Green Apple Hlm	100.88	Staff
6/23/2025	Menards Carpentersvill	79.98	B&G
6/23/2025	Panera Bread #203291 P	59.8	Staff
6/23/2025	Rosatis Pizza - Algonq	97.05	Staff
6/23/2025	Target 00018010	249.4	Staff
6/23/2025	The Home Depot #1940	179.6	B&G
6/23/2025	The Home Depot #1948	69.98	B&G
6/23/2025	The Home Depot #1948	86.94	B&G
6/23/2025	Wm Supercenter #5060	79.29	Staff
6/23/2025	Wm Supercenter #5060	35.95	Staff
6/24/2025	Amazon.Com No8fw9wh1	400	Staff
6/24/2025	First Watch - 1060	91.93	Staff
6/24/2025	Jersey Mikes 5147	16.71	Staff
6/24/2025	Jewel Osco 2310	39.24	Staff
6/24/2025	Levy State Farm Arena	74.56	Student
6/24/2025	Menards Carpentersvill	40.96	B&G
6/24/2025	Menards Carpentersvill	76.59	B&G
6/24/2025	Menards Carpentersvill	48.03	B&G
6/24/2025	Nametagcountry.Com	195.55	Staff
6/24/2025	Red Robin No 343	133.2	Staff
6/24/2025	The Home Depot #1940	154.92	B&G
6/24/2025	The Home Depot #1940	49.1	B&G
6/24/2025	The Home Depot #1948	16.96	B&G
6/24/2025	The Home Depot #1948	140.6	B&G
6/24/2025	The Home Depot #1948	49.3	B&G
6/24/2025	The Home Depot #1948	39.94	B&G
6/24/2025	Westin Pch Tree Fb	17.37	Staff
6/25/2025	Countrydonuts	56	Staff
6/25/2025	Farm & Fleet Of Elgin	667.74	B&G
6/25/2025	McAlisters 101345	39.15	Staff
6/25/2025	McDonalds F13651	238.44	Staff
6/25/2025	Meijer Store #206	20	Staff
6/25/2025	Menards Carpentersvill	35	B&G
6/25/2025	Menards Carpentersvill	62.81	B&G
6/25/2025	Menards Carpentersvill	168.21	B&G
6/25/2025	Menards Carpentersvill	459.09	B&G
6/25/2025	Menards Carpentersvill	27.96	B&G
6/25/2025	National Louis Unvers	50	Staff
6/25/2025	Openai Chatgpt Subscr	20	Staff
6/25/2025	Panera Bread #203291 O	192.45	Staff
6/25/2025	Samsclub #6339	291.13	Staff
6/25/2025	Sq Prairie View Garde	398.57	Staff

6/25/2025	Tapestry F & B Atlanta	40.67	Staff
6/25/2025	Target 00018010	22.75	Staff
6/25/2025	The Home Depot #1940	141.94	B&G
6/25/2025	Wal-Mart #1531	74.69	Staff
6/25/2025	Wal-Mart #4641	21.64	Staff
6/25/2025	Westin Pch Tree Fb	33.54	Staff
6/25/2025	Ziegler-Carpentersvill	25.97	B&G
6/26/2025	Caseys #6907	38.84	Staff
6/26/2025	Gustave A Larson Compa	113.55	B&G
6/26/2025	Hard Rock Atlanta R	34.3	Staff
6/26/2025	Hard Rock Atlanta R	151.22	Staff
6/26/2025	Jc Licht 1250-Algonqui	56.35	B&G
6/26/2025	Meijer # 206	119.8	Staff
6/26/2025	Menards Carpentersvill	186.96	B&G
6/26/2025	Panera Bread #203291 P	56.65	Staff
6/26/2025	Papa Johns 1237	82.97	Staff
6/26/2025	Sunday Hudson Grille	137.44	Staff
6/26/2025	Taylor Street Pizza Of	112.34	Staff
6/26/2025	The Home Depot #1940	53.63	B&G
6/26/2025	The Home Depot #1940	261	B&G
6/26/2025	The Home Depot #1948	151.78	B&G
6/26/2025	Tractor Supply # 131	16.99	B&G
6/26/2025	Tractor Supply # 131	558.52	B&G
6/26/2025	Tst Algonquin Sub Shop	45	Staff
6/26/2025	Tst Algonquin Sub Shop	1,020.00	Staff
6/26/2025	Wal-Mart #1531	35.92	Staff
6/27/2025	Aldi 40037	17.9	Staff
6/27/2025	American 0010629686781	15.53	Staff
6/27/2025	Caseys #3834	47.62	Staff
6/27/2025	Chick-Fil-A #00238	19.57	Staff
6/27/2025	Circle K Dealer # 0598	3.26	Staff
6/27/2025	Jc Licht 1250-Algonqui	48.75	B&G
6/27/2025	Jersey Mikes 5147	16.71	Staff
6/27/2025	Menards Carpentersvill	75.68	B&G
6/27/2025	Panera Bread #203291 O	76.53	Staff
6/27/2025	Red Wing Shoes #955	35.98	Staff
6/27/2025	Russo Power Equipment	105.92	B&G
6/27/2025	Sq Bubs Subs	9.18	Staff
6/27/2025	The Home Depot #1940	28.62	B&G
6/27/2025	The Home Depot #1940	690.6	B&G
6/27/2025	The Home Depot #1940	27.52	B&G
6/27/2025	The Home Depot #1948	17.98	B&G
6/27/2025	The Home Depot #1948	105.88	B&G
6/27/2025	Uw Madison Fluno Cente	233.1	Staff

6/27/2025	Uw Madison Fluno Cente	233.1	Staff
6/27/2025	Uw Madison Fluno Cente	267.75	Staff
6/27/2025	Uw Madison Fluno Cente	284.4	Staff
6/27/2025	Uw Madison Fluno Cente	284.4	Staff
6/27/2025	Uw Madison Fluno Cente	284.4	Staff
6/27/2025	Ziegler-Carpentersvill	46.17	B&G
6/28/2025	A-Best Airport Shuttle	150	Staff
6/28/2025	Golf Learning Center	22	Inadvertant Charge
6/28/2025	Hertz toll 967298275	87.76	Staff
6/28/2025	Jc Licht 1250-Algonqui	31.03	B&G
6/28/2025	Lyft Ride Sat 2pm	22.75	Staff
6/28/2025	Lyft Ride Sat 7am	90.46	Staff
6/28/2025	Menards Carpentersvill	24.25	B&G
6/28/2025	Menards Carpentersvill	62.34	B&G
6/28/2025	Menards Carpentersvill	131.76	B&G
6/28/2025	Menards Carpentersvill	159.98	B&G
6/28/2025	Starbucks 77702	52.48	Staff
6/29/2025	Openai Chatgpt Subscr	20	Staff
6/29/2025	Samsclub #8297	59.95	Staff
6/29/2025	Sq Iste+ascd	69.28	Staff
6/29/2025	The Home Depot #1940	17.54	B&G
6/29/2025	Tst Ritas On The Riv	23.29	Staff
6/29/2025	Tst Ritas On The Riv	34.61	Staff
6/29/2025	Tst Schilos Deli 2.0	31.42	Staff
6/29/2025	Tst Schilos Deli 2.0	23.08	Staff
6/30/2025	Dd/Br #337637 Q35	29.98	Staff
6/30/2025	Ezcaten Buona Catering	285.54	Staff
6/30/2025	Hobby-Lobby #520	71.93	Staff
6/30/2025	Jc Licht 1250-Algonqui	72.07	B&G
6/30/2025	Kostas Gyros Algonqui	18.03	Staff
6/30/2025	Kostas Gyros Algonqui	17.49	Staff
6/30/2025	Kostas Gyros Algonqui	16.36	Staff
6/30/2025	Kostas Gyros Algonqui	118.33	Staff
6/30/2025	Menards Carpentersvill	31.93	B&G
6/30/2025	Menards Carpentersvill	11.96	B&G
6/30/2025	Menards Carpentersvill	23.76	B&G
6/30/2025	Pay Morettis Elgin	250	Staff
6/30/2025	The Home Depot #1940	63.95	B&G
6/30/2025	The Home Depot #1940	-29.96	B&G
6/30/2025	The Home Depot #1940	107.93	B&G
6/30/2025	The Home Depot #1948	49.91	B&G
6/30/2025	The Home Depot #1948	35.84	B&G
6/30/2025	The Home Depot #1948	7.3	B&G
6/30/2025	Tst Hugmans Oasis	68.18	Staff

6/30/2025	Tst The County Line Ri	25.69	Staff
6/30/2025	Tst The County Line Ri	32.45	Staff
6/30/2025	Wm Supercenter #5060	73.77	Staff
7/1/2025	Butcher On The Block	130.63	Staff
7/1/2025	Caseys #3834	47.59	Staff
7/1/2025	Cassidy Tire And Servi	303.85	B&G
7/1/2025	Google Cloud Qzvm4v	39.36	Staff
7/1/2025	Grainger	39.36	B&G
7/1/2025	Jc Licht 1250-Algonqui	55.78	B&G
7/1/2025	Jc Licht 1250-Algonqui	89.35	B&G
7/1/2025	Menards Carpentersvill	72.26	B&G
7/1/2025	Ralph Helm Inc	66.9	B&G
7/1/2025	Ralph Helm Inc	34.82	B&G
7/1/2025	Regional Office Of Edu	10	Staff
7/1/2025	Target 00018010	342.56	Staff
7/1/2025	The Home Depot #1940	211.8	B&G
7/1/2025	The Home Depot #1940	606.3	B&G
7/1/2025	The Home Depot #1948	35.26	B&G
7/1/2025	The Home Depot #1948	81.94	B&G
7/1/2025	Usps Po 1600960102	18.48	Staff
7/1/2025	Walmart.Com	55.38	Staff
7/1/2025	Whataburger 1025	15.03	Staff
7/1/2025	Whataburger 1025	17.2	Staff
7/2/2025	Ferguson Ent #1123	41.13	B&G
7/2/2025	Hotelbooking Servfee	17.99	Staff
7/2/2025	Illinois Association O	340	Staff
7/2/2025	Jewel Osco 1306	46.44	Staff
7/2/2025	Lyft Ride Wed 3am	26.23	Staff
7/2/2025	Lyft Ride Wed 9am	85.01	Staff
7/2/2025	Marriott S Antonio Rvr	2,887.50	Staff
7/2/2025	Marriott S Antonio Rvr	2,887.50	Staff
7/2/2025	Menards Carpentersvill	35.49	B&G
7/2/2025	Panera Bread #203291 O	320.02	Staff
7/2/2025	Parts Town, Llc	99.51	B&G
7/2/2025	The Home Depot #1940	16.96	B&G
7/2/2025	The Home Depot #1948	230.95	B&G
7/2/2025	Tst Algonquin Sub Shop	110	Staff
7/2/2025	Ziegler-Carpentersvill	64.97	B&G
7/3/2025	Einstein Bros-Online C	205.15	Staff
7/3/2025	Fedex38386867	33.01	Staff
7/3/2025	Htl Candlewoodsuit	804.03	Staff
7/3/2025	Lowes #01739	92.39	B&G
7/3/2025	Panera Bread #203291 O	805.77	Staff
7/3/2025	Randall Ro Randall Ro	188.71	Staff

7/3/2025	Remarkable	2.99	Staff
7/3/2025	Walmart.Com	586.51	Staff
7/3/2025	Zieglers Ace Hdwe	2.79	B&G
7/4/2025	American Printing Hous	39	Student
Debit Total		99,550.17	
Credit Total		-1,986.11	
Total		97,564.06	

ACTIVITY ACCOUNT SUMMARY
FOR MONTH OF: June, 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	\$ 5,389.64	\$ 4,428.46	\$ 961.18	\$ 12,824	\$ 17,148	\$ 17,377	\$ 12,594
Algonquin M.S.	\$ 2,139.79	\$ 2,823.09	\$ (683.30)	\$ 11,485	\$ 32,354	\$ 27,689	\$ 16,150
Big Timber E.S	\$ (682.69)	\$ 3,430.54	\$ (4,113.23)	\$ 7,769	\$ 23,976	\$ 18,080	\$ 13,665
Carpentersville M.S.	\$ 4,137.87	\$ -	\$ 4,137.87	\$ 28,763	\$ 31,834	\$ 21,844	\$ 38,753
DeLacey	\$ 14.40	\$ -	\$ 14.40	\$ 6,273	\$ 6,563	\$ 8,676	\$ 4,160
Dundee-Crown H.S.	\$ 98,111.06	\$ 17,898.25	\$ 80,212.81	\$ 161,822	\$ 553,209	\$ 368,692	\$ 346,339
Dundee Highlands	\$ 15.21	\$ 430.46	\$ (415.25)	\$ 1,945	\$ 4,737	\$ 2,488	\$ 4,194
Dundee M.S.	\$ 43,964.51	\$ 4,899.69	\$ 39,064.82	\$ 139,153	\$ 135,884	\$ 113,020	\$ 162,018
Eastview ES	\$ 10.20	\$ 362.04	\$ (351.84)	\$ 1,633	\$ 4,565	\$ 3,629	\$ 2,569
Gary D Wright ES	\$ 2,676.09	\$ 855.00	\$ 1,821.09	\$ 7,302	\$ 38,701	\$ 37,722	\$ 8,282
Gilberts ES	\$ 31.80	\$ 1,692.71	\$ (1,660.91)	\$ 5,830	\$ 19,876	\$ 19,735	\$ 5,971
Golfview ES	\$ 11.70	\$ -	\$ 11.70	\$ 1,632	\$ 5,899	\$ 4,159	\$ 3,372
Hampshire ES	\$ 26.36	\$ 656.50	\$ (630.14)	\$ 2,612	\$ 31,848	\$ 30,926	\$ 3,533
Hampshire H.S.	\$ 20,890.74	\$ 51,845.59	\$ (30,954.85)	\$ 380,582	\$ 422,487	\$ 427,026	\$ 376,043
Hampshire M.S.	\$ 1,121.79	\$ 3,629.54	\$ (2,507.75)	\$ 87,424	\$ 73,535	\$ 78,288	\$ 82,672
H.D. Jacobs H.S.	\$ 60,020.49	\$ 98,464.23	\$ (38,443.74)	\$ 251,410	\$ 431,775	\$ 367,545	\$ 315,640
Lake In The Hills ES	\$ 28.03	\$ 472.40	\$ (444.37)	\$ 9,583	\$ 6,245	\$ 8,223	\$ 7,605
Lakewood ES	\$ 1,126.61	\$ -	\$ 1,126.61	\$ 18,366	\$ 19,360	\$ 20,528	\$ 17,198
Liberty ES	\$ 3,271.91	\$ 1,104.22	\$ 2,167.69	\$ 9,407	\$ 10,878	\$ 11,280	\$ 9,004
Lincoln Prairie ES	\$ 47.42	\$ 2,449.42	\$ (2,402.00)	\$ 10,479	\$ 16,454	\$ 15,653	\$ 11,280
Meadowdale ES	\$ 22.76	\$ 4,353.96	\$ (4,331.20)	\$ 781	\$ 18,925	\$ 17,675	\$ 2,031
Neubert ES	\$ 15.00	\$ -	\$ 15.00	\$ 1,766	\$ 4,012	\$ 1,682	\$ 4,096
Parkview ES	\$ 29.47	\$ -	\$ 29.47	\$ 6,768	\$ 12,222	\$ 10,465	\$ 8,524
Perry ES	\$ 32.43	\$ -	\$ 32.43	\$ 7,535	\$ 7,360	\$ 5,532	\$ 9,362
Sleepy Hollow ES	\$ 17.71	\$ 1,930.71	\$ (1,913.00)	\$ 1,319	\$ 9,146	\$ 6,925	\$ 3,540
Westfield ES/MS	\$ 537.47	\$ 4,326.56	\$ (3,789.09)	\$ 48,213	\$ 91,721	\$ 83,360	\$ 56,574
Total	\$ 243,007.77	\$ 206,053.37	\$ 36,954.40	\$ 1,222,676	\$ 2,030,714	\$ 1,728,219	\$ 1,525,171

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	11,633.14	5,389.64	4,428.46		12,594.32
Total Cash Accounts	11,633.14	5,389.64	4,428.46	0.00	12,594.32
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
2031-00-00 Class of 2031	0.00	801.03	801.03		0.00
2032-00-00 Class of 2032	1,231.15	1,089.68	1,804.91		515.92
2033-00-00 Class of 2033	736.75		655.63		81.12
2034-00-00 Class of 2034	662.45	392.00	319.21		735.24
2035-00-00 Class of 2035	119.05	265.00	331.12		52.93
2036-00-00 Class of 2036	(34.00)	319.00	516.56	232.00	0.44
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	797.08	2,390.00			3,187.08
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	515.00	30.00			545.00
4200-20-00 Book Fair	(39.64)				(39.64)
4210-00-00 Holiday Creations	135.85				135.85
4300-00-00 Yearbook	820.61	42.90			863.51
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	2,030.43	60.03			2,090.46
6000-30-00 Field Trip Reserve	1,167.69			(232.00)	935.69
Total Other Accounts	11,633.14	5,389.64	4,428.46	0.00	12,594.32

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	16,833.95	2,139.79	2,823.09		16,150.65
Total Cash Accounts	16,833.95	2,139.79	2,823.09	0.00	16,150.65
Other Accounts					
2000-10-00 Student Council	1,708.18				1,708.18
2029-00-00 Class of 2029	107.11	2,078.01	2,185.12		0.00
2030-00-00 Class of 2030	667.58				667.58
2031-00-00 Class of 2031	34.86				34.86
2110-10-00 Band	468.32				468.32
2140-10-00 Chorus	720.03				720.03
2150-30-00 Musical	6,987.26				6,987.26
2151-10-00 Music Club	197.06				197.06
2220-10-00 Art Club	363.89				363.89
2230-10-00 Beta Club	551.76				551.76
2240-00-00 Baking Club	0.16				0.16
2250-00-00 Chess Club	0.10				0.10
2391-10-00 AVID	1,061.59		637.97		423.62
2430-10-00 Special Ed Community Trips	5.50				5.50
2590-40-00 Read-a-Thon	373.79				373.79
3020-00-00 Wrestling	396.89				396.89
3100-20-00 Volleyball	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	114.16				114.16
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	19.11				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	650.00				650.00
6000-30-00 Interest Income	437.61	61.78			499.39
Total Other Accounts	16,833.95	2,139.79	2,823.09	0.00	16,150.65

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 BMOHarris Checking Account	17,778.80	(682.69)	3,430.54		13,665.57
Total Cash Accounts	17,778.80	(682.69)	3,430.54	0.00	13,665.57
Other Accounts					
2031-00-00 Class of 2031	256.65		256.65		0.00
2032-00-00 Class of 2032	562.72		562.72		0.00
2033-00-00 Class of 2033	120.00		120.00		0.00
2034-00-00 Class of 2034	250.82		250.82		0.00
2035-00-00 Class of 2035	455.55		455.55		0.00
2036-00-00 Class of 2036	750.40		437.09		313.31
2037-00-00 Class of 2037	123.50		123.50		0.00
3010-00-00 Yearbook	1,157.00	(740.00)			417.00
3100-20-00 Math and Reading Night	1,236.00				1,236.00
3200-10-00 Running Club	554.05				554.05
4100-30-00 General	203.95		23.91		180.04
4200-10-00 Field Trip Donaton	4,835.49		1,155.97		3,679.52
5100-10-00 PBIS	390.00				390.00
5100-10-10 Staff Sunshine Account	1,317.96		44.33		1,273.63
6000-00-00 Interest Income	707.71	57.31			765.02
6000-30-00 Field Trip Reserve	4,857.00				4,857.00
Total Other Accounts	17,778.80	(682.69)	3,430.54	0.00	13,665.57

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	34,615.41	4,137.87			38,753.28
Total Cash Accounts	34,615.41	4,137.87	0.00	0.00	38,753.28
Other Accounts					
2000-10-00 Student Council	3,028.69				3,028.69
2031-00-00 Class of 2031	112.03	801.03			913.06
2032-00-00 Class of 2032	0.00	1,089.68			1,089.68
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	2,140.00			2,335.56
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	9,620.47				9,620.47
4210-20-00 General	514.82				514.82
4300-30-00 Sunshine	1,052.14	(20.00)			1,032.14
6000-00-00 Interest	4,690.95	127.16			4,818.11
6000-30-00 Field Trip Reserve	3,500.00				3,500.00
Total Other Accounts	34,615.41	4,137.87	0.00	0.00	38,753.28

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Cash Account	4,145.67	14.40			4,160.07
Total Cash Accounts	4,145.67	14.40	0.00	0.00	4,160.07
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	109.19				109.19
5200-00-00 PBIS	1,791.25				1,791.25
6000-00-00 Interest Income	543.14	14.40			557.54
Total Other Accounts	4,145.67	14.40	0.00	0.00	4,160.07

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	266,125.99	98,111.06	17,898.25		346,338.80
Total Cash Accounts	266,125.99	98,111.06	17,898.25	0.00	346,338.80
Other Accounts					
1000-10-10 Banking Corrections	(204.00)		300.00		(504.00)
2000-10-00 Student Council	46,043.31	107.11			46,150.42
2095-10-00 Animation Club	98.78				98.78
2110-10-00 Instrumental Music	2,358.01	380.00			2,738.01
2120-10-00 Drama Club	5,450.53				5,450.53
2120-20-00 Musical Account	6,175.18				6,175.18
2120-30-00 Fall Play	12,884.84				12,884.84
2140-10-00 Choral Music	(181.18)				(181.18)
2145-50-00 Orchestra	26,043.24	87,286.00			113,329.24
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	2,218.42				2,218.42
2240-10-00 Black Youth Alliance	246.31				246.31
2260-10-00 Industrial Ed Club	353.86				353.86
2263-10-00 Rotary Interact	1,491.14				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	(67.79)				(67.79)
2370-10-00 FACS Club	1,157.00				1,157.00
2375-10-00 Literary Arts Magazine	3,989.50				3,989.50
2385-10-00 Poetry Club-Souls Spill Ink	1,088.58				1,088.58
2390-10-00 National Honor Society	2,607.92	1,760.00			4,367.92
2390-20-00 Illinois Music Honors Society	238.63				238.63
2391-10-00 AVID	2,318.60	697.07			3,015.67
2392-00-00 PSI Alpha	301.32				301.32
2408-10-00 GSA/LGBT Support Group	949.70				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	221.22				221.22
2618-10-10 Operation Click	2,530.98				2,530.98
2700-10-20 Work Program/Buttons/Store	950.33				950.33
3100-20-20 Baseball	13,987.38				13,987.38
3150-20-10 Softball	6,710.28				6,710.28
3200-20-10 Girls Basketball	2,550.20		104.00		2,446.20
3200-20-20 Boys Basketball	6,929.51				6,929.51
3210-20-10 Girls Bowling	(233.68)				(233.68)
3250-00-00 Dance Team (Poms)	7,768.72		4,950.00		2,818.72
3300-20-10 Girls Soccer	3,770.66				3,770.66
3300-20-20 Boys Soccer	7,529.33				7,529.33
3350-20-10 Cheerleading	20,005.96	6,272.00	8,411.41		17,866.55
3400-20-10 Girls Tennis	1,404.78				1,404.78
3400-20-20 Boys Tennis	2,280.24				2,280.24
3450-20-10 Girls Swimming	581.91				581.91
3500-20-10 Girls Track	4,320.19	457.00			4,777.19

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3500-20-20 Boys Track	3,086.25		2,042.84		1,043.41
3600-20-10 Girls Golf	1,450.10				1,450.10
3600-20-20 Boys Golf	3,747.25		40.00		3,707.25
3650-20-10 Boys Lacrosse	4,714.12		2,050.00		2,664.12
3700-20-10 Football	1,395.26	65.23			1,460.49
3750-20-10 Flag Football	1,482.20				1,482.20
3800-20-00 Cross Country	(153.21)				(153.21)
3850-20-00 Wrestling	2,474.17				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	1,073.07				1,073.07
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	15,999.85	1,086.65			17,086.50
6000-30-00 Field Trip Reserve	3,585.00				3,585.00
Total Other Accounts	266,125.99	98,111.06	17,898.25	0.00	346,338.80

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,608.74	15.21	430.46		4,193.49
Total Cash Accounts	4,608.74	15.21	430.46	0.00	4,193.49
Other Accounts					
2031-10-00 Class of 2031 Field Trips	31.97			(31.97)	0.00
2032-10-00 Class of 2032 Field Trips	206.00		165.56	(40.44)	0.00
2033-10-00 Class of 2033 Field Trips	178.31				178.31
2034-10-00 Class of 2034 Field Trips	196.12				196.12
2035-10-00 Class of 2035 Field Trips	127.25				127.25
2036-00-00 Class of 2036	15.80				15.80
2037-10-00 Class of 2037 Field Trips	300.00		264.90		35.10
4100-30-00 General Fund	599.96			72.41	672.37
4200-10-00 Service Club	733.87				733.87
6000-00-00 Interest Income	221.46	15.21			236.67
6000-30-00 Field Trip Reserve	1,998.00				1,998.00
Total Other Accounts	4,608.74	15.21	430.46	0.00	4,193.49

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	122,953.21	43,964.51	4,899.69		162,018.03
Total Cash Accounts	122,953.21	43,964.51	4,899.69	0.00	162,018.03
Other Accounts					
2000-10-00 Cardinal Council (Student)	1,214.42	3,180.00			4,394.42
2027-20-00 Class of 2027-B	114.66				114.66
2029-10-00 Class of 2029-A	(1,020.00)	1,740.00	396.47		323.53
2030-10-00 Class of 2030-A	(490.63)	3,960.00	1,949.67	1,332.00	2,851.70
2030-20-00 Class of 2030-B	(1,117.07)				(1,117.07)
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)	2,470.00				2,470.00
20TY-00-00 Secondary Team	363.97				363.97
2110-10-00 Band	6,088.58	7,810.00		420.00	14,318.58
2130-10-00 Music Department	(5,138.27)	12,510.00			7,371.73
2140-10-00 Chorus/Vocal	5,932.48	1,864.00			7,796.48
2150-30-00 Musical/Ensembles	16,776.51	4,678.00	161.37		21,293.14
2155-10-00 Orchestra	16,613.30				16,613.30
2220-10-00 Art Club	5,478.15				5,478.15
2230-10-00 Beta Club	3,392.84				3,392.84
2380-10-00 Targeted Intervention Team	13.53				13.53
2391-10-00 AVID	(1,044.33)	4,075.00		868.00	3,898.67
2425-10-00 Exploratory/Spanish	446.34				446.34
2431-10-00 Life Program (SPED)	47.52				47.52
2432-10-00 Snack (skills) Program	(48.08)				(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	1,819.77		1,725.50		94.27
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	226.04				226.04
2570-30-00 IMC	630.17				630.17
2590-10-00 Lions	16.11				16.11
2615-10-00 Midnight Mile	19,193.77				19,193.77
2619-10-00 Cardinal Care	3,301.59				3,301.59
2620-10-00 Scrapbook	102.00				102.00
2625-10-00 Schoolpalooza	358.49	1,020.00	456.58		921.91
2630-10-00 Ski Club	746.35	2,616.00			3,362.35
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)	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
3255-20-10 Intramural Wrestling	48.00				48.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3350-20-10 Cheerleading	31.80				31.80
3400-10-00 Color Guard	212.49				212.49
3500-20-10 Track Team	96.18				96.18
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	1,625.86				1,625.86
4110-10-00 Outdoor Club	1,977.44		112.20		1,865.24
4210-00-00 Fall Play	11,867.39				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	411.18		97.90		313.28
6000-00-00 Interest Income	16,199.69	511.51			16,711.20
6000-30-00 Field Trip Reserve	2,078.00			(2,620.00)	(542.00)
Total Other Accounts	122,953.21	43,964.51	4,899.69	0.00	162,018.03

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,920.16	10.20	362.04		2,568.32
Total Cash Accounts	2,920.16	10.20	362.04	0.00	2,568.32
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	296.00		362.04		(66.04)
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	409.49	10.20			419.69
6000-30-00 Field Trip Reserve	1,145.00				1,145.00
Total Other Accounts	2,920.16	10.20	362.04	0.00	2,568.32

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,460.66	2,676.09	855.00		8,281.75
Total Cash Accounts	6,460.66	2,676.09	855.00	0.00	8,281.75
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	(697.99)	1,700.00		740.00	1,742.01
2035-00-00 Class of 2035	511.88				511.88
2036-00-00 Class of 2036	744.39	78.00			822.39
2037-00-00 Class of 2037	373.34	870.00	855.00		388.34
2140-10-10 Chorus	788.82				788.82
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	119.76	28.09			147.85
6000-30-00 Field Trip Reserve	1,158.00			(740.00)	418.00
Total Other Accounts	6,460.66	2,676.09	855.00	0.00	8,281.75

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,632.52	31.80	1,692.71		5,971.61
Total Cash Accounts	7,632.52	31.80	1,692.71	0.00	5,971.61
Other Accounts					
2000-20-00 LIFE Program	2,708.87				2,708.87
2032-00-00 Class of 2032	415.95		794.70		(378.75)
2033-00-00 Class of 2033	(841.95)				(841.95)
2034-00-00 Class of 2034	596.36		633.11		(36.75)
2035-00-00 Class of 2035	(105.07)				(105.07)
2036-00-00 Class of 2036	(118.60)				(118.60)
2037-00-00 Class of 2037	(120.00)		264.90		(384.90)
2276-10-00 Field Trips	27.02				27.02
2277-10-00 Field Days	595.68				595.68
2590-40-00 Relay for Life	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	797.65	31.80			829.45
6000-30-00 Field Trip Reserve	2,500.00				2,500.00
Total Other Accounts	7,632.52	31.80	1,692.71	0.00	5,971.61

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,360.29	11.70			3,371.99
Total Cash Accounts	3,360.29	11.70	0.00	0.00	3,371.99
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	343.49				343.49
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	247.87	11.70			259.57
6000-30-00 Field Trip Reserve	1,338.00				1,338.00
Total Other Accounts	3,360.29	11.70	0.00	0.00	3,371.99

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Bank Checking	4,163.53	26.36	656.50		3,533.39
Total Cash Accounts	4,163.53	26.36	656.50	0.00	3,533.39
Other Accounts					
2032-00-00 Class of 2032	33.00		33.00		0.00
2034-00-00 Class of 2034	436.30				436.30
2035-00-00 Class of 2035	87.66				87.66
2036-00-00 Class of 2036	858.00				858.00
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	466.53				466.53
6000-00-00 Interest Income	830.77	26.36	623.50		233.63
6000-30-00 Field Trip Reserve	228.00				228.00
Total Other Accounts	4,163.53	26.36	656.50	0.00	3,533.39

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	406,998.21	20,890.74	51,845.59		376,043.36
Total Cash Accounts	406,998.21	20,890.74	51,845.59	0.00	376,043.36
Other Accounts					
2000-10-00 Student Council	2,554.94				2,554.94
2014-10-00 Homecoming	40,501.50				40,501.50
2015-10-10 Class of 2015 Statue Maintenanc	69.26				69.26
2025-00-00 Class of 2025	3,350.54				3,350.54
2026-00-00 Class of 2026	6,473.71				6,473.71
2027-00-00 Class of 2027	10,324.47				10,324.47
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	1,080.15		3.16		1,076.99
2150-30-00 Musical	19,246.61		9,457.92		9,788.69
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	28,341.47				28,341.47
2220-10-00 Art Club	1,426.52		183.22		1,243.30
2222-10-00 ABC Business Club	1,475.92				1,475.92
2223-00-00 ASL Club	498.45				498.45
2225-10-00 Black Student Alliance	4,400.45				4,400.45
2225-20-00 Hispanic Youth Alliance	551.06		8.26		542.80
2230-10-00 Debate Team	1,197.06				1,197.06
2240-10-00 Drama Club	716.16	2,064.00	105.99		2,674.17
2250-10-10 GSA Club	96.25				96.25
2260-10-00 Industrial Arts	2,591.92				2,591.92
2265-10-00 Environmental Club/Med Careers	1,529.53		360.71		1,168.82
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	412.00				412.00
2340-10-00 Spanish Club	240.07				240.07
2350-10-00 Language Arts Field Trips	808.00				808.00
2370-10-00 Peer Mentoring	84.70				84.70
2390-10-00 National Honor Society	7,776.12				7,776.12
2390-20-00 Robotics	100.91				100.91
2391-10-00 AVID	14,484.06				14,484.06
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	823.97				823.97
2618-10-10 Operation Click	1,064.80				1,064.80
2620-00-00 Female Empowerment	514.37		59.93		454.44
2644-10-00 Co-Op	5,612.41		702.00		4,910.41
2647-10-00 FACS	294.94				294.94
2655-00-00 Literary Magazine	551.73				551.73
2670-10-00 Scholastic Bowl	234.09				234.09
2671-00-00 Science	1,896.57			(116.19)	1,780.38
2671-10-00 Science-Six Flags GreatAmerica	588.01		704.19	116.19	0.01
2680-10-00 Marketing Class	181.65				181.65
2685-00-00 Target Edu	211.77				211.77

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2686-00-00 Woodshop	140.00				140.00
2690-00-00 WHIPS TV	58.00				58.00
2710-10-00 Activity Directors	601.16		17.94		583.22
3100-10-00 Athletic Development	1,321.54				1,321.54
3100-20-20 Baseball	18,598.34	2,670.00	6,435.71		14,832.63
3150-20-10 Softball	7,044.06		55.00		6,989.06
3200-20-10 Girls Basketball	2,888.24	7,200.00	7,277.84		2,810.40
3200-20-20 Boys Basketball	2,241.50	700.00			2,941.50
3250-20-10 Poms	10,669.20				10,669.20
3300-20-10 Girls Soccer	9,272.99				9,272.99
3300-20-20 Boys Soccer	1,372.25				1,372.25
3350-20-10 Cheerleading	10,204.44	5,832.00	10,335.00		5,701.44
3400-20-10 Girls Tennis	5,488.93		212.60		5,276.33
3400-20-20 Boys Tennis	4,885.87				4,885.87
3500-20-10 Girls Track & Field	8,464.63		449.92		8,014.71
3500-20-20 Boys Track	7,761.95		397.86		7,364.09
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	3,466.30	585.00	1,258.42		2,792.88
3610-20-00 Girls LaCrosse	3,556.31				3,556.31
3700-20-10 Football	13,993.50		11,275.57		2,717.93
3700-30-10 Powder Puff	3,528.25				3,528.25
3700-40-10 Flag Football	2,278.77		3.87		2,274.90
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		257.00		235.41
3900-20-10 Volleyball Club	118.00				118.00
3990-10-00 Gatorade Fundraiser	537.87	105.00			642.87
4000-30-00 General	7,584.80	298.00	298.00		7,584.80
4100-00-00 FVC Leadership	981.48				981.48
4150-00-00 Teacher Grants	22.50				22.50
4210-10-00 Rachel's Challenge	20.00				20.00
4220-00-00 D300 Speaks	219.52				219.52
4300-20-00 Sunshine	92.70				92.70
4300-30-00 Spiritwear	3.03				3.03
4300-40-00 PE-Active	1.00				1.00
4700-10-00 2017 Gene Haas Scholarship	531.79				531.79
4700-10-10 2018 Gene Haas Scholarship	1,558.50				1,558.50
4700-10-20 2019 Gene Haas Scholarship	7,021.00				7,021.00
4700-10-30 2020 Gene Haas Scholarship	12,000.00				12,000.00
4700-10-50 2024 GENE HAAS SCHOLARSHIP	20,000.00				20,000.00
4700-30-00 Scholarship & Blood Drive	1,290.00				1,290.00
4700-40-00 Drama Club Scholarship	0.50				0.50
4800-00-00 Guidance	642.52				642.52
6000-00-00 Interest	41,703.15	1,436.74	1,985.48		41,154.41
6000-30-00 Field Trip Reserve	3,414.00				3,414.00
Total Other Accounts	406,998.21	20,890.74	51,845.59	0.00	376,043.36

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	85,179.23	1,121.79	3,629.54		82,671.48
Total Cash Accounts	85,179.23	1,121.79	3,629.54	0.00	82,671.48
Other Accounts					
1000-10-00 Banking Corrections	59.78				59.78
2001-10-00 Student Council - MS	665.53				665.53
2029-00-00 Class of 2029	3,629.54		3,629.54	3,309.55	3,309.55
2030-00-00 Class of 2030	3,309.55			(2,952.27)	357.28
2031-00-00 Class of 2031	357.28	819.37		(357.28)	819.37
2111-00-00 Music Field Trip Account	4,149.17				4,149.17
2114-10-00 Band - MS	1,090.14				1,090.14
2120-10-00 Drama Club	18,117.36				18,117.36
2140-10-00 Chorus	2,911.68				2,911.68
2155-10-00 MS Orchestra	1,140.79				1,140.79
2210-00-00 Cafe 10A	541.78				541.78
2225-10-00 Arts & Craft Club	62.80				62.80
2230-10-00 Beta Club	4,294.55				4,294.55
2391-10-00 AVID	14,610.92				14,610.92
2400-00-00 PBIS	1,771.42				1,771.42
2560-20-00 Book Fair	702.37				702.37
2631-10-29 Washington DC 8th Grade	5,226.87				5,226.87
2631-10-30 Washington DC 7th Grade	397.40				397.40
2667-00-00 MS Sports	1,227.12				1,227.12
2669-00-00 MS Yearbook	1,548.00				1,548.00
4100-30-00 General	6,720.43				6,720.43
4200-10-10 MS PE	255.00				255.00
4250-30-00 Student Activity	1,972.29				1,972.29
6000-00-00 Interest	8,325.46	302.42			8,627.88
6000-30-00 Field Trip Reserve	2,092.00				2,092.00
Total Other Accounts	85,179.23	1,121.79	3,629.54	0.00	82,671.48

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	354,084.55	60,020.49	98,464.23		315,640.81
Total Cash Accounts	354,084.55	60,020.49	98,464.23	0.00	315,640.81
Other Accounts					
1000-10-10 Banking Corrections	(26.50)				(26.50)
2000-10-00 Student Council	37,783.73		9,706.71		28,077.02
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	5,491.66	5,593.00	2,886.54		8,198.12
2026-00-00 Class of 2026	5,304.06	87.61			5,391.67
2027-00-00 Class of 2027	1,461.91				1,461.91
2028-00-00 Class of 2028	601.47				601.47
2110-00-10 Prom	39,583.70		7,344.38		32,239.32
2110-10-00 Band	6,106.23		3,925.82		2,180.41
2120-10-00 Drama Club	7,442.30		4,828.05		2,614.25
2140-10-00 Choral	5,990.36		2,428.31		3,562.05
2150-30-00 Musical	8,570.21				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	2,570.12	98.40	434.10		2,234.42
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		189.11		1,731.11
2230-00-00 Black Allegiance Club	(22.66)				(22.66)
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	33.85			236.85
2263-10-00 Interact Club	5,179.24				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				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	3,176.96	250.00	75.73		3,351.23
2370-10-00 FCCLA	79.42				79.42
2390-10-00 National Honor Society	5,788.60	1,720.00	3,000.00		4,508.60
2391-10-00 AVID	6,490.84		649.30		5,841.54
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	250.00			3,570.59
2406-10-00 DJ (Entertainment) Club	680.05		287.99		392.06
2408-10-00 GSA (Gay Straight Alliancne)	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
2420-10-00 Science Olympiad	224.78	531.16			755.94
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: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2618-30-00 Green Eagles	2,916.70				2,916.70
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	24,107.46		6,435.36		17,672.10
3150-20-10 Softball	6,222.41		2,318.94		3,903.47
3200-20-10 Girls Basketball	1,645.96		488.67		1,157.29
3200-20-20 Boys Basketball	6,599.18				6,599.18
3210-20-10 Bowling	337.05				337.05
3250-20-10 Dance Team	5,863.49	17,331.00	20,674.93		2,519.56
3275-00-00 Math Team	798.27				798.27
3300-20-10 Girls Soccer	6,461.74	4,418.55	4,572.00		6,308.29
3300-20-20 Boys Soccer	13,616.19		7,235.12		6,381.07
3350-20-10 Cheerleaders	3,664.16	22,466.13	5,438.05		20,692.24
3400-20-10 Girls Tennis	0.81				0.81
3400-20-20 Boys Tennis	5,390.37	207.54	661.83		4,936.08
3450-20-10 Girls Swimming	50.00				50.00
3450-20-20 Boys Swimming	1,244.98				1,244.98
3500-20-10 Girls Track & Field	7,148.41		622.00		6,526.41
3500-20-20 Boys Track	10,702.63		3,532.95		7,169.68
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		322.19		8,457.81
3700-20-10 Football	12,451.47	4,285.00	3,489.67		13,246.80
3750-20-10 Flag Football	4,737.26				4,737.26
3800-20-00 Cross Country	2,567.69		1,158.96		1,408.73
3850-20-00 Wrestling	8,546.07				8,546.07
3900-20-00 Volleyball	6,848.95	1,485.00	1,786.00		6,547.95
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		1,377.08		578.24
6000-00-00 Interest	19,790.32	1,263.25	2,594.44		18,459.13
6000-30-00 Field Trip Reserve	3,515.00				3,515.00
Total Other Accounts	354,084.55	60,020.49	98,464.23	0.00	315,640.81

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	8,049.67	28.03	472.40		7,605.30
Total Cash Accounts	8,049.67	28.03	472.40	0.00	7,605.30
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	1,289.60	28.03			1,317.63
6000-30-00 Field Trip Reserve	607.30		472.40		134.90
Total Other Accounts	8,049.67	28.03	472.40	0.00	7,605.30

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	16,071.26	1,126.61			17,197.87
Total Cash Accounts	16,071.26	1,126.61	0.00	0.00	17,197.87
Other Accounts					
2001-10-10 PBIS (Student Council)	4,210.81				4,210.81
2033-00-00 Class of 2033	849.76				849.76
2034-00-00 Class of 2034	763.40				763.40
2035-00-00 Class of 2035	811.32				811.32
2036-00-00 Class of 2036	456.98				456.98
2037-00-00 Class of 2037	333.40				333.40
2110-10-00 Band	16.70				16.70
2120-00-00 Book Fair	2,421.76				2,421.76
2151-10-00 Music Club	551.19				551.19
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	1,349.95				1,349.95
2657-10-00 Family Night-Reading Night	1,985.96	1.02			1,986.98
4100-30-00 Miscellaneous/General	278.43	1,060.00			1,338.43
4300-30-00 Sunshine Fund	0.66				0.66
6000-00-00 Interest Income	1,233.39	65.59			1,298.98
6000-30-00 Field Trip Reserve	375.08				375.08
Total Other Accounts	16,071.26	1,126.61	0.00	0.00	17,197.87

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,836.76	3,271.91	1,104.22		9,004.45
Total Cash Accounts	6,836.76	3,271.91	1,104.22	0.00	9,004.45
Other Accounts					
2030-00-00 Class of 2030	282.29				282.29
2032-00-00 Class of 2032	721.00		721.00		0.00
2033-00-00 Class of 2033	(256.00)			256.00	0.00
2034-00-00 Class of 2034	426.00				426.00
2035-00-00 Class of 2035	(443.00)			443.00	0.00
2036-00-00 Class of 2036	375.00				375.00
2037-00-00 Class of 2037	231.00		383.22	152.22	0.00
2100-10-00 Dual Language Activities	40.00	40.00			80.00
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	75.20				75.20
4200-00-00 Liberty Chorus	1,855.70				1,855.70
4300-20-00 Kids Heart Challenge	500.00	700.00			1,200.00
4400-00-00 Reach for the Stars	946.48				946.48
5000-10-00 Student Assistance Account	725.98				725.98
6000-00-00 Interest Income	899.48	31.91			931.39
6000-30-00 Field Trip Reserve	0.00	2,500.00		(851.22)	1,648.78
Total Other Accounts	6,836.76	3,271.91	1,104.22	0.00	9,004.45

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	13,681.66	47.42	2,449.42		11,279.66
Total Cash Accounts	13,681.66	47.42	2,449.42	0.00	11,279.66
Other Accounts					
2032-00-00 Class of 2032	1,342.65		1,342.65		0.00
2033-00-00 Class of 2033	2,332.01				2,332.01
2034-00-00 Class of 2034	570.34				570.34
2035-00-00 Class of 2035	684.36		628.70		55.66
2036-00-00 Class of 2036	67.36				67.36
2037-00-00 Class of 2037	435.50		422.96		12.54
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	3,789.47		55.11		3,734.36
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	286.14				286.14
6000-00-00 Interest Income	1,311.74	47.42			1,359.16
6000-30-00 Field Trip Reserve	(64.42)				(64.42)
Total Other Accounts	13,681.66	47.42	2,449.42	0.00	11,279.66

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,362.36	22.76	4,353.96		2,031.16
Total Cash Accounts	6,362.36	22.76	4,353.96	0.00	2,031.16
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	108.45				108.45
4400-10-00 Scholastic Book Fair	3,960.16		4,353.96	500.00	106.20
5000-10-00 Yearbook	179.47				179.47
6000-00-00 Interest Income	843.61	22.76		(500.00)	366.37
6000-30-00 Field Trip Reserve	1,098.00				1,098.00
Total Other Accounts	6,362.36	22.76	4,353.96	0.00	2,031.16

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,080.92	15.00			4,095.92
Total Cash Accounts	4,080.92	15.00	0.00	0.00	4,095.92
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	456.40	15.00			471.40
6000-30-00 Field Trip Reserve	2,121.50				2,121.50
Total Other Accounts	4,080.92	15.00	0.00	0.00	4,095.92

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	8,494.96	29.47			8,524.43
Total Cash Accounts	8,494.96	29.47	0.00	0.00	8,524.43
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	2,068.62				2,068.62
4150-00-00 Math Night	108.00				108.00
4300-00-00 General Fund	2,297.26				2,297.26
5010-00-00 School Fundraisers	1,342.34				1,342.34
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	1,006.30	29.47			1,035.77
6000-30-00 Field Trip Reserve	21.00				21.00
Total Other Accounts	8,494.96	29.47	0.00	0.00	8,524.43

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	9,329.77	32.43			9,362.20
Total Cash Accounts	9,329.77	32.43	0.00	0.00	9,362.20
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	146.76				146.76
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	96.42				96.42
3300-10-00 Student Council	568.09				568.09
3300-20-00 Perry Fundraising	3,040.82				3,040.82
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	1,295.79	32.43			1,328.22
6000-30-00 Field Trip Reserve	1,509.00				1,509.00
Total Other Accounts	9,329.77	32.43	0.00	0.00	9,362.20

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	5,452.67	17.71	1,930.71		3,539.67
Total Cash Accounts	5,452.67	17.71	1,930.71	0.00	3,539.67
Other Accounts					
2031-00-00 Class of 2031	133.81				133.81
2032-00-00 Class of 2032	1,255.00		1,122.32		132.68
2033-00-00 Class of 2033	683.51		301.55		381.96
2034-00-00 Class of 2034	299.91				299.91
2035-00-00 Class of 2035	606.81		506.84		99.97
2560-30-00 Library - Birthday Books	0.08				0.08
4100-30-00 Principal Discretionary	15.97				15.97
6000-00-00 Interest Income	522.58	17.71			540.29
6000-10-00 Bank Corrections	5.00				5.00
6000-30-00 Field Trip Reserve	1,930.00				1,930.00
Total Other Accounts	5,452.67	17.71	1,930.71	0.00	3,539.67

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	60,362.89	537.47	4,326.56		56,573.80
Total Cash Accounts	60,362.89	537.47	4,326.56	0.00	56,573.80
Other Accounts					
2000-10-00 Student Council	1,693.37				1,693.37
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		34.97		224.22
2030-10-00 Class of 2030-B	259.18		34.98		224.20
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	5,135.45		3,709.00		1,426.45
2033-00-00 Class of 2033	342.50		259.16		83.34
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	1,205.26				1,205.26
2115-00-00 Music - Elementary	1,770.07				1,770.07
2150-30-00 Musicals	3,150.21				3,150.21
2151-10-00 Music Dept.	441.70				441.70
2220-10-00 Art Club	85.79				85.79
2230-10-00 Beta Club	5,680.62				5,680.62
2340-10-00 Spelling Bee	46.03				46.03
2391-10-00 AVID	8,295.98		12.93		8,283.05
2392-10-00 HANDS Club	0.06				0.06
2392-20-00 Pawsitivity Pack	722.21				722.21
2393-10-00 PBIS Middle School	84.61				84.61
2393-20-00 PBIS Elementary	810.34				810.34
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	320.00			1,367.28
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	0.04				0.04
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	495.91				495.91
4105-30-00 Student Assistance Account	1,403.37				1,403.37
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	7,263.66	217.47	275.52		7,205.61
6000-30-00 Field Trip Reserve	1,891.00				1,891.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Total Other Accounts	60,362.89	537.47	4,326.56	0.00	56,573.80



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jeffrey Ehardt,
Director of Finance

SUBJECT: Donation Report - August 2025

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1 st Reading	8/26/2025
BOE 2 nd Reading	8/26/2025

Background

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

Donations Received June 2025

- Costco has donated the following items to our District Community Closet:
 - Gift Card - \$500.00

Recommendation

The administration recommends approving the donations as presented.

Fiscal Impact

None

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 26, 2025
Page 1

ADMINISTRATORS

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

Name	Position	Location	Annual Salary	Effective
Clesen, Jennifer	Division Head – Social Studies	Dundee-Crown High School	H Step 1	August 18, 2025
Nalbono, Nicole	Assistant Principal	Meadowdale Elementary School	J Step 1	August 18, 2025
Parker, Joseph	Dean of Students	Dundee-Crown High School	L Step 4	August 18, 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
Bader, Ethan	Science	Jacobs High School	1.0	BA Step A	Replacement
Cummings, Amanda	Autism	Algonquin Middle School	1.0	BA Step A	Replacement
Didzbalis, Michelle	8th Grade Language Arts	Dundee Middle School	1.0	M45 Step A	Replacement
Forrest, Brendan	8th Grade Language Arts	Dundee Middle School	1.0	BA Step A	Replacement
Franzoni, Ashley	Business	Hampshire High School	1.0	MA Step A	Replacement
Guritanu, Elena	French	Dundee-Crown High School	0.4	MA Step A	Replacement

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

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 26, 2025

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Name	Position	Location	FTE	Salary	Type
Hauser, Braydon	Physical Education	Meadowdale Elementary School (.7) & Big Timber Elementary School (.3)	1.0	BA Step A	Replacement
Osakada, Kayla	Science	Dundee-Crown High School	1.0	BA Step A	Replacement
Palmer, Dana	8th Grade Math	Dundee Middle School	1.0	BA Step A	Replacement
Rogowski, Scott	Social Studies	Dundee-Crown High School	1.0	B15 Step A	Replacement
Springer, Megan	School Psychologist	Hampshire Elementary School (.6) & District Wide (.2)	0.8	M30 Step J	Replacement
Srocki, Abigail	2nd Grade	Wright Elementary School	1.0	BA Step A	Replacement
Teson, Melissa	7th Grade Language Arts	Carpentersville Middle School	1.0	BA Step A	Replacement
Thurber, Jacob	Industrial Technology	Hampshire High School	1.0	BA Step B	Additional
Yactor, Robin	Guidance Counselor	Hampshire High School	1.0	M30 Step A	Replacement

OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letter of resignation:

Name	Position	Location	Effective
Marron, Thalia	1st Grade Dual Language	Meadowdale Elementary School	End of the 2024-2025 school year

OTHER RESIGNATION – CERTIFIED PERSONNEL

None

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

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 26, 2025

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RETIREMENT – CERTIFIED PERSONNEL

None

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
Alm, Megan	Paraeducator	Lake In The Hills Elementary School	\$19.87	Additional
Bury, Carolyn	Paraeducator	Big Timber Elementary School	\$21.58	Additional
Davis, Stephanie	Paraeducator	Big Timber Elementary School	\$21.58	Additional
De Jesus Lopez, Yaraïsel	Paraeducator	Big Timber Elementary School	\$21.58	Additional
DeSantiago, Carlos	Safety Staff	Hampshire High School	\$19.51	Replacement
Dombrowski, Jennifer	Secretary (10 month)	Westfield Community School	\$20.69	Replacement
Galvan, Kassandra	Paraeducator	Gilberts Elementary School	\$21.58	Replacement
Hernandez, Cynthia	Paraeducator	Eastview Elementary School	\$22.28	Replacement
Hernandez, Maria	Certified Nursing Assistant	Lincoln Prairie Elementary School	\$19.78	Replacement
Hernandez-Alvarez, Aurora	Paraeducator	Lakewood Elementary School	\$19.87	Additional

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

COMMUNITY UNIT SCHOOL DISTRICT 300**HUMAN RESOURCES REPORT**

August 26, 2025

Page 4

Name	Position	Location	Hourly Rate	Type
Jacob, Robert	Safety Staff	Dundee-Crown High School	\$19.51	Replacement
Kelly, Jina	Paraeducator	Hampshire High School	\$19.87	Additional
Knight, Roxana	Paraeducator	Neubert Elementary School	\$21.58	Replacement
Kozar, Kelsey	Paraeducator	Neubert Elementary School	\$19.87	Replacement
Maddox, Marissa	Paraeducator	Hampshire High School	\$19.87	Additional
Martin, Samantha	Nurse (Non-Certified)	Parkview Elementary School	\$31.80	Replacement
Martinez, Carmen	Paraeducator	Hampshire High School	\$21.58	Additional
Morton, Maura	Paraeducator	Gilberts Elementary School	\$19.87	Additional
Munoz, Maira	Registrar Secretary	Parkview Elementary School	\$20.69	Replacement
Pacheco Almaraz, Maria	Paraeducator	Meadowdale Elementary School	\$19.87	Additional
Peters, Mari	Paraeducator	Big Timber Elementary School	\$19.87	Additional
Petryniec, Julie	Paraeducator	Lake In The Hills Elementary School	\$19.87	Replacement
Rebodos, Jean	Paraeducator	Westfield Community School	\$19.87	Additional
Rodriguez, Andre	Paraeducator	Big Timber Elementary School	\$21.58	Additional
Sanchez, Alondra	Paraeducator	Dundee-Crown High School	\$21.58	Additional
Sauer, Jennifer	Paraeducator	Hampshire High School	\$19.87	Replacement
Serna, Alma	Paraeducator	Big Timber Elementary School	\$21.58	Additional
Siegfort, Brian	Safety Staff	Jacobs High School	\$19.51	Replacement
Sumner, Ashley	Paraeducator	Liberty Elementary School	\$19.87	Additional
Varela Viveros, Cristo	Paraeducator	Hampshire High School	\$21.58	Additional

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

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 26, 2025

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Name	Position	Location	Hourly Rate	Type
Villarreal, Jesarela	Paraeducator	deLacey Family Education Center	\$21.58	Replacement
Wagner, Joel	Paraeducator	Eastview Elementary School	\$21.58	Replacement
Zarr, Amy	Paraeducator	Algonquin Lakes Elementary School	\$19.87	Additional
Zielinski, Elizabeth	Paraeducator	Lincoln Prairie Elementary School	\$19.87	Additional

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Christianson, Margaret	Paraeducator	Gilberts Elementary School	May 23, 2025
DiNovo, Carrie	Safety Staff	Dundee-Crown High School	April 29, 2025
Flores, Aurora	Registrar Secretary	Wright Elementary School	August 29, 2025
Garrett, La'Vonda	Night Custodian	Oak Ridge School	August 18, 2025
Gerke, Dyana	District Nurse (Non-Certified)	District Locations	August 29, 2025
Gonzalez, Karla	Paraeducator	Gilberts Elementary School	August 29, 2025
Koble, Jennifer	Certified Nursing Assistant	Jacobs High School	June 27, 2025
Miller, Stacy	Paraeducator	Algonquin Middle School	May 23, 2025
Perez, Dawn	Media Clerical	Neubert Elementary School	August 15, 2025
Ramirez, Erick	Night Custodian	deLacey Family Education Center	August 22, 2025

DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

None

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

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 26, 2025

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RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

None

COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following support personnel:

Name	Position	Location
Keller, Christopher	Assistant Coach - Cross Country	Jacobs High School
Meinen, Nathaniel	Volunteer - Varsity Flag Football	Hampshire High School
Moore, Michael	Coach - Co-Ed Cross Country Summer Camp	Jacobs High School
Retzer, Megan	Coach - Co-Ed Cross Country Summer Camp	Jacobs High School
Wrbanek, Matthew	Musical Set Designer	Dundee-Crown High School

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

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 26, 2025

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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
DESA	Hernandez, Cynthia	Paraeducator	EES	DESPA	Family School Liaison	DESPA	D, 2	PVES	August 11, 2025
DESPA	Teran Sosa, Yamilet	Purchasing Specialist	CO	Same	Registrar Secretary	DESPA	B, 2	MES	August 11, 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: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jorge Almodovar,
Assistant Superintendent of Schools

SUBJECT: **Boys & Girls Clubs of the Northwest Suburbs 21st Century Learning Center Agreement (MOU Renewal)**

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

Background

District 300 and the BGCNWS have a history of working together to provide additional support for students. The agreement being presented, between the district and the BGCNWS, has been reviewed and approved by the district’s legal counsel. The agreement outlines the respective rights and responsibilities of the two parties and covers details such as facility use, data-sharing requirements, and the 21st Century Learning Community program specifics.

Administrative Recommendation

The administration recommends approving the agreement between the district and BGCNWS as presented.

Fiscal Impact

None



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Algonquin Lakes Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Algonquin Lakes Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Algonquin Lakes Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Algonquin Lakes Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Algonquin Lakes Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Algonquin Lakes Elementary School; the School District as co-applicant, and the Principal and staff of Algonquin Lakes Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between subsets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Algonquin Lakes Elementary School, in collaboration with CUSD 300 and Algonquin Lakes Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Algonquin Lakes Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Algonquin Lakes Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Algonquin Lakes Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Algonquin Lakes Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Algonquin Lakes Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the

data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Algonquin Lakes Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Algonquin Lakes Elementary School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Carpentersville Middle School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Carpentersville Middle School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Carpentersville Middle School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Carpentersville Middle School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Carpentersville Middle School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Carpentersville Middle School; the School District as co-applicant, and the Principal and staff of Carpentersville Middle School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Carpentersville Middle School, in collaboration with CUSD 300 and Carpentersville Middle School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Carpentersville Middle School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Carpentersville Middle School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Carpentersville Middle School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Carpentersville Middle School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Carpentersville Middle School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data

gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Carpentersville Middle School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Carpentersville Middle School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Dundee-Crown High School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Dundee-Crown High School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Dundee-Crown High School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Dundee-Crown High School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Dundee-Crown High School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Dundee-Crown High School; the School District as co-applicant, and the Principal and staff of Dundee-Crown High School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Dundee-Crown High School, in collaboration with CUSD 300 and Dundee-Crown High School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Dundee-Crown High School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Dundee-Crown High School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Dundee-Crown High School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Dundee-Crown High School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed-upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Dundee-Crown High School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Dundee-Crown High School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

**Boys & Girls Clubs of the Northwest
Suburbs**

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Dundee-Crown High School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Dundee Highlands Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Dundee Highlands Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Dundee Highlands Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Dundee Highlands Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Dundee Highlands Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Dundee Highlands Elementary School; the School District as co-applicant, and the Principal and staff of Dundee Highlands Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Dundee Highlands Elementary School, in collaboration with CUSD 300 and Dundee Highlands Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Dundee Highlands Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Dundee Highlands Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Dundee Highlands Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Dundee Highlands Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed-upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Dundee Highlands Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data

collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Dundee Highlands Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Dundee Highlands Elementary School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Eastview Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Eastview Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Eastview Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Eastview Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Eastview Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Eastview Elementary School; the School District as co-applicant, and the Principal and staff of Eastview Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Eastview Elementary School, in collaboration with CUSD 300 and Eastview Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Eastview Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Eastview Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Eastview Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.
- Shared student academic information including grades, ISAT scores, and other academic

assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Eastview Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is

sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Eastview Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May

20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Eastview Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

**Boys & Girls Clubs of the Northwest
Suburbs**

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Eastview Elementary School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Golfview Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Golfview Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Golfview Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Golfview Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Golfview Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Golfview Elementary School; the School District as co-applicant, and the Principal and staff of Golfview Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Golfview Elementary School, in collaboration with CUSD 300 and Golfview Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Golfview Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Golfview Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Golfview Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Golfview Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Golfview Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with

planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Golfview Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

**Boys & Girls Clubs of the Northwest
Suburbs**

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Golfview Elementary School

Signature

Principal

Title

Date



**BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS**

20 S. Grove Street Suite 201 Carpentersville, IL 60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Lake in the Hills Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Lake in the Hills Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Lake in the Hills Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Lake in the Hills Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Lake in the Hills Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Lake in the Hills Elementary School; the School District as co-applicant, and the Principal and staff of Lake in the Hills Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets

of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Lake in the Hills Elementary School, in collaboration with CUSD 300 and Lake in the Hills Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Lake in the Hills Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School

District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Lake in the Hills Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Lake in the Hills Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Lake in the Hills Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed-upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Lake in the Hills Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Lake in the Hills Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

**Boys & Girls Clubs of the Northwest
Suburbs**

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Lake in the Hills Elementary School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Lakewood Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21stCCLC Community Learning Center (21st CCLC) at Lakewood Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Lakewood Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Lakewood Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Lakewood Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Lakewood Elementary School; the School District as co-applicant, and the Principal and staff of Lakewood Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Lakewood Elementary School, in collaboration with CUSD 300 and Lakewood Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Lakewood Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Lakewood Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Lakewood Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Lakewood Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed-upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Lakewood Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Lakewood Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

**Boys & Girls Clubs of the Northwest
Suburbs**

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Lakewood Elementary School

Signature

Principal

Title

Date



**BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS**

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Meadowdale Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Meadowdale Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Meadowdale Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Meadowdale Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Meadowdale Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Meadowdale Elementary School; the School District as co-applicant, and the Principal and staff of Meadowdale Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Meadowdale Elementary School, in collaboration with CUSD 300 and Meadowdale Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Meadowdale Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Meadowdale Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Meadowdale Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow

removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Meadowdale Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Meadowdale Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data

gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Meadowdale Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Meadowdale Elementary School

Signature

Principal

Title

Date



BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite 201
Carpentersville, IL 60110
847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Perry Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Perry Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Perry Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Perry Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Perry Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Perry Elementary School; the School District as co-applicant, and the Principal and staff of Perry Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors;

the school's history of attaining adequate yearly progress and the specific areas of academic weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Perry Elementary School, in collaboration with CUSD 300 and Perry Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Perry Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Perry Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Perry Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Perry Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead

staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed-upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Perry Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which

indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Perry Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Perry Elementary School

Signature

Principal

Title

Date



**BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS**

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Parkview Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Parkview Elementary School (“the School”) during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Parkview Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Parkview Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Parkview Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Parkview Elementary School; the School District as co-applicant, and the Principal and staff of Parkview Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Parkview Elementary School, in collaboration with CUSD 300 and Parkview Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Parkview Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Parkview Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Parkview Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Parkview Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed-upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Parkview Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Parkview Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer

Title

Date

Community Unit School District 300

Signature

Superintendent

Title

Date

Parkview Elementary School

Signature

Principal

Title

Date



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In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

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The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

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The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Sleepy Hollow Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Sleepy Hollow Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms and cafeteria
- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.
- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow

removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.
- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Sleepy Hollow Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

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gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Sleepy Hollow Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

**Boys & Girls Clubs of the Northwest
Suburbs**

Signature

Chief Executive Officer

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Community Unit School District 300

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Sleepy Hollow Elementary School

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Principal

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**Freedom of Information
Board Report
August 12, 2025**

<u>FOIA#</u>	<u>Date of Request</u>	<u>Requestor</u>	<u>Subject</u>	<u>Date Completed/ STATUS</u>	<u>Time to complete in hours</u>
82-2025	6/24/2025	Sarah Harmon SmartProcure	Commercial Purpose - Requesting copies of contracts, agreements, memoranda of understanding (MOUs), service agreements, and licensing agreements related to educational technology products and services entered or in effect between January 1, 2023, and the present. Specifically, this request includes, but is not limited to: • Agreements with vendors providing Learning Management Systems (LMS). • Student Information Systems (SIS) Online and digital curriculum platforms. • Assessment and testing platforms Classroom and behavior management tools. • Communication software for educators, students, and parents. • Data collection, analytics, or reporting tools used in educational settings. For each contract, please include related documents containing information such as: • The nature and purpose of the contract. • The start and end dates of the contract. • The total value or cost of the contract. • The names of the contracting parties. Any amendments, extensions, or renewals related to the contract.	Completed 8/6/2025	10
83-2025	6/24/2025	Carl Lopez Waterwaste	Commercial Purpose - Requesting Commercial contracts issued by the Algonquin, IL between January 1, 2020 and June 18, 2025 for the purchase (supply) of ferric chloride, ferric sulfate, or aluminum sulfate.	Completed 7/31/2025	2.5
84-2025	7/1/2025	Sheri Reid SmartProcure	Commercial Purpose - Requesting general purchasing records from 2/19/2025 to the current request date of 6/30/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address	Completed 8/6/2025	4
87-2025	7/15/2025	Brendan Hosty Labor Management Cooperation Committee	Requesting the bid packages of the three lowest bidders for the 'Concrete Work - Various Sites District Wide' project. The bid opening for this project was April 15, 2025.	Completed 7/21/2025	2
88-2025	7/17/2025	Jairo Gomez Labor Management Cooperation Committee	Requesting a copy of all public records containing, reflecting, or referencing the “reference issues” regarding TCD Concrete Works cited in the attached document and/or the source of such information regarding TCD Concrete Works bid submittal the following bid opening Community Unit School District 300 / Concrete Work-Variou Sites on April 15, 2025, at 11:00 am	Completed 7/23/2025	3
89-2025	7/21/2025	Carolyn Freeman RYE Consulting	Commercial Purpose - Requesting all documents for the advertised Textbook Adoption Materials Purchase (RFP) — #14287436.	Completed 8/6/2025	1.5
90-2025	7/28/2025	Ilan Goldstein Community Member	Requesting access to the following records: 1. Any and all work permits (including employment certificates, verification of intent to employ, and parental consent forms related to employment) issued for myself, Ilan N Goldstein. 2. If no permit was ever issued, please provide a Certification of Nonexistence of Records.	Completed 7/28/2025	1
91-2025	7/29/2025	C.T. Mills Community Member	Requesting the names, titles, and business contact information (email and phone number if available) for current district-level or school-level staff whose responsibilities include any of the following: (1) Career & Technical Education (CTE) (2) Director or Coordinator of CTE (3) Perkins grant administration (4) Career and College Readiness (5) Work Based Learning / Industry Partnerships (6) Career Pathways or Workforce Development Programs (7) STEM & CTE coordination. Please include staff even if their official titles differ but their functional responsibilities fall into these domains (e.g. Secondary Programs Director, Pathway Lead, Academy Coach overseeing CTE career pathways).	Completed 7/30/2025	1.5
92-2025	7/31/2025	Alton I. Jackson Community Member	Requesting personnel names, salaries, titles, and dates of employment	Completed 8/5/2025	1.5
93-2025	8/4/2025	Jennah Mitchell Acme Research	Commercial Purpose - Requesting public spending information, including both capital and operating expenditures, for payments made by or on behalf of Community Unit School District 300 during fiscal year ending in 2025. Specifically, for any payee, other than an employee or student, who was paid a cumulative total amount of \$10,000 or more, we seek the payee name, address, and the cumulative total dollar amount paid to the subject payee over the relevant time period. The \$10,000 threshold was established to minimize reporting for respondents.	Pending	
94-2025	8/5/2025	Oshea Smith Records Retrieval Solutions	Commercial Purpose - Requesting all purchase orders—or similar documents like vendor reports, accounts payable summaries, or check summaries—issued by Community Unit School District 300 from January 1, 2020 to June 30, 2025. Please include the following information for each transaction, if available: (1) Contract number, purchase order number, or other identifying reference (e.g., invoice number, check number, internal ID), (2) Date of purchase, (3) Vendor information (name, ID, address, contact name, and email address), (4) Line item description(s), (5) Quantity of items or services ordered, (6) Price or amount paid per line item, (7) Contract start and end dates, if applicable, (8) Name or title of the contract signatory, if available.	Pending	

**Freedom of Information
Board Report
August 26, 2025**

FOIA#	<u>Date of Request</u>	<u>Requestor</u>	<u>Subject</u>	<u>Date Completed/ STATUS</u>	<u>Time to complete in hours</u>
93-2025	8/4/2025	Jennah Mitchell Acme Research	Commercial Purpose - Requesting public spending information, including both capital and operating expenditures, for payments made by or on behalf of Community Unit School District 300 during fiscal year ending in 2025. Specifically, for any payee, other than an employee or student, who was paid a cumulative total amount of \$10,000 or more, we seek the payee name, address, and the cumulative total dollar amount paid to the subject payee over the relevant time period. The \$10,000 threshold was established to minimize reporting for respondents.	Pending	
94-2025	8/5/2025	Oshea Smith Records Retrieval Solutions	Commercial Purpose - Requesting all purchase orders—or similar documents like vendor reports, accounts payable summaries, or check summaries—issued by Community Unit School District 300 from January 1, 2020 to June 30, 2025. Please include the following information for each transaction, if available: (1) Contract number, purchase order number, or other identifying reference (e.g., invoice number, check number, internal ID), (2) Date of purchase, (3) Vendor information (name, ID, address, contact name, and email address), (4) Line item description(s), (5) Quantity of items or services ordered, (6) Price or amount paid per line item, (7) Contract start and end dates, if applicable, (8) Name or title of the contract signatory, if available.	Pending	
95-2025	8/7/2025	Andrea Collier Community Member	Requesting access to video footage under the Illinois Freedom of Information Act (FOIA) for the purpose of obtaining relevant evidence. Specifically, I am requesting the video surveillance footage from the following: Date of footage requested: April 30, 2025 Time frame: From 6:45 p.m. to 7:30 p.m. Areas requested: The exterior of Eastview Elementary School, including the entrance area and parking lot. The interior of the school, including the immediate area visible from the entrance, to verify interactions outside the building.	Completed 8/7/2025	1
96-2025	8/8/2025	Andrea Collier Community Member	Requesting access to and copies of records identifying all lawsuits filed against Community Unit School District 300 from January 1, 2020 to the present. Please include the following information for each case:(1) Case name, (2) Case number/docket, (3) Date filed, (4) Court/jurisdiction, (5) Status (open, closed, settled, dismissed, etc.), (6) A brief description or nature of the claim (if available)	Pending	
97-2025	8/10/2025	Dorothy Community Member	Requesting 1. All emails from/to Frank Williams regarding Buildings and Grounds staff. 2. All documentation regarding Frank Williams contract with the board 3. All phone records for Frank Williams and Communications regarding Building and Ground staff	Completed 8/10/2025	1
98-2025	8/12/2025	Dorothy Community Member	Requesting 1. All emails from/to Frank Williams regarding Buildings and Grounds staff. 2. All documentation regarding Frank Williams contract with the board 3. All phone records for Frank Williams and Communications regarding Building and Ground staff	Completed 8/19/2025	3
99-2025	8/18/2025	Shelia Johnson Community Member	Requesting a complete list of all current and active staff members, including Full-Time, Part-Time, Substitutes, and any other employment classifications. Please include the following details for each individual: (1) Full Name, (2) Title/Position, (3) Work Email Address, and (4) Work Location.	Pending	
100-2025	8/18/2025	Nick James Community Member	Requesting all documents requested are for the past 3 fiscal years. Financial records: 1. Budget 2. Levy resolution and certificate of tax levy 3. Audit 4. Bills 5. Receipts for revenue 6. Vouchers 7. Canceled checks 8. Water and sewer bills 9. Real estate tax receipts 10. Salary schedules 11. Utility bills. General records: 1. Personnel names, salaries, titles, and dates of employment 2. Office equipment 3. Insurance 4. Capital equipment 5. Real estate.	Pending	
101-2025	8/19/2025	Justin Wenig StarJump	Commercial Purpose - Requesting contracts, and/or Master Service Agreements with associated purchase orders, that are in effect or have been in effect in the last 3 years with vendor(s) providing alternative transportation. Alternative transportation for the purposes of this request is defined as small vehicle (SUV, sedan, van) student transportation to and from school (not activity/athletic transportation) not including buses or district fleet vehicles.	Pending	



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Diane White,
Director of Purchasing

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

SUBJECT: Contract Pricing for Copy Paper Second Extension

Background

Original Bid documents for the district-wide copy paper (virgin and recycled) contract pricing for just-in-time delivery were released on Thursday, January 9, 2025. The bid requested delivered unit pricing for three months with the possibility of three three-month contract extensions. Bids were due on Wednesday, January 29, 2025, at 11:00 am. The solicitation for bids was made via BidNet. Sixteen vendors downloaded bid information. Three vendors provided bids. The initial contract term was from March 1, 2025, through May 31, 2025.

On May 13, 2025, the BOE approved the first contract extension. The term was June 1, 2025, through August 31, 2025.

Administration is recommending the second contract extension for the Contract Pricing for Copy Paper to be awarded to Murnane Paper Company. Vendor performance has been exceptional. The extension will run from September 1, 2025, through November 30, 2025. Pricing will remain at the original rates given.

Administrative Recommendation

Murnane Paper Company – Elmhurst, IL: for multipurpose paper for a three-month contract. The total estimated contract award amount is \$43,096.40.

Fiscal Impact

The total estimated award amount is \$43,096.40. Building/Department budgets fund Copy Paper.



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

July 29, 2025

Terry Murnane
Murnane Paper
345 W Fischer Farm Rd.
Elmhurst, IL 60126

Via Email: terrym@murnanepaper.com

BID – Contract Pricing for Copy Paper – Second Extension

Dear Mr. Murnane,

On February 18, 2025, the Board of Education originally approved a contract with Murnane Paper for the Contract Pricing for Copy Paper Bid. The contract included the possibility of three, three-month extensions. District 300 would like to exercise the second contract extension based on the January 28, 2028 response submitted by your firm. Original bid prices will be held. The extension will run from September 1, 2025 to November 30, 2025.

If your firm agrees to the pricing as shown in the following first extension and original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, August 12, 2025 and award by the board on Tuesday, August 26, 2025.

The favor of a response is requested by Thursday, July 31, 2025.

Sincerely,

Diane C. White

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Terry Murnane

2025-07-29

9901C2D3C8E1B61A9CD9B794A48D5660
Service Provider

contractworks

Terry Murnane



DISTRICT 300

Community Unit School District 300

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

Diane C. White, Director of Purchasing

PHONE: 847-551-8460 · FAX 847-551-8463

March 5, 2024

Mr. Roy Flegel
Garvey's Office Products
7500 N. Caldwell Avenue
Genoa, IL 60135

Bid - Copy Paper - District-Wide - First Extension Award Letter

Dear Mr. Flegel,

Congratulations! District 300 has awarded the contract for the Bid - Copy Paper - District-Wide - First Extension to Garvey's Office Products. The Board of Education approved this contract at the regularly scheduled meeting on February 27, 2024. This will extend the current contract to May 31, 2024.

Please sign this letter via Contract Works by Friday, March 8, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured as soon as possible to bids.purchasing@d300.org.

This Agreement is entered into as of March 11, 2024.

Diane White

2024-03-05

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks

ADMINISTRATOR (Signature)

Diane C. White, Director of Purchasing

Roy Flegel

2024-03-05

4D3FD3933C0120F35344E1A466AAE7F2 contractworks

CONTRACTOR (Signature)

Roy Flegel

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



Community Unit School District 300

2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102

Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

February 7, 2024

Mr. Roy Flegel
Garvey's Office Products
7500 N. Caldwell Avenue
Niles, IL 60714

Bid – Copy Paper – District-Wide - First Extension

Dear Mr. Flegel,

On November 14, 2023 the Board of Education approved a contract for the Copy Paper - District Wide bid to Garvey's Office Products. The total estimated value of the contract was \$53,633.70. The contract was for 3 months; November 15, 2023 to February 29, 2024 with the possibility of three, three month extensions. District 300 would like to exercise the first extension. This would extend our current contract to May 31.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee on February 13 and award by the board on February 27.

The favor of a reply is requested by February 12th.

Diane White

2024-02-07

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

OWNER (Signature)

Diane White, Director of Purchasing

Roy Flegel

2024-02-07

4D3FD3933C0120F35344E1A466AAE7F2 contractworks.

CONTRACTOR (Signature)

Roy Flegel

Account Executive

(Printed name and title)

Diane C. White

Diane 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

November 21, 2023

Mr. Roy Flegel
Garvey's Office Products
7500 N. Caldwell Avenue
Niles, IL 60714

Bid – Copy Paper – District-Wide

Dear Mr. Flegel,

Congratulations! District 300 has awarded the Copy Paper – District-Wide bid to Garvey's Office Products! The Board of Education approved a three-month contract at their regular meeting of November 14, 2023. The total estimated contract value over three months is \$53,633.70. The contract shall run from November 15, 2023 through February 29, 2024 with the possibility of three three-month extensions.

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

Please sign this letter electronically via Contract Works.

A service agreement will be issued in accordance with this contract. Please sign and return your award letter no later than December 5, 2023. Please submit your Certificate of Insurance naming District 300 as additional insured to bids.purchasing@d300.org.

This Agreement is entered into as of November 15, 2023.

Diane White **2023-11-21**
8375D43E716D99C09F2DBCB05C76FBD7 contractworks
OWNER (Signature)

Roy Flegel **2023-11-21**
4D3FD3933C0120F35344E1A466AAE7F2 contractworks
CONTRACTOR (Signature)

Diane White, Director of Purchasing

Roy Flegel **Account Executive**
(Printed name and title)

Diane C. White
Diane White, Director of Purchasing



COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: November 6, 2023

TO: Dr. Susan Harkin, Superintendent
Board of Education

FROM: Diane White, Director of Purchasing

Presented at the following Board Meetings	
Board Operations Committee	11/6/2023
Policy/Legislative	
School Utilization	
BOE 1st Reading	11/14/2023
BOE 2nd Reading	11/14/2023

SUBJECT: Contract Pricing for Copier Paper

Background

Bid documents for the annual district-wide copy paper (virgin and recycled) contract pricing for just-in-time delivery were released on Tuesday, October 3, 2023. The bid requested unit pricing for three months with the possibility of three three-month contract extensions. Bids were due on Wednesday, October 25, 2023 at 10:00 am. Solicitation for bids was made via BidNet. Eleven vendors downloaded bid information. Four vendors provided bids, and there was an additional formal no-bid that was received.

Administrative Recommendation

Garvey Office Products, Niles, IL - for multipurpose paper for a three-month contract with the possibility of three three-month extensions. The total estimated contract award is - \$53,633.70.

Fiscal Impact

There is a 26% percent decrease in the cost of paper with this current recommendation versus the previous bid. The reduction is due to the decline in the price of pulp and global demand for paper.

Purchases from this contract will be covered by building and department budgets.

COMMUNITY UNIT SCHOOL DISTRICT 300
COPIER PAPER DISTRICT WIDE - BID
Wednesday, October 25, 2023 10:00AM - Virtual

COMPANY	GRAND TOTAL*									Comments
		References	Bid Response Form A	Bid Response Form B	Addendum 1	Certifications	Vendor App.	W-9		
Contract Paper Group										
Garvey's Office Products	\$53,633.70	Y	Y	Y	Y	Y	Y	Y	Y	
Liberty Paper										
Midland Paper	\$53,444.40	Y	Y	Y	Y	Y	N	Y	Disqualified due to required sample not provided	
Murnane Paper Company	\$53,015.50	Y	Y	Y	Y	Y	Y	Y	Disqualified due to required sample not provided	
Paper101										
Quill LLC										
Runco Office Supply										
School Specialty LLC									Formally Declined	
School Wholesale Supplies LLC										
Veritiv	\$60,193.40/\$53,824.40	Y	Y	Y	Y	Y	Y	Y	Virgin and Recycled pricing provided	

Administration Recommends
Garvey's Office Products of Niles, IL - for multipurpose paper for a 3 month contract with the possibility of three three-month extensions. Award Total - \$53,633.70.

D300 Item Number	D300 Item Description	D300 Item Description	D300 UOM	Estimated Annual Purchase Qty	Estimated Quarterly Purchase Bid Qty	Garvey's Office Supply		Midland Paper		Murnane Paper		Veritiv - Virgin Domestic		Veritiv - Recycled	
15-0020	PAPER, XEROGRAPHIC BLUE	PAPER, XEROGRAPHIC BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	92	23	\$ 48.90	\$ 1,124.70	\$ 50.55	\$ 1,162.65	\$ 48.50	\$ 1,115.50	\$ 52.75	\$ 1,213.25	\$ 52.75	\$ 1,213.25
15-0025	PAPER, XEROGRAPHIC, CANARY	PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	90	23	\$ 48.90	\$ 1,124.70	\$ 50.55	\$ 1,162.65	\$ 48.50	\$ 1,115.50	\$ 52.75	\$ 1,213.25	\$ 52.75	\$ 1,213.25
15-0030	PAPER XEROGRAPHIC, GOLDENROD	PAPER XEROGRAPHIC, GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	65	21	\$ 48.90	\$ 1,026.90	\$ 50.55	\$ 1,061.55	\$ 48.50	\$ 1,018.50	\$ 52.75	\$ 1,107.75	\$ 52.75	\$ 1,107.75
15-0035	PAPER XEROGRAPHIC, GREEN	PAPER XEROGRAPHIC, GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	84	41	\$ 48.90	\$ 2,004.90	\$ 50.55	\$ 2,072.55	\$ 48.50	\$ 1,988.50	\$ 52.75	\$ 2,162.75	\$ 52.75	\$ 2,162.75
15-0040	PAPER, XEROGRAPHIC, PINK	PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	88	22	\$ 48.90	\$ 1,075.80	\$ 50.55	\$ 1,112.10	\$ 48.50	\$ 1,067.00	\$ 52.75	\$ 1,160.50	\$ 52.75	\$ 1,160.50
15-0045	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	959	240	\$ 34.90	\$ 8,376.00	\$ 34.79	\$ 8,349.60	\$ 32.40	\$ 7,776.00	\$ 38.80	\$ 9,312.00	\$ 34.75	\$ 8,340.00
15-0046	PAPER, XERO, WHITE RYCL-30% PCW	PAPER, XERO, WHITE RYCL-30% PCW20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	440	110	\$ 39.99	\$ 4,398.90	\$ 39.90	\$ 4,389.00	\$ 41.20	\$ 4,532.00	\$ 47.65	\$ 5,241.50	\$ 37.75	\$ 4,152.50
15-0050	PAPER, XEROGRAPHIC BLUE	PAPER, XEROGRAPHIC BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$ 79.15	\$ 79.15	\$ 88.00	\$ 88.00	\$ 71.90	\$ 71.90	\$ 86.50	\$ 86.50	\$ 86.50	\$ 86.50
15-0055	PAPER, XEROGRAPHIC, CANARY	PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$ 79.15	\$ 79.15	\$ 88.00	\$ 88.00	\$ 71.90	\$ 71.90	\$ 86.50	\$ 86.50	\$ 86.50	\$ 86.50
15-0060	PAPER, XEROGRAPHIC GOLDENROD	PAPER, XEROGRAPHIC GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$ -	\$ -	\$ 88.00	\$ 88.00	\$ 71.90	\$ 71.90	\$ 86.50	\$ 86.50	\$ 86.50	\$ 86.50
15-0065	PAPER, XEROGRAPHIC GREEN	PAPER, XEROGRAPHIC GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$ 79.15	\$ 79.15	\$ 88.00	\$ 88.00	\$ 71.90	\$ 71.90	\$ 86.50	\$ 86.50	\$ 86.50	\$ 86.50
15-0070	PAPER, XEROGRAPHIC, PINK	PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$ -	\$ -	\$ 88.00	\$ 88.00	\$ 71.90	\$ 71.90	\$ 86.50	\$ 86.50	\$ 86.50	\$ 86.50
15-0075	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$ 54.60	\$ 54.60	\$ 59.50	\$ 59.50	\$ 51.00	\$ 51.00	\$ 60.90	\$ 60.90	\$ 60.90	\$ 60.90
15-0080	PAPER, XEROGRAPHIC, CANARY	PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$ 62.96	\$ 62.96	\$ 75.00	\$ 75.00	\$ 44.00	\$ 44.00	\$ 68.00	\$ 68.00	\$ 68.00	\$ 68.00
15-0085	PAPER, XEROGRAPHIC, BLUE	PAPER, XEROGRAPHIC, BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$ 62.96	\$ 62.96	\$ 75.00	\$ 75.00	\$ 69.00	\$ 69.00	\$ 68.00	\$ 68.00	\$ 68.00	\$ 68.00
15-0090	PAPER, XEROGRAPHIC, GOLDENROD	PAPER, XEROGRAPHIC, GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ 69.00	\$ 69.00	\$ 68.00	\$ 68.00	\$ 68.00	\$ 68.00
15-0095	PAPER, XEROGRAPHIC GREEN	PAPER, XEROGRAPHIC GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$ 62.96	\$ 62.96	\$ 75.00	\$ 75.00	\$ 69.00	\$ 69.00	\$ 68.00	\$ 68.00	\$ 68.00	\$ 68.00
15-0100	PAPER, XEROGRAPHIC, PINK	PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ 69.00	\$ 69.00	\$ 68.00	\$ 68.00	\$ 68.00	\$ 68.00
15-0105	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$ 44.05	\$ 44.05	\$ 38.50	\$ 38.50	\$ 46.00	\$ 46.00	\$ 58.40	\$ 58.40	\$ 58.40	\$ 58.40
15-0110	PAPER, XEROGRAPHIC, FIREBALL	PAPER, XEROGRAPHIC, FIREBALL20 LB. 8 1/2 X 14,10 RM/CASEFUSCHIA 8 1/2X11 24 LB 10 RM/C	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 58.40	\$ 58.40	\$ 58.40	\$ 58.40
15-0115	PAPER, XEROGRAPHIC, COSMIC	PAPER, XEROGRAPHIC, COSMIC20 LB. 8 1/2 X 14,10 RM/CASEORANGE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0120	PAPER, XEROGRAPHIC, LUMINOUS	PAPER, XEROGRAPHIC, LUMINOUS20 LB. 8 1/2 X 14,10 RM/CASELIME 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0125	PAPER, XEROGRAPHIC, TERRESTRIAL	PAPER, XEROGRAPHIC, TERRESTRIAL 20 LB. 8 1/2 X 14,10 RM/CASETEAL 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0130	PAPER, XEROGRAPHIC, PLANETARY	PAPER, XEROGRAPHIC, PLANETARY20 LB. 8 1/2 X 14,10 RM/CASEPURPLE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0132	PAPER, XEROGRAPHIC, SOLAR	PAPER, XEROGRAPHIC, SOLAR20 LB. 8 1/2 X 14,10 RM/CASEYELLOW 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0133	PAPER, XEROGRAPHIC, LUNAR	PAPER, XEROGRAPHIC, LUNAR 20 LB. 8 1/2 X 14,10 RM/CASEBLUE 8 1/2 X 11, 24 LB. 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0134	PAPER, XEROGRAPHIC, GAMMA	PAPER, XEROGRAPHIC, GAMMA 20 LB. 8 1/2 X 14,10 RM/CASEGRN 8 1/2 X11, 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0135	PAPER, XEROGRAPHIC, GALAXY	PAPER, XEROGRAPHIC, GALAXY20 LB. 8 1/2 X 14,10 RM/CASEGOLD 8 1/2X11, 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0136	PAPER, XEROGRAPHIC, PULSAR	PAPER, XEROGRAPHIC, PULSAR20 LB. 8 1/2 X 14,10 RM/CASEPINK 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$ 118.20	\$ 118.20	\$ 116.50	\$ 116.50	\$ 113.00	\$ 113.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
15-0137	PAPER, XEROGRAPHIC,WHITE 3-HOL	PAPER, XEROGRAPHIC,WHITE 3-HOL20 LB. 8 1/2 X 14,10 RM/CASEPUNCH 8 1/2X11 20 LB 10 RM/CS	CASE	150	38	\$ 36.49	\$ 1,386.62	\$ 42.80	\$ 1,626.40	\$ 42.00	\$ 1,596.00	\$ 58.40	\$ 2,219.20	\$ 58.40	\$ 2,219.20
15-0138	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEFUSCHIA 8 1/2X11 20 LB 10 RM/C	CASE	5	1	\$ -	\$ -	\$ 116.50	\$ 116.50	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0139	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEORANGE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0145	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASELIME 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0150	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASETEAL 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0155	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEPURPLE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0160	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEYELLOW 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0165	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEBLUE 8 1/2 X 11, 20 LB. 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0170	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEGRN 8 1/2 X11, 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0175	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEGOLD 8 1/2X11, 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0180	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEPINK 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ 98.00	\$ 98.00	\$ -	\$ -	\$ -	\$ -
15-0185	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	71	18	\$ 1,396.00	\$ 25,128.00	\$ 1,288.80	\$ 23,198.40	\$ 1,296.00	\$ 23,328.00	\$ 1,512.00	\$ 27,216.00	\$ 1,350.00	\$ 24,300.00
15-0190	PAPER, XERO, WHITE RYCL-30% PCW	PAPER, XERO, WHITE RYCL-30% PCW20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	17	4	\$ 1,599.60	\$ 6,398.40	\$ 1,556.00	\$ 6,224.00	\$ 1,648.00	\$ 6,592.00	\$ 1,818.00	\$ 7,272.00	\$ 1,470.00	\$ 5,880.00

GRAND TOTALS **\$53,633.70** **\$53,444.40** **\$53,015.50** **\$60,193.40** **\$53,824.40**

D300 Item Number	D300 Item Description	D300 Item Description	D300 UOM	Estimated Annual Purchase Qty	Estimated Quarterly Purchase Bid Qty	Garvey's Office Supply - Boise X9 - Multipurpose		Midland Paper		Murnane Paper		Veritiv - Virgin Domestic		Veritiv - Recycled	
15-0185	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	71	18	\$1,396.00	\$25,128.00	1288.80	\$23,198.40	\$1,296	\$23,328.00	1512	\$27,216.00	1350	\$24,300.00
15-0190	PAPER, XERO, WHITE RYCL-30% PCW	20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	17	4	\$1,599.60	\$6,398.40	1556.00	\$6,224.00	\$1,648	\$6,592.00	1818	\$7,272.00	1470	\$5,880.00
GRAND TOTALS						\$31,526.40		\$29,422.40		\$29,920.00		\$34,488.00		\$30,180.00	

Bid - Contract Pricing for Copy Paper			
Timeline - 10/2/23			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Monday, 10/2/23		Purchasing
Specifications Released	Tuesday, 10/3/23	4:00 PM CT	BidNet
Legal Ad	Wednesday, 10/4/23		Daily Herald
Pre-Bid Meeting	Thursday, 10/5/23	10:00 AM CT	Google Meet
Q&A Deadline	Tuesday, 10/17/23	12 Noon CT	BidNet
Bid Opening	Wednesday, 10/24/23	10:00 AM CT	Google Meet
Evaluation Period	Wednesday, 10/24/23 - Friday, 10/27/23		Purchasing
Info to CFO	Friday, 10/27/23		Jennifer Porter
BFC Committee Meeting	Tuesday, 11/14/23		Administration
Workshop and BOE Meeting/Approv	Tuesday, 11/14/23		Administration
Contracts Released to Vendors	Wednesday, 11/15/23		Purchasing

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

October 3, 2023,

Dear Vendor,

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

Contract Pricing for Copy Paper – District Wide

The enclosed bid form(s) **must** be used in submitting your electronic bid via Bidnet.

Electronic bids will be received until **10:00AM CT, Tuesday, October 24, 2023** 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 **November 14, 2023 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.



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 bids for:

Contract Pricing for Copy Paper – District Wide

Sealed bids will be accepted until **10:00AM CT, Tuesday, October 24, 2023** via BidNet.

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

Instruction to Bidders

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 **Thursday, October 5, 2023 at 10:00 AM.**

Bid specifications will be available on Tuesday, October 3, 2023, 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

Bid - Contract Pricing for Copy Paper			
Timeline - 10/2/23			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Monday, 10/2/23		Purchasing
Specifications Finalized	Tuesday, 10/3/23		Shiela C.
Specifications Released	Tuesday, 10/3/23	4:00 PM CT	BidNet
Legal Ad	Wednesday, 10/4/23		Daily Herald
Pre-Bid Meeting	Thursday, 10/5/23	10:00 AM CT	Google Meet
Q&A Deadline	Tuesday, 10/17/23	12 Noon CT	BidNet
Bid Opening	Tuesday, 10/24/23	10:00 AM CT	Google Meet
Evaluation Period	Tuesday, 10/24/23 - Friday, 10/27/23		Purchasing
Info to CFO	Friday, 10/27/23		Jennifer Porter
BFC Committee Meeting	Tuesday, 11/14/23		Administration
Workshop and BOE Meeting/Approval	Tuesday, 11/14/23		Administration
Contracts Released to Vendors	Wednesday, 11/15/23		Purchasing

Instructions to Bidders

1. GENERAL

- a. Bids shall be signed. Unsigned bids will be rejected.
- b. Late bids will not be considered.
- c. All bids **MUST** be completed in the EXCEL spreadsheet provided in the Bid Response Form.
- 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. **Community Unit School District 300 is obtaining a three (3) Month agreement, with the possibility of three (3) three-month extensions.**

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 (60) 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 NOT 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 NOT 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	Delivery Hours	Bell Times	Liftgate Required Y/N
Administration Center (847)551-8300	2550 Harnish Dr Algonquin, IL 60102	7:00AM - 3:00PM	N/A	Y
Algonquin Lakes Elementary (847)532-7500	1401 Compton Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Algonquin Middle School (847)532-7100	520 Longwood Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
Big Timber Elementary School (224)484-5500	1400 Ridgecrest Hampshire, IL 60140	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Carpentersville Middle School (224)484-2100	100 Cleveland Avenue Carpentersville, IL 60110	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
deLacey Family Education Center (224)484-2300	50 Cleveland Avenue Carpentersville, IL 60110	7:00AM - 3:00PM	AM: 8:45 - 11:15 PM: 12:30-3:00	Y
Dundee-Crown High School (224)484-5000	1500 Kings Road Carpentersville, IL 60110	7:00AM - 3:00PM	7:30AM - 2:58PM	N
Dundee Highlands Elementary (224)484-4700	407 South Fifth Street West Dundee, IL 60118	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Dundee Middle School (224)484-4500	4200 W. Main Street West Dundee, IL 60118	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
Eastview Elementary (847)532-7400	540 Longwood Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Gilberts Elementary (224)484-5900	729 Paperbark Lane Gilberts, IL 60136	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Golfview Elementary (224)484-2800	124 Golfview Lane Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Hampshire Elementary (847)792-3400	321 Terwilliger Avenue Hampshire, IL 60140	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Hampshire Middle School (847)792-3200	560 South State Street Hampshire, IL 60140	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
Hampshire High School (847)792-3500	1600 E. Big Timber Road Hampshire, IL 60140	7:00AM - 3:00PM	7:30AM - 2:58PM	N
Jacobs High School (847)532-6100	2601 Bunker Hill Drive Algonquin, IL 60102	7:00AM - 3:00PM	7:30AM - 2:58PM	Y
Lake in the Hills Elementary (847)532-6900	519 Willow Street Lake in the Hills, IL 60156	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Lakewood School (224)484-2600	1651 Ravine Lane Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Liberty Elementary (224)484-4800	6500 Miller Road Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Lincoln Prairie Elementary (847)532-6600	500 W. Harvest Gate Lake in the Hills, IL 60156	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Meadowdale Elementary (224)484-2900	14 Ash Street Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Neubert Elementary School (847)532-6800	1100 Huntington Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Oak Ridge School (224)484-5800	300 Cleveland Avenue Carpentersville, IL 60110	7:00AM - 3:00PM	7:45 AM - 1:40PM	Y
Parkview Elementary (224)484-2500	122 Carpenter Blvd. Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Perry Elementary (224)484-5600	251 Amarillo Drive Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Sleepy Hollow Elementary (224)484-4900	898 Glen Oak Drive Sleepy Hollow, IL 60118	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Westfield Community School (847)532-7600	2100 Sleepy Hollow Road Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM & 8:55AM 2:15PM & 3:40PM	Y
Wright Elementary (847)683-5700	1500 Ketchum Road Hampshire, IL 60140	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Bldgs. & Grounds Prof. Develop. Center - Bunker Hill (847)532-6700	2605 Bunker Hill Drive Algonquin, IL 60102	7:00AM - 3:00PM	N/A	Y

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 November 15, 2023 through February 29, 2024 with the possibility of three (3), three (3) month 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 FOUR (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 _____, 2023.

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 _____, 2023.

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 _____, 2023.

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 _____, 2023.

NOTARY PUBLIC

CRIMINAL 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 _____, 2023.

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: _____



Community Unit School District
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
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	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) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
---	--

YEARS ESTABLISHED:	DO YOU ACCEPT PURCHASE ORDERS? YES <input type="checkbox"/> NO <input type="checkbox"/>	DO YOU ACCEPT CREDIT CARDS? YES <input type="checkbox"/> NO <input type="checkbox"/>
---------------------------	---	--

CATEGORY (Check below the category which applies to the applicant)					
<input type="checkbox"/> (A) MANUFACTURER OR PRODUCER	<input type="checkbox"/> (C) RETAILER	<input type="checkbox"/> (E) DISTRIBUTOR			
<input type="checkbox"/> (B) WHOLESALER	<input type="checkbox"/> (D) MANUFACTURER'S AGENT	<input type="checkbox"/> (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 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input type="checkbox"/> Workers' Compensation : State Minimum <input type="checkbox"/> Greater than Minimum <input type="checkbox"/> Required that CUSD be named as an Additional Insured <input type="checkbox"/> INSURANCE CO. _____
--	--

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)		
Perf. Bond _____ / _____ <input type="checkbox"/>	Payment Bond (Labor and Materials) _____ / _____ <input type="checkbox"/>	Builder's Risk _____ / _____ <input type="checkbox"/>
Mo. Year	Mo. Year	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 <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> 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. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> 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
--------------------	-------------	------	----	-----------

Request for Taxpayer Identification Number and Certification

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

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

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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)

Requester's name and address (optional)
**COMMUNITY UNIT SCHOOL DISTRICT 300
 2550 HARNISH DRIVE
 ALGONQUIN, IL 60102**

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					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

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.

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

Copier Paper – District Wide

Provide all supplies necessary to perform the packing, transportation and delivery of copier paper for District 300. **Vendor will provide information regarding the origin of harvested and processed recycled paper upon submittal.** It is the intent of District 300 to award this bid to a single vendor. The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

Contract Term

This is a three-month contract, 11/15/2023 – 2/29/2024, with the possibility of three, three-month extensions. Bidders will provide pricing for 3 months.

District 300 intends to award this bid to a single vendor. Bid award will be made in the best interest of District 300.

Additional Information

District 300 is requesting pricing for both white and colored paper.

Vendor unit pricing must include all applicable shipping charges. LTL deliveries must include lift-gate service.

Twenty-four (24) hour notification and inside delivery are required for all paper deliveries.

Purchase orders will be processed by individual sites, on an as needed basis.

All purchase orders will meet a minimum of **\$500.00** per order per delivery.

All vendors bidding this project must provide one (1) case of **8 ½ X 11, 20 lb. 92** Bright white copier paper at the vendors expense upon submittal. Sample will not be returned. The bidder's name and address must be clearly identified on the sample.

All invoices **must** be submitted with the same pricing and unit of measure as specified in the bid response form in order to avoid delayed payment.

Estimated Quarterly Purchase Quantity listed on Bid Response Form B represents a purchase estimation based on actuals, not a promise to purchase.

Bid Submission:

Electronic Submission to:

BidNet
please visit –
<https://www.d300.org/Purchasing>

BID RESPONSE FORM A

Copy Paper – District-Wide

**Upload both Bid Response Forms A and B to Bidnet.
Bid Response Form B should be uploaded in Excel format.**

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

COMMENTS AND ADDITIONAL INFORMATION

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 is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

Name of Company/Corporation

60 Days
Length of time bid is firm

Street Address

Bid Submitted by:

City, State, Zip Code

Authorized Signature

Telephone Number

Please Type or Print Name

Fax Number

Illinois License Number

Email address - _____

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT. *****

BID RESPONSE FORM B
Copy Paper – District-wide

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.
2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.
3. Separate purchase orders will be issued to the successful bidder for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.
4. Prices quoted shall include all charges for handling, transportation and lift-gate delivery.
5. All items bid are F.O.B. destination.
6. Community Unit School District #300 is Tax Exempt.
 Tax Exemption Number - E99960079.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

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 is posted online at <https://www.illinois.gov/dol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

NAME OF COMPANY /CORPORATION

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT *****

INSTRUCTIONS: Please fill in columns C, D, E & M. Please use column O for vendor comments.

SCOPE OF WORK:

Vendor will provide information regarding the origin of harvested and processed paper upon submittal.

ALL bidders must provide one (1) case of 8-1/2 x 11, 20 lb. 92 white copier paper at the vendors expense upon submittal. Sample will not be returned. The bidder's name and address must be clearly identified on the sample. Sample is due at the time of bid opening.

ALL bids must be completed in the Excel spreadsheet provided.

Electronic submissions must include this Excel file.

District 300 intends to award this bid to a single vendor.

Complete Address:	
Phone:	
Fax:	
E-Mail:	
Contact Person:	

Bid Name	BidDescription	Manufacturer's Name	Manufacturer's Item Number	Vendor Item Number	D300 Item Number		D300 Item Description	D300 UOM	Estimated Annual Purchase Qty	Estimated Quarterly Purchase Qty	Vendor Unit Price - 3 Months 11/15/23 - 2/29/24	Total Cost	Vendor Comments & Lead times
15-202122	15-202122 COPIER-PRINTER PAPER				15-0020	PAPER, XEROGRAPHIC BLUE	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC BLUE 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	92	23	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0025	PAPER, XEROGRAPHIC, CANARY	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC, CANARY 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	90	23	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0030	PAPER XEROGRAPHIC, GOLDENROD	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER XEROGRAPHIC, GOLDENROD 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	65	21	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0035	PAPER XEROGRAPHIC, GREEN	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER XEROGRAPHIC, GREEN 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	84	41	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0040	PAPER, XEROGRAPHIC, PINK	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC, PINK 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	88	22	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0045	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC, WHITE 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	959	240	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0046	PAPER, XERO, WHITE RYCL-30% PCW	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XERO, WHITE RYCL-30% PCW 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	440	110	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0050	PAPER, XEROGRAPHIC BLUE	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC BLUE 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0055	PAPER, XEROGRAPHIC, CANARY	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC, CANARY 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0060	PAPER, XEROGRAPHIC GOLDENROD	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC GOLDENROD 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0065	PAPER, XEROGRAPHIC GREEN	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC GREEN 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0070	PAPER, XEROGRAPHIC, PINK	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC, PINK 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0075	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC, WHITE 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0080	PAPER, XEROGRAPHIC, CANARY	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, CANARY 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0085	PAPER, XEROGRAPHIC, BLUE	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, BLUE 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0090	PAPER, XEROGRAPHIC, GOLDENROD	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, GOLDENROD 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0095	PAPER, XEROGRAPHIC GREEN	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC GREEN 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0100	PAPER, XEROGRAPHIC, PINK	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, PINK 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0105	PAPER, XEROGRAPHIC, WHITE	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, WHITE 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0110	PAPER, XEROGRAPHIC, FIREBALL	FUSCHIA 8 1/2X11 24 LB 10 RM/C	PAPER, XEROGRAPHIC, FIREBALL FUSCHIA 8 1/2X11 24 LB 10 RM/C	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0115	PAPER, XEROGRAPHIC, COSMIC	ORANGE 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, COSMIC ORANGE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0120	PAPER, XEROGRAPHIC, LUMINOUS	LIME 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, LUMINOUS LIME 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0125	PAPER, XEROGRAPHIC, TERRESTRIAL	TEAL 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, TERRESTRIAL TEAL 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0130	PAPER, XEROGRAPHIC, PLANETARY	PURPLE 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, PLANETARY PURPLE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0132	PAPER, XEROGRAPHIC, SOLAR	YELLOW 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, SOLAR YELLOW 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0133	PAPER, XEROGRAPHIC, LUNAR	BLUE 8 1/2 X 11, 24 LB. 10 RM/CS	PAPER, XEROGRAPHIC, LUNAR BLUE 8 1/2 X 11, 24 LB. 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0134	PAPER, XEROGRAPHIC, GAMMA	GRN 8 1/2 X11, 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, GAMMA GRN 8 1/2 X11, 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0135	PAPER, XEROGRAPHIC, GALAXY	GOLD 8 1/2X11, 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, GALAXY GOLD 8 1/2X11, 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0136	PAPER, XEROGRAPHIC, PULSAR	PINK 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, PULSAR PINK 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0137	PAPER, XEROGRAPHIC,WHITE 3-HOL	PUNCH 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC,WHITE 3-HOL PUNCH 8 1/2X11 20 LB 10 RM/CS	CASE	150	38	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0138	PAPER, XEROGRAPHIC, BRITE	FUSCHIA 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE FUSCHIA 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0139	PAPER, XEROGRAPHIC, BRITE	ORANGE 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE ORANGE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0145	PAPER, XEROGRAPHIC, BRITE	LIME 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE LIME 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0150	PAPER, XEROGRAPHIC, BRITE	TEAL 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE TEAL 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0155	PAPER, XEROGRAPHIC, BRITE	PURPLE 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE PURPLE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0160	PAPER, XEROGRAPHIC, BRITE	YELLOW 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE YELLOW 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0165	PAPER, XEROGRAPHIC, BRITE	BLUE 8 1/2 X 11, 20 LB. 10 RM/CS	PAPER, XEROGRAPHIC, BRITE BLUE 8 1/2 X 11, 20 LB. 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0170	PAPER, XEROGRAPHIC, BRITE	GRN 8 1/2 X11, 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE GRN 8 1/2 X11, 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0175	PAPER, XEROGRAPHIC, BRITE	GOLD 8 1/2X11, 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE GOLD 8 1/2X11, 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0180	PAPER, XEROGRAPHIC, BRITE	PINK 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE PINK 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0185	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 11, 40 CS/PALET	PAPER, XEROGRAPHIC, WHITE 20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	71	18	\$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0190	PAPER, XERO, WHITE RYCL-30% PCW	20 LB. 8 1/2 X 11, 40 CS/PALET	PAPER, XERO, WHITE RYCL-30% PCW 20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	17	4	\$0.00	
GRAND TOTAL												\$0.00	

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

October 19, 2023

Dear Vendor:

ADDENDUM 1

Contract Pricing for Copy Paper

Change

On Page 3 of the Complete Bid Documents

Bid Opening

Tuesday, 10/24/23

**10:00 AM
CT**

Google Meet

The public Bid Opening will be Wednesday, 10/25/23 at 10:00 AM CT via Google Meet.

[Join with Google Meet](#)

meet.google.com/jst-yyop-wer

[Join by phone](#)

(US) +1 636-486-0457 PIN: 750 495 357#

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

BID RESPONSE FORM B
Copy Paper – District-wide

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.
2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.
3. Separate purchase orders will be issued to the successful bidder for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.
4. Prices quoted shall include all charges for handling, transportation and lift-gate delivery.
5. All items bid are F.O.B. destination.
6. Community Unit School District #300 is Tax Exempt.
 Tax Exemption Number - E99960079.

Vendor has received Addendum (IF APPLICABLE)

#1 - YES ___ #2 - ___ NA ___

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 86-759 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 is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

Garvey's Office Products

 NAME OF COMPANY /CORPORATION
 7500 N. Caldwell Ave.

 STREET ADDRESS
 Niles

 CITY
 Illinois

 STATE
 60714

 ZIP
 847-588-1690

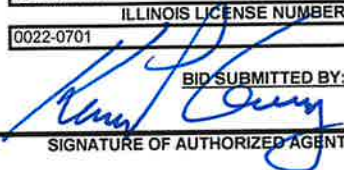
 TELEPHONE NUMBER
 847-588-1695

 FAX NUMBER
 rfilegal@getgarveys.com

 EMAIL ADDRESS

FEIN NUMBER
 36-2530555

 ILLINOIS LICENSE NUMBER
 0022-0701

BID SUBMITTED BY:


 SIGNATURE OF AUTHORIZED AGENT

Kevin Garvey / President

 PLEASE TYPE OR PRINT NAME

10/23/2023

 DATE

*** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT ***

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> 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. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> 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 _____

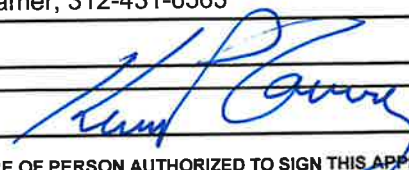
Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1. Naperville School District 203,	203 W Hillside Rd, Naperville IL 60540,	Jim Hard,	630-420-6411
2. Community School District 308,	4175 Rt. 71, Oswego, IL 60543,	Kaitlyn Earwood,	630-636-3184
3. New Trier High School Dist. 203,	7 Happ Rd., Northfield, IL 60093,	Yvonne Blair,	847-784-2333
4. Evanston Skokie School Dist. 65,	1500 McDaniel Ave, Evanston, IL 60201,	Isabella Michel,	847-859-8047

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
Northshore Community Bank,	7800 Lincoln Ave., Skokie, IL 60077,	Tim Kramer,	312-431-6563
NA _____			

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
Kevin Garvey / President
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
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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.

Garvey's office Products as part of its bid for the Copy Paper 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

Garvey's office Products 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: Garvey's office Products

By: [Signature]
(Signature)

Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

[Signature]
NOTARY PUBLIC



**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

Garvey's office Products 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**

Garvey's office Products 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: Garvey's office Products

By: [Signature]
(Signature)

Kevin Garvey/President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

[Signature]
NOTARY PUBLIC



**CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS**

Garvey's office Products 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 Garvey's office Products 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.

Garvey's office Products as part of its bid for the copy paper 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: Garvey's office Products
By: [Signature]
(Signature)
Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

[Signature]
NOTARY PUBLIC



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

Garvey's office Products 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: Garvey's office Products
By: [Signature]
(Signature)
Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

[Signature]
NOTARY PUBLIC



CRIMINAL 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: Kevin Garvey
Title: President
Dated: 10/23/2023

SUBSCRIBED and SWORN TO before me
This 23rd day of October, 2023.

Meg Shan
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.

Kevin Garvey
(Printed or Typed Name of Applicant Employee)

Kevin Garvey
Signature of Applicant or Employee

Dated: 10/23/2023

BID RESPONSE FORM A

Copy Paper – District-Wide

**Upload both Bid Response Forms A and B to Bidnet.
Bid Response Form B should be uploaded in Excel format.**

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

COMMENTS AND ADDITIONAL INFORMATION

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 is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

Garvey's office Products
Name of Company/Corporation

60 Days
Length of time bid is firm

7500 N. Caldwell Ave.
Street Address

Kevin Garvey/Garvey's ofc. Prod.
Bid Submitted by:

Niles, IL 60714
City, State, Zip Code

[Signature]
Authorized Signature

847-588-1690
Telephone Number

Kevin Garvey
Please Type or Print Name

847-588-1695
Fax Number

0022-0701
Illinois License Number

Email address - Kevin@getgarveys.com

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT. *****

REFERENCES

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

1. ORGANIZATION: Naperville Community School District 203
ADDRESS: 203 W. Hillside Rd.
CITY, STATE, and ZIP CODE: Naperville, IL 60540
TELEPHONE NUMBER/EMAIL: 630-420-6411 / jhard@naperville203.org
CONTACT PERSON: Jim Hard
DATE OF SERVICES: 2022 to current
DOLLAR AMOUNT OF THE JOB: 276,000.00

2. ORGANIZATION: Community School District 308
ADDRESS: 4175 Rd. 71
CITY, STATE, and ZIP CODE: Oswego, IL 60543
TELEPHONE NUMBER/EMAIL: 630-636-3184 / Kearwood@sd308.org
CONTACT PERSON: Kaitilyn Earwood
DATE OF SERVICES: 2023 to current
DOLLAR AMOUNT OF THE JOB: 110,000.00

REFERENCES (CONT.)

3. ORGANIZATION: Evanston Skyline School Dist. 65
ADDRESS: 1500 McDaniel Ave.
CITY, STATE, and ZIP CODE: EVANSTON, IL 60201
TELEPHONE NUMBER/EMAIL: 847-859-8047 / micheli@district65.net
CONTACT PERSON: Isabella Michel
DATE OF SERVICES: 2008 to current
DOLLAR AMOUNT OF THE JOB: 536,000.00

4. ORGANIZATION: New Trier High School Dist. 203
ADDRESS: 7 Happ Rd.
CITY, STATE, and ZIP CODE: NORTHFIELD, IL 60093
TELEPHONE NUMBER/EMAIL: 847-784-2333 / blairy@newtrier.k12.il.us
CONTACT PERSON: Yvonne Blair
DATE OF SERVICES: 2023
DOLLAR AMOUNT OF THE JOB: 80,000.00

OFFEROR'S NAME: Kevin Gragney / President
SIGNATURE: [Signature]
DATE: 10/23/2023



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Christopher Columbaro,
Director of Fine and Performing Arts

SUBJECT: Contract Pricing Musical Instruments

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

Background

The purpose of this Invitation to Bid (ITB) is to establish consistent and competitive pricing agreements with reputable vendors, ensuring equitable and efficient access to high-quality musical instruments for all D300 students participating in our instrumental music programs. From 2019 to 2024, participation in these programs has grown 3% a year across the elementary, middle, and high school levels, from 2446 students in 2019 to 2868 in 2024, necessitating regular investment in new instruments and replacement of aging inventory to sustain program expansion and educational excellence.

This initiative aligns with D300’s strategic goals by standardizing purchases across schools, ensuring quality assurance, warranty coverage, and timely delivery that supports instructional needs. Through this approach, the District upholds both programmatic integrity and fiscal responsibility, providing students with the tools required to succeed in a robust music education environment.

On July 3, 2025, D300 published an ITB for Contract Pricing for Musical Instruments via BidNet. Thirteen vendors downloaded the bid documents, and five vendors submitted proposals. A public bid opening was conducted via Google Meet on July 24, 2025. As outlined in the ITB, the pricing secured through this process does not obligate the District to make purchases but establishes guaranteed pricing should the need arise. The contract pricing is valid for one year per instrument, with the option for two one-year extensions.

The administrative recommendation below outlines the total potential expenditure should the District purchase one of each of the awarded instruments at the contracted price.

Administrative Recommendation

Cassandra Strings – Algonquin, IL: award of contract pricing for Musical Instruments for an estimated contract amount of \$35,045.00.

Quinlan & Fabish Music Co. - Burr Ridge, IL: award of contract pricing for Musical Instruments for an estimated contract amount of \$65,503.80.

Sweetwater Sound, LLC – Fort Wayne, IN: award of contract pricing for Musical Instruments for an estimated contract amount of \$71,351.63.

Fiscal Impact

Should the District elect to purchase one of each of the instruments included in the awarded contract pricing, the total estimated amount is \$171,900.43. These purchases will be funded through Fund 10, Education Fund.

COMMUNITY UNIT SCHOOL DISTRICT 300
Contract Pricing for Musical Instruments
Thursday ,July 24, 2025 11:00 AM CST

VENDORS									Comments
	References	Certificates	Vendor App.	W-9	Addendum 1	Signed Bid Response Form A	Signed Bid Response Form B		
Cassandra Strings	X	X	X	X	X	X	X		
DF Interactive NC LLC									
Horn Stash (Fix This! Repair)	N	N	N	N	N	N	N		Disqualified: Bid Response Form B received but not signed; all other required forms were not provided
Lakeshore Learning									
Music & Arts	X	X	N	X	X	X	X		No pricing was provided on Bid Response Form B
Piano Forte Chicago									
Quinlan & Fabish	X	X	X	X	X	X	X		
Shar Products Company									
Sweetwater Music	X	X	X	X	X	X	X		
Taylor Music									
Washington Music Center									
Wenger Corp.									
West Music									

Administration Recommends:

<p>Cassandra Strings - Algonquin, IL Recommend award of contract pricing for Musical Instruments for an estimated contract amount of \$35,045.00</p> <p>Quinlan & Fabish Music Co. - Burr Ridge, IL Recommend award of contract pricing for Musical Instruments for an estimated contract amount of \$65,503.80</p> <p>Sweetwater Sound LLC -Fort Wayne, IN Recommend award of contract pricing for Musical Instruments for an estimated contract amount of \$71,351.63</p> <p>Total Estimated Award Amount: \$171,900.43</p>

Manufacturer's Name	Manufacturer's Item Nbr	Product Description	Product Description 2	NOTES	D300 Item Number	Cassandra Strings			Horn Stash		Music & Arts		Q&F			Sweetwater		
						Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments	
RECORDERS																		
Yamaha	YRS-20BB	Recorder	Blue	No Substitutions	50-0206	NO BID			NO BID				YRS20BB	\$5.95		YRS20BB	8.87	
Yamaha	YRS-20BP	Recorder	Pink	No Substitutions	50-0207	NO BID			NO BID				YRS20BP	\$5.95		YRS20BP	8.87	
Yamaha	YRS-20BG	Recorder	Green	No Substitutions	50-0208	NO BID			NO BID				YRS20BG	\$5.95		YRS20BG	8.87	
Yamaha	YRS24B	Recorder	3 Piece Soprano w/ cleaning rod	No Substitutions	50-0001	NO BID			NO BID				YRS24B	\$4.95		YRS24B	7.97	Does not come with cleaning rod
Yamaha	YRS20	Recorder	3 Piece Soprano, all color options w/ cleaning rod	No Substitutions	TBD	NO BID			NO BID				Unknown Item		Unknown Item	Depends on color	8.87	Does not come with cleaning rod
Peripole, Inc.		Recorder	Baroque Peripole - 2 piece, all colors	No Substitutions	50-0002	NO BID			NO BID				No Bid			NO BID		
PANOKEYBOARD																		
Roland	RP701	Digital Piano	stand and dolly	No Substitutions	TBD	NO BID			NO BID				No Bid			NO BID		
Yamaha	YPG235	Keyboard, portable	Grand Piano - 76 key	No Substitutions	50-0082	NO BID			NO BID				Discontinued		PSREW310 - School Price: \$445.00 Keyboard and Power Supply Only.	NO BID		
Yamaha	Arius YDP-V240	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	50-0125	NO BID			NO BID				Discontinued			NO BID		
Yamaha	CVP-701BW	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	50-0126	NO BID			NO BID				No Bid			NO BID		
Yamaha	Arius YDP-184	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	50-0135	NO BID			NO BID				YDP184R/DIGIDOLLY	\$2200	Rosewood Color - Includes bench and assembly. Dolly sold separately. (DIGIDOLLY - \$445.00 Included in Price)	NO BID		
Yamaha	YDP-184	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	TBD	NO BID			NO BID				YDP184R/DIGIDOLLY	\$2200	Rosewood Color - Includes bench and assembly. Dolly sold separately. (DIGIDOLLY - \$445.00 Included in Price)	NO BID		
WOODWIND																		
Fox	IV	Bassoon	Model 4 Standard	No Substitutions	50-0008	NO BID			NO BID				FOXIV	\$6.975		SPC321641	6473.74	
Jupiter	JCB1000N	Bass Clarinet		No Substitutions	50-0007	NO BID			JCB1000NA	2125			JBC1000NG	\$1,915	A tariff fee of \$126.00 may be charged at time of purchase	NO BID		
Yamaha	YCL221	Bass Clarinet		No Substitutions	50-0006	NO BID			NO BID				YCL221II	\$2,345		YCL221II	2170.88	
	7181	Clarinet	LeBlanc Eb Contra Alto Clarinet	No Substitutions	50-0175	NO BID			NO BID		This model is no longer available new		Discontinued		Selmer Paris Contra Alto Model 40 - School Price:	NO BID		
Yamaha	YCL-255	Clarinet	Standard Bb Clarinet	No Substitutions	50-0176	NO BID			NO BID				YCL255	\$550		NO BID	421.62	
Buffer	E12F	Clarinet	Intermediate	No Substitutions	TBD	NO BID			E12F	1450	is Buffet, not Not a current model. 414 is not an oboe size. Full Conservatory? Modified conservatory?		BCF2512F-240	\$1,575		NO BID		
	133FB	Oboe											123FB	\$2,490		NO BID		
Selmer		Oboe	Step Up 4/4	No Substitutions	50-0200	NO BID			JOB1000	2125			YOB241	\$1,855		YOB241	1715.88	
Yamaha	YAB-241	Oboe		No Substitutions	50-0005	NO BID			NO BID				YOB241	\$1,855		YOB241	1715.88	
Yamaha	YAS23	Saxophone	Alto	No Substitutions	50-0009	NO BID			NO BID				Discontinued		Yamaha YAS200ADII Alto Sax - School Price: \$1,395.00	YAS26	1012.81	YAS23 was discontinued
Yamaha	YBS1100	Saxophone	Baritone	No Substitutions	50-0011	NO BID			JBS1100	4050	Model number is JBS1000, not YBS1000		JBS1100	\$4,575	A tariff fee of \$306.00 may be charged at time of purchase	NO BID		
Yamaha	YBS-52	Saxophone	Bari - Eb	No Substitutions	50-0010	NO BID			NO BID				Discontinued		Yamaha YBS480 Baritone Sax - School Price: \$595	YBS62II	8237.88	YBS-52 was discontinued
Yamaha	YTS-200ADII	Saxophone		No Substitutions		NO BID			NO BID									YTS-200ADII is the same as YTS26 just a different case
Yamaha	YTS-200ADII	Saxophone	Saxophone - Tenor Bb	No Substitutions	50-0012	NO BID			NO BID				YTS200ADII	\$1,720		YTS26	1584.24	
Yamaha	YTS480	Saxophone	Tenor, Intermediate	No Substitutions	50-0197	NO BID			NO BID				YTS480	\$2,490		YTS480	2315.81	
Yamaha	YCL-881	Clarinet	High school only	No Substitutions	50-0206	NO BID			NO BID				YCL881	\$3,995		YCL881	3698.43	
Yamaha	YSS475II	Soprano Sax	High school only	No Substitutions	50-0211	NO BID			NO BID				YSS475II	\$2,385		YSS475II	2210.84	
Yamaha	YSS-82Z	Soprano Sax	Soprano Saxophone, advanced level	No Substitutions	50-0177	NO BID			NO BID				YSS82Z	\$4,765		YSS82Z	4409.66	
Yamaha	YAS200	Saxophone	Alto	No Substitutions	TBD	NO BID			NO BID				YAS200ADII	\$1,365		YAS26	1012.81	YAS200 was discontinued
Yamaha	YAS26	Saxophone	Alto	No Substitutions	TBD	NO BID			NO BID				YAS26	\$1,365		YAS26	1012.81	
Yamaha	YAS480	Saxophone	Baritone	No Substitutions	TBD	NO BID			NO BID				YAS480	\$5,995	Price is for Yamaha YBS480 Baritone Sax	YAS480	2025.95	
BRASS																		
Conn	8D	French Horn - Double	Yellow Brass, Geyer style	No Substitutions	50-0015	NO BID			8D	4200			8DS	\$4,295		Conn8Dv2	3649.73	
Yamaha	YHR567	French Horn - Double	Yellow Brass, Geyer style	No Substitutions	50-0016	NO BID			NO BID				YHR567	\$3,025		YHR567	2805.7	
Conn	8D	French Horn - Double	French horn, advanced level	No Substitutions	50-0178	NO BID			8D	5100			8D	\$4,795		Conn8Dv2	4438.47	
Suzuki	AM200	Metallophone	Alto Standard	No Substitutions	50-0073	NO BID			NO BID				NO BID			NO BID		
Suzuki	BM200	Metallophone	Deep Brass	No Substitutions	50-0071	NO BID			NO BID				NO BID			NO BID		
Suzuki	SM200	Metallophone	Soprano - Standard	No Substitutions	50-0074	NO BID			NO BID				NO BID			NO BID		
Studio 49	SM1600	Metallophone Soprano Diatonic	1601 Series Elementary Students	No Substitutions	50-0078	NO BID			NO BID				No Bid			NO BID		
Yamaha	YSL-200AD	Trombone	Student	No Substitutions	50-0013	NO BID			NO BID									YSL-200AD is the same as YSL-354 just a different case
Yamaha	YBL-620G	Bass trombone	High school only	No Substitutions	50-0008	NO BID			NO BID				YSL200AD	\$791		YSL354	581.58	
Yamaha	YBK-830	Trombone	Bass - Xeno Series	No Substitutions	50-0138	NO BID			NO BID				YBL835	\$5,045.00	Quote is for Yamaha Xeno YBL835 Bass Trombone	YBL835	\$4,664.96	YBK-830 has been updated
Yamaha	YSL-354	Trombone	Step Up	No Substitutions	TBD	NO BID			NO BID				YSL354	\$775.00		YSL354	581.58	
Bach	TR300H2	Trumpet		No Substitutions	50-0019	NO BID			BTR202	460	TR300H2 is no longer a current model		Discontinued		Bach BTR202 - School Price: \$475	BTR302	546.46	TR300H2 has been updated to BTR302
Bach	BTR302	Trumpet	For elementary only	No Substitutions	50-0017	NO BID			NO BID						This model of Bundy is now labeled Bach	BTR302	546.46	BTR300 has been updated to BTR302
Yamaha	YTR-2330	Trumpet		No Substitutions	50-0018	NO BID			NO BID				YTR2330	\$765		YTR2330	572.54	
Geminhardt	2SP	Flute	Student Flute	No Substitutions	50-0133	NO BID			NO BID				NO BID			NO BID		
Yamaha	YFL-222	Flute	Student Flute	No Substitutions	50-0134	NO BID			NO BID				YFL222	\$533		YFL222CG	401.82	
Yamaha	YBH411WC	Saxophone		No Substitutions	50-0223	NO BID			NO BID				YBH411WC	\$7,975		YBH411WC	7515.34	
Yamaha	YEP321S	Euphonium	4-Valve	No Substitutions	50-0020	NO BID			NO BID				YEP321S	\$2,675		YEP321S	2481.45	
Yamaha	YEP201	Euphonium		No Substitutions	TBD	NO BID			NO BID				YEP201	\$1,855		YEP201	1727.97	
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	TBD	NO BID			NO BID				YBH301M	\$2,265		YBH301M	2096.47	
Yamaha	YEP-201	Baritone	3 Valve	No Substitutions	TBD	NO BID			NO BID				YEP201	\$1,855		YEP201	1727.97	
Yamaha	YBB-105WC	Tuba	3 Valve 3/4 BbB Tuba	No Substitutions	50-0136	NO BID			NO BID				YBB105WC	\$3,763		YBB105WC	3651.94	
Yamaha	YBB321WC	Tuba, Concert	Lacquer/Key of BbB	No Substitutions	50-0014	NO BID			NO BID				YBB321WC	\$6,275		YBB321WC	5942.69	
Jupiter	CT300	Tuba 3/4	3/4 tuba	No Substitutions	50-0213	NO BID			JTU705	3280	CT300 is same model as JTU705		CT305	\$2,795	A tariff fee of \$167.00 may be charged at time of purchase	NO BID		

PERCUSSION												
Boomwhackers	BWH13	Boomwhackers	13-Note Floor Stand - storage	No Substitutions	50-0030	NO BID						NO BID
Boomwhackers	BWDC	Boomwhackers	5-note Chromatics Set	No Substitutions	50-0035	NO BID						NO BID
Boomwhackers	BWDC	Boomwhackers	C Major Diatonic Set - 8-note	No Substitutions	50-0035	NO BID						NO BID
Boomwhackers	BWJG	Boomwhackers	Bass Diatonic Set 7-note	No Substitutions	50-0033	NO BID						NO BID
Boomwhackers	BWEG	Boomwhackers	Treble Extension Set - 7 note	No Substitutions	50-0034	NO BID						NO BID
Zildjian	ZBT14C	Cymbal	Crash Cymbals 14"	No Substitutions	50-0026	NO BID						NO BID
Sabian	XSR10238	Cymbal	XS20 Suspend w/ 16" Stand	No Substitutions	50-0090	NO BID						NO BID
Meinl	B20JETR	Cymbal	Extra Thin Ride - Byzance 20" Jazz	No Substitutions	50-0089	NO BID						NO BID
Humes & Berg	GL52EDIV	Cymbal Bag	Deluxe 22" w/ dividers	No Substitutions	50-0194	NO BID						NO BID
	SBP2F50	Drum Set	w/ 20" Bass Drum 5-Piece Stage Custom Birch Shell Pack	No Substitutions	50-0087	NO BID						NO BID
Yamaha	CTS0234	Drum Set	Concert Toms (8000 series w/ 10,12,13,14")	No Substitutions	50-0196	NO BID						NO BID
& Percussion	HD-8500-08	Drums, Hand Pretuned	Set of 6 w/ synthetic Fiberskyn 3	No Substitutions	50-0078	NO BID						NO BID
Yamaha	SK285R	Snare - Kit w/Stand	Student Model	Substitutions Allowed	50-0057	NO BID	AK14D	110				NO BID
& Percussion	OCSN0614-NBBA	Snare Drum	Maple, Orange County Drum	No Substitutions	50-0058	NO BID						NO BID
Pacific	P001020X	Drum Throne	PPP 800 Series Tractor Seat	No Substitutions	50-0195	NO BID						NO BID
Ludwig	LECB88X8M	Bass Drum	18 x 36 Bass Drum for high school only	No Substitutions	50-0215	NO BID						NO BID
Ludwig	LMXYLO	Xylophone	Ludwig Mueser 2.5 octave	No Substitutions	50-0024	NO BID						NO BID
	X6535H	Xylophone	w/ height adjustable stand	No Substitutions	50-0198	NO BID	X6535H	3250				NO BID
Majestic	AX200	Xylophone	Standard - Alto	No Substitutions	50-0062	NO BID						NO BID
Suzuki	AX-GBF	Xylophone	Beat Alto	No Substitutions	50-0065	NO BID						NO BID
Suzuki	SX200	Xylophone	Standard - Soprano	No Substitutions	50-0069	NO BID						NO BID
Yamaha	YX-500F	Xylophone		No Substitutions	50-0173	NO BID						NO BID
	X6535H	Xylophone	w/ height adjustable stand	No Substitutions	50-0198	NO BID	X6535H	3250				NO BID
Majestic	AX200	Xylophone, Bass	Deep Bass	No Substitutions	50-0060	NO BID						NO BID
Suzuki	BX1600	Xylophone, Bass	Super-Overton 9"	No Substitutions	50-0061	NO BID						NO BID
Studio 49	TR-9	Triangle	Super-Overton 9"	No Substitutions	50-0193	NO BID						NO BID
Grove	KSP60K-F	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - F	No Substitutions	50-0020	NO BID						NO BID
Sonor	KSP60K-G	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - G	No Substitutions	50-0020	NO BID						NO BID
Suzuki	AD250	Glockenspiel	Alto Standard	No Substitutions	50-0080	NO BID						NO BID
Suzuki	SD250	Glockenspiel	Soprano - Standard	No Substitutions	50-0081	NO BID						NO BID
Remo	TU-1112-PM	Tubano	Kirtexloth Fabric - Tubano Drumkey Tuned, 12x27"	Substitutions Allowed	50-0085	NO BID						NO BID
Remo	DP-VSTU-CC	Tubano, Set-MYRSA	TP-20 Head Orange 9,11,13 in	Substitutions Allowed	50-0084	NO BID						NO BID
Pearl	EM1	Medi Keyboard	Mallet Station	No Substitutions	50-0190	NO BID						NO BID
												NO BID
STRINGS												
Kaces	UKUB-3/4	Bag Bass 3/4	University Series	No Substitutions	50-0097	NO BID						NO BID
Karl Thunemann	K180B	Bass 1/2	Student Model 80 w/ bag and bow	No Substitutions	50-0105	KT80						NO BID
Karl Thunemann	K180B	Bass 1/4	1/4 Double Bass Outfit	No Substitutions	50-0104	KT80						NO BID
												NO BID
Christopher	DB302	Bass, 3/4 Gamba	Gamba model for High School Only	No Substitutions	TBD	NO BID						NO BID
												NO BID
Shen	SB80	Bass, String 1/2	w/bag & bow	No Substitutions	50-0119	SB80-12						NO BID
												NO BID
Christopher	DB200	Bass, String 1/2	w/bag & bow	No Substitutions	50-0188	NO BID						NO BID
												NO BID
Shen	SB80	Bass, String 1/4	Model 188	No Substitutions	50-0118	SB80-14						NO BID
												NO BID
Christopher	DB200	Bass, String 1/4	w/bag & bow	No Substitutions	50-0187	NO BID						NO BID
												NO BID
Shen	SB80	Bass, String 1/8	w/bag & bow	No Substitutions	50-0167	SB80-18						NO BID
Karl Thunemann	Model 80	Bass, String 3/4	3/4 Size String Bass	No Substitutions	50-0106	KT80						NO BID
												NO BID
Shen	SB80	Bass, String 3/4	w/bag & bow	No Substitutions	50-0120	SB80-34						NO BID
												NO BID
Shen	SB150	Bass, String 3/4	w/bag & bow	No Substitutions	50-0170	SB150-34						NO BID
												NO BID
Christopher	DB200	Bass, String 3/4	w/bag & bow	No Substitutions	50-0189	NO BID						NO BID
												NO BID
Christopher	DB200	Bass, String 7/8	w/bag & bow	No Substitutions	50-0190	NO BID						NO BID
Glasser	G502	Bow - Bass, All Sizes French	All Sizes	No Substitutions	50-0092	NO BID						NO BID
Glasser	G502	Bow - Bass, All Sizes German	All Sizes	No Substitutions	50-0091	NO BID						NO BID
Glasser	E302	Bow - Viola, All Sizes	All Sizes	No Substitutions	50-0181	NO BID						NO BID
Glasser	C202	Bow - Violin, All Sizes	All Sizes	No Substitutions	50-0182	NO BID						NO BID
Glasser	F402	Bow, Cello, All Sizes	All Sizes	No Substitutions	50-0180	NO BID						NO BID
H Core	OC485-3/4	Case 3/4, Bass	Bass Case, Nylon w/ Padded Lining	No Substitutions	50-0108	OC485-2						NO BID
Heritage	HCB32012	Case, Soft, 1/2 Cello	5mm padding	No Substitutions	50-0122	HCB32012						NO BID
Heritage	HCB32044	Case, Soft, 3/4 Cello	5mm padding	No Substitutions	50-0123	HCB32044						NO BID
Kaces	all sizes Cello	Case, Soft, Cello	all sizes cello soft case	No Substitutions	50-0183	NO BID						NO BID
Karl Thunemann	Model 150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0100	KT150-12						NO BID

Bid - Contract Pricing for Musical Instruments and Equipment			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Monday, 6/23/25		Purchasing
Specifications Finalized	Wednesday, 7/2/25		Chris Columbaro
Specifications Released	Thursday, 7/3/25	4:00 PM CT	BidNet
Legal Ad	Thursday, 7/3/25		Daily Herald
Pre-Bid Meeting	Thursday, 7/10/25	11:00 AM CT	Google Meet
Q&A Deadline	Thursday, 7/17/25	12 Noon CT	BidNet
Bid Opening	Thursday, 7/24/25	11:00 AM CT	Google Meet
Evaluation Period	Thursday, 7/24/25 - Friday, 8/1/25		Purchasing
Recommendation to CFO	Friday, 8/1/25		Frank Williams
BOC Committee Meeting	Tuesday, 8/12/25		Administration
Workshop and BOE Meeting/Approval	Tuesday, 8/26/25		Administration
Contracts Released to Vendors	Wednesday, 8/27/25		Purchasing



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

SUBJECT: Snow and Ice Removal Second Extension

Background

The BOE awarded the original Snow and Ice Removal Bid at the August 24, 2021, meeting. The awarded contract was for three years with the possibility of two, one-year renewals.

On May 28, 2024, the BOE approved the first contract extension. The term was October 15, 2024, through April 30, 2025.

Administration is recommending the second contract extension for Snow and Ice Removal to be awarded to JDK Services Inc. The second extension will run from October 15, 2025, through April 30, 2026. Prices will remain at the original rates provided.

Administrative Recommendation

JDK Services Inc. – West Dundee, IL: for multipurpose paper for a three-month contract. The total estimated contract award amount is \$613,183.33.

Fiscal Impact

The total estimated award amount is \$613,183.33. Snow and Ice Removal is funded by the Operations and Maintenance Fund (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

July 29, 2025

Aaron Meyer
JDK Services Inc
4632 West Main Street
West Dundee, IL 60118

Via Email: ameyer@jdkservices.com

BID – Snow and Ice Removal – Second Contract Extension

Dear Mr. Meyer,

On August 24, 2021, The Board of Education originally approved a contract with JDK Services Inc for the Snow and Ice Removal Bid. The contract included the possibility of two one-year extensions. District 300 would like to exercise the first contract extension based on the July 28, 2021 response submitted by your firm. The extension will run from Oct 15, 2025 to April 30, 2026.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, August 12, 2025 and award by the board on Tuesday, August 26, 2025.

The favor of a response is requested by Thursday, July 31, 2025.

Sincerely,

Diane C. White

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Aaron Meyer

2025-07-29

AAFF80DC4DE84C0191E93CCA9C4C29AC [contractworks](#)

Service Provider

Aaron Meyer



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

August 26, 2021

Mr. Aaron Meyer
JDK Services Inc
4632 West Main Street
West Dundee, IL 60118

Bid – Snow and Ice Removal – District Wide

Via Email: ameyer@jdkservices.com

Dear Mr. Meyer,

Congratulations! At the August 24, 2021 regular meeting, the Community Unit School District Board of Education awarded the bid contract for Snow and Ice Removal – District Wide to JDK Services Inc.! The value of this contract is to be estimated at \$613,183.33 based on the annual average spend over fiscal years 2019 - 2021. This contract is for a three-year term, October 15, 2021 through April 30, 2024 with the possibility of two one-year extensions.

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

Please sign this letter via Contract Works by September 1, 2021.

A service order will be issued in accordance with the terms of this contract. Please submit your performance bond within 10 days of the receipt of this document. Upon receipt, District 300 will return the Bid Bond check enclosed that was enclosed with your bid response.

This Agreement is entered into as of August 24, 2021.

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. 08/27/2021

OWNER (Signature)

Diane C. White, Purchasing Manager

Aaron Meyer

AFF80DC4DE84C0191E93CCA9C4C29AC contractworks. 08/27/2021

CONTRACTOR (Signature)

Aaron Meyer Vice President
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing



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

DATE: July 30, 2021

TO: Susan Harkin, Superintendent
Board of Education

FROM: Dan Opels
Executive Director of Buildings

Presented at the following Board Meetings	
Construction/Facility	08/10/2021
Finance	
Policy/Legislative	
School Utilization	
BOE 1st Reading	08/10/2021
BOE 2nd Reading	08/24/2021

SUBJECT: 2021 – 2022 Snow and Ice Removal Services

Background

Snow and Ice removal is an essential part of the operation of our district. This year, our contract ended and we rebid for these services.

The scope of work was developed and sent out to bid in July, with the bid opening occurring on July 29th, 2021. There were four (4) companies that bid this project. The lowest responsible bidder was JDK Services Inc., located in Huntley, IL.

Recommendation

The administration recommends awarding Snow and Ice Removal contract pricing with an estimated contract amount of \$613,183.33 based on the FY19-FY21 three year average spend, to JDK Services Inc., from Huntley, IL. The contract term is for three-years with the possibility of two – one-year extensions This will be paid for out of the Operations and Maintenance Budget (20).

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

July 15, 2021

Dear Vendor:

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

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 – Snow and Ice Removal
2605 Bunker Hill Drive
Algonquin, IL 60102**

Sealed bids will be received until **-11:00 AM CT, Thursday, July 29, 2021** 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 **Tuesday, August 24, 2021 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.



Sincerely,
Diane C. White
Director of Purchasing

Bid -Snow and Ice Removal			
Timeline 7/14/21			
ACTION	DATE	TIME	LOCATION
Timeline Established	Wednesday, 7/14/2021		Purchasing Office
Specifications Review	Wednesday, 7/14/21- Thursday, 7/15/21		Purchasing Office
Specifications Finalized	Thursday, 7/15/2021		Purchasing Office
Bid Released to Vendors	Thursday, 7/15/2021	5:00 PM	BidNet
Legal Ad Published	Saturday, 7/17/2021		Daily Herald
Document Review Pre-Bid Meeting	Tuesday, 7/20/2021	10:00 AM	Virtual on Google meet
Q&A Deadline – via email	Monday, 7/26/21	9:00 AM	bids.purchasing@d300.org
Bid Opening	Thursday, 7/29/21	11:00 AM	Virtual on Google meet
Evaluation Period	Thursday, 7/29/21 - Friday, 7/30/21		Purchasing Office
Info. to COO	Friday, 7/30/2021	EBD	Jennifer Porter
CFOC Meeting	Tuesday, 8/10/21		Admin. Bldg.
BOE Workshop	Tuesday, 8/10/21		Admin. Bldg.
BOE Meeting -Approval	Tuesday, 8/24/21		Admin. Bldg.
Contract Issued	Thursday, 8/26/21		Via Contract Works
COI and Performance Bond Due	Friday, 9/10/21		Purchasing Office

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District 300 is accepting sealed bids for:

Snow and Ice Removal

Sealed bids will be accepted until **11:00 AM, Thursday, July 29, 2021** at:

Community Unit School District 300
Purchasing Office 2605 Bunker Hill Dr.
Algonquin, IL 60102

A public bid opening will be held at the Building and Grounds building located at 2605 Bunker Hill Drive, Algonquin, IL 60102. Bid opening will be conducted, observing CDC guidelines. Potential contractors may also choose to attend the bid opening virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

Instruction to Bidders

Bids may be submitted in person or via BidNet, District 300's online bid submittal service. If submitting in person, bids should be in a sealed envelope with the date and time of the bid opening, and the Contractor's name and address.

If submitting a hard copy, Bids must be submitted **in duplicate** in a sealed envelope, and labeled "Snow and Ice Removal", the date and time of the bid opening, the Contractor's name and address.

A non-mandatory document review pre-bid meeting will be held virtually on Tuesday July 20, 2021 at 10:00 AM.

Bid specifications will be available on Thursday, July 15 2021, after 5:00 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.

A Bid Bond or certified check for **\$153,295.83** is to accompany the proposal.

The successful bidder must furnish a Performance Bond and Labor and Material Payment Bond and Certificate of Insurance within ten (10) days of the award of the contract.

Questions regarding this bid must be submitted by Monday, July 26, 2021 at 9:00 am 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.

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 or 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 costs (tariffs), 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.

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 bidder 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 (60) 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 Go to Support Services - 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. Contractor/subcontractor has the obligation to check the Illinois Department of Labor website for revisions to Prevailing Wage rates.

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 estimated contract per base bid. 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 per the table below must 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.

Calculation for the required bid bond is based on the previous contract usage as stated below.

Fiscal Year for Current Contract	Amount Paid
FY19	\$859,090.00
FY20	\$496,350.00
FY21	\$484,110.00
3 YR TOTAL	\$1,839,550.00
Average	\$613,183.33
Required Bid Bond – 25% of Avg	\$ 153,295.83

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 POINT- see Listing of Sites – Estimated Measurements and Building Name and Address List

Project Manager:

Dan Opels
 Executive Director of Facilities
Daniel.opels@d300.org
 847-551-6701

Field Manager:

Paul Wiloff
 Grounds Manager
Paul.wiloff@d300.org
 847-551-6707

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 3 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.

Contractor is responsible for any damage on District property, caused during snow removal and/or salt spreading. Any damages that have occurred will be evaluated by District#300. District personnel will conduct a physical inspection at the end of every snow plowing and/or salting. Procedures for any damage occurrence are as follows:

- Report damage to the Supervisor of Buildings and Grounds immediately.
- Meet at the site for damage evaluation.
- Agree on method and cost of repair.
- All repairs must meet or exceed existing building codes.
- Final Payout will be made after repairs are done or a credit will be taken on the final invoice for repairs.

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 TERM AND COVERAGE DATES

Contract Term: October 15, 2021 through April 30, 2024.

October 15, 2021 through April 30, 2022.
October 15, 2022 through April 30, 2023.
October 15, 2023 through April 30, 2024.

With favorable evaluation and recommendation from Buildings and Grounds, this contract has the potential of (2), one-year extensions.

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 the Purchasing Department, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

REFERENCES

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

1. **ORGANIZATION:**

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER:

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

2. **ORGANIZATION:**

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER:

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

REFERENCES (CONT.)

3. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

4. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER

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 _____, 2021.

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 _____, 2021.

NOTARY PUBLIC

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 _____, 2021.

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 _____, 2021.

NOTARY PUBLIC

CRIMINAL 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 _____, 2021.

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: _____



Community Unit School District
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
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	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) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
---	--

YEARS ESTABLISHED:	DO YOU ACCEPT PURCHASE ORDERS? YES <input type="checkbox"/> NO <input type="checkbox"/>	DO YOU ACCEPT CREDIT CARDS? YES <input type="checkbox"/> NO <input type="checkbox"/>
---------------------------	---	--

CATEGORY (Check below the category which applies to the applicant)					
<input type="checkbox"/> (A) MANUFACTURER OR PRODUCER	<input type="checkbox"/> (C) RETAILER	<input type="checkbox"/> (E) DISTRIBUTOR			
<input type="checkbox"/> (B) WHOLESALER	<input type="checkbox"/> (D) MANUFACTURER'S AGENT	<input type="checkbox"/> (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 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input type="checkbox"/> Workers' Compensation : State Minimum <input type="checkbox"/> Greater than Minimum <input type="checkbox"/> Required that CUSD be named as an Additional Insured <input type="checkbox"/> INSURANCE CO. _____
--	--

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)			
Perf. Bond _____ / _____ <input type="checkbox"/>	Payment Bond (Labor and Materials) _____ / _____ <input type="checkbox"/>	Builder's Risk _____ / _____ <input type="checkbox"/>	
Mo.	Year	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 <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> 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. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> 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 <small>Page 24 of 69</small>
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Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <p>COMMUNITY UNIT SCHOOL DISTRICT 300 2550 HARNISH DRIVE ALGONQUIN, IL 60102</p>

<p>Part I Taxpayer Identification Number (TIN)</p> <p>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 <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> </table>	Social security number																					or										Employer identification number																				
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>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.</p>	
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Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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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 1 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 ⁴
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

For this type of account:	Give name and EIN of:
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
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

SCOPE OF WORK/SERVICE

VENDOR QUALIFICATIONS

Vendor certifies that they are qualified to provide and perform services in a professional manner. It also certifies that it has sufficient onsite and back-up equipment and manpower to accomplish snow removal over 6" and up to 9" in less than five hours from notification snow fall in and equipment for proper snow removal for sites they are awarded. Payment of Prevailing Wages is **not required** for this contract. Successful contractor shall be on-call 24/7. Weekends and holidays are treated as regular business days.

The District requires that a potential contractor must bid on all locations. It is the intent of the District to award the entire contract to one contractor.

BID SUBMITTAL CHECKLIST

Items that must be submitted with your sealed bid OR YOUR BID MAY BE REJECTED.

- Bid Bond
- Completed Bid Response Form
- Completed District 300 Equipment Listing Form
- Reference Sheet
- Equipment List Form
- Vendor Application
- Form W-9
- Notarized Vendor Certification Sheets
 1. Certificate of Bidder Eligibility
 2. Illinois Drug-Free Workplace Act
 3. Sexual Harassment Policy
 4. Equal Employment Opportunity
 5. Non-Collusion Affidavit
 6. Vendor/Contractor Conflict of Interest
 7. Criminal Background Investigation Authorization
 8. Criminal Background Investigations
- Signed Bid Response Form

PERFORMANCE BOND AND COI

- Performance Bond - must be received within 10 days of bid award.
- Certificate of Insurance must be provided within 10 days of bid award.

Snow Event - The District will initiate a snow event by contacting the contractor's representative. The response time is 1 hour after the District puts the contractor on notice. The duration of a snow event is 24 hours from the time that a District 300 representative calls the contractor and follows up with an email to confirm request for service and time of request.

Ice Melt Application and/or De-icing Application - District 300 will decide on the method used for ice melt application and/or de-icing application.

Ice Melt Application The contractor shall furnish and apply ice melt compound on all surfaces which are documented as having care here-in in such a fashion and quantity so that snow and/or ice is cleared such that the area is left in a manner safe for vehicular and pedestrian traffic. A salt application is defined as one full round of chemical application district-wide or per site based on the service directed by District 300. Any additional applications must be authorized by a designated District 300 employee. Contractors are not allowed to stockpile ice melt compound on District property.

De-icing - De-icing is defined as removal of existing, snow ice, frost, etc., from a surface. It includes both mechanical (plowing or scraping) or chemical application of salt or blended salt.

Anti-icing - Anti-icing is defined as the pretreatment of a roadway, sidewalk or parking lot with ice melting chemicals before a storm, to prevent or delay the formation of ice, or the adhesion of ice and snow.

Brine or wetted salt is usually applied shortly before a snowstorm arrives or during a post treatment depending on severity of weather conditions. Properly performed, anti-icing can reduce the amount of salt required, and allows easier removal by mechanical methods (snowplows) thus increasing safety and regaining the pavement to pre-storm levels.

When air temperatures are below 18 degrees or directed by a D-300 authorized representative, D-300 requires salt to be applied with a liquid deicing agent. The rate of application shall be 30 gallons per ton of salt applied. When air temperatures are below 0 degrees the rate of application shall be 50 gallons per ton. The liquid shall be comprised of 85% salt brine, 10% CaCL and 5% organic, common market name is "Triplemix" or "BeetHeat". Any substitute of liquid must be approved by D-300 prior to bid submission. D-300 staff will be performing random samples of liquid to validate product. The random use of a Hydrometer will be utilized to verify the specific gravity to validate quality product applied.

Fire Hydrants

The Contractor and D300 will collaborate to mark all hydrants with a high marker prior to the onset of first snowfall. Contractor shall not bury or block access to any fire hydrants. Contractor shall remove snow around all fire hydrants as a part of work. All fire hydrants and entryways to sidewalks and parking lot crosswalks must be accessible to District 300 vehicles and fire trucks. Do not pile up snow in these area.

Priority: Bus Lots, Parking Spaces, Unloading Areas, and Westfield Food Service (Aramark)

All parking spots must be accessible with high priority on Handicap parking spots and unloading area. Snow must be plowed up and over the curb.

Line of Sight

The Contractor shall not pile snow higher than two feet near line of sight at or near intersections of traffic lanes and/or cross walks.

Relocation of Snow

District 300 Project Manager will be on location to give direction to contractor for relocation. Any questions regarding snow relocation upon award of the contract must be addressed with the Project Manager.

Hauling and hourly rates are not included in the bid award evaluation. However, if the rates provided are higher than the area standard rates, D300 will negotiate after contract award.

Additional Work

Due to drifting conditions, a call back to clear drive ways, and entrances will be charged at a unit price basis with a total cost not to exceed a rate of 15% of flat rate per plowing at the 3"-6" of accumulated snow, per site rate.

In the event that the District requires an additional salting application, the contractor will invoice the District for the application pricing by location. However, for spot salting and and/or thaw refreeze, the contractor will invoice the District at the unit pricing on a per ton basis.

During the term of this contract, the District reserves the right to perform the drift clearing and/or salting with its own personnel equipment.

Authorization Of Work

The Successful Bidder shall be contracted to Community Unit School District 300 and shall be provided with a list of District personnel authorized to direct services. No other authorization shall be honored. Contractor shall notify a District authorized representative upon completion of services for each event.

On Site Storage of Contractors Equipment

Pre-approved contractor equipment may be stored at any of the three high schools. The location shall be at the discretion of, and coordinated with, the District. The Contractor assumes all liability for all equipment stored on-site and agrees to hold District 300 harmless. The Contractor agrees to remove all or any equipment stored on-site within one business day's notification. Equipment left more than 24 hours may, at the District's sole

discretion, be billed at \$30.00 a day per unit and deducted from payments to the contractor. The District further reserves the right to have the equipment removed at the contractor's expense should the equipment not be removed within seven (7) calendar days of notification. The contractor is to include as part of his bid a list of equipment that will be used at each site.

Designated Route Manager/Supervisor

Contractor is required to provide a designated supervisor exclusively to District 300.

Follow-Up

Immediately after each of the snow removal events, the Contractor's representative shall be available to tour the activity areas with a designated District representative to review the work.

Bid Evaluation Process

The bids will be analyzed on the basis of lowest calculation of bid prices listed from a responsible bidder. The calculation will be as follows;

Total Bid Evaluation Cost = (10 events x Flat Rate Salt Only applied) + (10 events x Flat Rate with Salt and Liquid) + (4 x 1" to 3" snowfall with ice melt application bid price)+ (1 x greater than 3" up to 6" snowfall with ice melt application bid price)+ (1 x greater than 6" up to 9" snowfall with ice melt application bid price)+ (1 x greater than 9" up to 12" snowfall with ice melt application bid price)

SNOW REMOVAL:

Provide necessary equipment and manpower for proper snow removal, up and over the curb of all designated driveways, parking lots of all and/or specific zones located within CUSD#300. All plow trucks must have a production rate of 40,000 sq. ft. per hour.

All asphalt surfaces must be free clear and wet. All schools must be cleared and ready by 6:00am and Transportation Bus Compounds initially cleared by 5:00am, with a return visit once the buses have gone at no additional charge to District 300, Plowing shall only occur when District personnel notifies the contractor. No snow should be pushed off District #300 property.

In general, plowing by Contractors is confined to parking lots driveways, paved playground areas, as well as the Police access roads and sidewalk that are wider than 6 feet.

If snow removal/hauling from premises is required, vendor will perform removal at predetermined dollar amount, and only when requested and approved by the Supervisor of Buildings and Grounds. If any unauthorized relocating or hauling off premises is performed without prior written approval, no payment will be made to contractor. In the opinion of District personnel, plowing or salting is insufficient or incomplete, the Contractor will make necessary corrections without additional cost. Contractor is expected to communicate

frequently with the assigned.

Plowed snow shall be pushed so as to cause the least amount of interference to parking, ingress, egress and driving. Snow will not be piled around dumpsters, gate openings, gas pumps, loading ramps/docks. In the event the contractor piles snow in such a manner that restricts access to these areas, the contractor shall move the snow/ice at no cost to the owner.

- **CUSD#300 must be the first priority of the successful bidder(s).** All CUSD#300 sites must be plowed even when school is not in session. In case of severe weather, contractor must ensure that all CUSD#300 night personnel are able to leave the building safely.

Definition of Liability

The contractor will exercise the care necessary to maintain the district's facilities in the condition they were found. The contractor will tour the district campuses following award and review existing conditions with the district representative(s) prior to the first snow event. The district and the contractor will conduct a second review not later than the end of the season to note any additional damage. Should the District determine that additional review(s) are required during the term of the contract; the contractor agrees to be present for a joint review. Any damage attributable to the contractor, other than normal wear and tear, including but not limited to: pavement, curbs, signs, doors, turf and plant material, will be the responsibility of the contractor. The Contractor shall arrange repair and/or replacement work at the earliest possible date through a District approved contractor and will coordinate repairs with the District after identification. The district reserves the right to place financial values on all noted damages. The District will provide written notification to the contractor and may withhold payment(s) reasonably covering the damage estimate until compensation to the District has been resolved.

The Contractor shall have mobile phones and provide the district with phone numbers which will be answered at all times. These phones are to be used to provide immediate response to any questions or concerns that may arise. The Contractor shall also supply a list of decision-making personnel at least one of which shall be immediately available during the snow event. The School District prefers that the contractor's decision-making personnel have access to e-mail with attached files containing site inspection plans for quick response to concerns from School District representatives.

Regarding salt service, both labor and material are to be included with each snow removal, as needed and at District direction. The contractor is expected to use sufficient salt to abate the event completely.

Snow removal and salting is to be done in a manner that leaves the area safe for vehicular and pedestrian traffic. The contractor is responsible to clear all overhead or pass doors that adjoin parking areas. The contractor is expected to insure that snow is moved to the designated stacking areas. Relocation of snow placed in other than the designated stacking area will be at the contractor's expense, and must be commenced within 8 hours of notification.

Snow removal shall start with District approval. Contractor is to begin snow removal and salting so as to complete each facility no later than 6:00 AM on school days with the exception of the Transportation Bus Lot and bus employee parking areas which are required to be pre-cleaned by 5:00AM (Pre-cleaned means that the vehicles can safely navigate the open driving areas of the respective parking lots – it does not mean that all snow is removed from the open driving areas). In the event that approval/notification is given after 2 AM on a school day (and as coordinated with the District on other days), completion is expected within four hours of notification for a snow fall of 6 (six) inches or less and the contractor is required to coordinate snow removal priority with the district designated representative.

EQUIPMENT

A list of available equipment that will be used on each site must be submitted with your bid. All plow trucks must have a production rate of 40,000 sq. ft. per hour. Each bidder must have equipment large enough to properly plow these locations to meet District specifications. Vendor is required to have a 100 to 120 HP loader with a sixteen to twenty-foot containment plow for Jacobs and Dundee Crown High School and two at Hampshire High School campus as part of the snow and ice removal plan. Additionally, contractor needs to provide equipment to the District to fully provide the contracted services for a 1-3" snowfall in a 4-hour cycle time.

CONDITIONS OF PARKING LOTS

It is the contractor's responsibility to be aware of the size and condition of each location prior to submitting a bid.

ADDITIONAL INFORMATION

1. D300 is responsible for the replacement of vegetation due to salt damage.
2. District 300 uses - weatherworksinc.com to verify snow and ice related events.
3. Fire Hydrants will be marked by fence posts by D300 personnel
4. Westfield Dock area on the west side of the building - District 300 is responsible for 10 feet in front of the doors
5. In general, plowing by Contractors is confined to parking lots driveways, paved playground areas, as well as the Police access roads and sidewalks that are wider than 6 feet. While school is in session, D300 personnel will maintain sidewalks, crosswalks, crossovers and playgrounds, however if the contractor is called upon for assistance the contractor quoted hourly rate provided in their submitted Bid Response Form will apply.
6. District 300 is responsible for all islands.
7. Blades are alright to be used on sidewalks.

8. Once contract has been awarded, a communication plan will be implemented to fit the needs of District 300 which will include status meetings of contract, after snow event meetings, invoicing, etc.

Arial site maps of all sites are considered part of this bid document and will be covered during the pre-bid meeting.

*****SEE MAP PROVIDED FOR LOCATION AND DIRECTIONS*****

ZONES FOR PLOWING AND SALT SPREADING

NORTHEAST QUAD	SOUTHEAST QUAD	NORTHWEST QUAD	SOUTHWEST QUAD	FAR WEST QUAD
Algonquin Lakes Elementary School	Carpentersville Middle School	Jacobs High School	Dundee Highlands Elementary School	Hampshire Middle School
Algonquin Middle School	Transportation at CMS	Buildings and Grounds	Dundee Middle School	Hampshire Elementary School
Eastview Elementary School	Lakewood School	Transportation at Bunker Hill	Liberty Elementary School	Hampshire High School
Meadowdale Elementary School	Parkview Elementary	Lake in the Hills Elementary School	Sleepy Hollow Elementary School	Campus which include High School, Wright Elementary and the Service Road
Oakridge School	Golfview Elementary School	Lincoln Prairie Elementary School	Westfield School Compound	
Dundee Crown High School Campus	delacey Family Education Center	Neubert Elementary School	Gilberts Elementary School	New Elementary School
Perry Elementary School				

**INFORMATION FOR BACK DRAGGING ENTRANCES
TO D300 BUILDINGS AND OTHER AREAS ON
PROPERTY**

LOCATION	ENTRANCE DOORS
Admin	South Entrance
AMS	C-D-J-H-L
deLacey	Drive to garbage dumpsters
Dundee Crown	Loading dock- sports entrance
DMS	All North doors and service door by dumpsters
Golfview	Doors facing South off of cafeteria
Jacobs	18-19- Auto shop- Dumpster area
Lake in the hills	8-10-GYM
Lakewood	Front entrance walks - North entrance on west end, Boiler Room Entrance
Meadowdale	North sidewalk to parking lot- dumpster
Neubert	East entrance walks - ramp to lower level - do not block, ramp to the playground
Oakridge	Entrance to dumpster and front doors
Parkview	Entrance to cafe
Sleepy Hollow	Front entrance - North Entrance by parking lot
Westfield areas	PDC entrance, All front entrances - dumpster
Buildings & Grounds	Front Entrance
Bunker Hill Transportation	Front Entrances
Gilberts	Back drag front entrance
Hampshire Elementary	Vendor to plow South Lot, playground, service drive around building and front drive.
Hampshire Middle	Drive to storage shed by gas pump Entrance to field ending minimum of 40 feet east of west end of bridge, Back drag from door (s) 16 and 17, Vendor to remove snow from entire front of middle school sidewalk and circle around to sign at end of sidewalk
Hampshire High School Campus	All doors to be back dragged
Gary Wright	Front doors (2), Doors on N side of building by dumpsters, Doors on N side of gym, Doors by NE side of building
Service Road - HHS Campus	Vendor to plow entire service road from entrance on Ketchum road to Big Timber road entrance, including road to water tower and all entrances to buildings and all asphalt covered parking lots

CUSD #300

2550 HARNISH DRIVE

ALGONQUIN, IL 60102






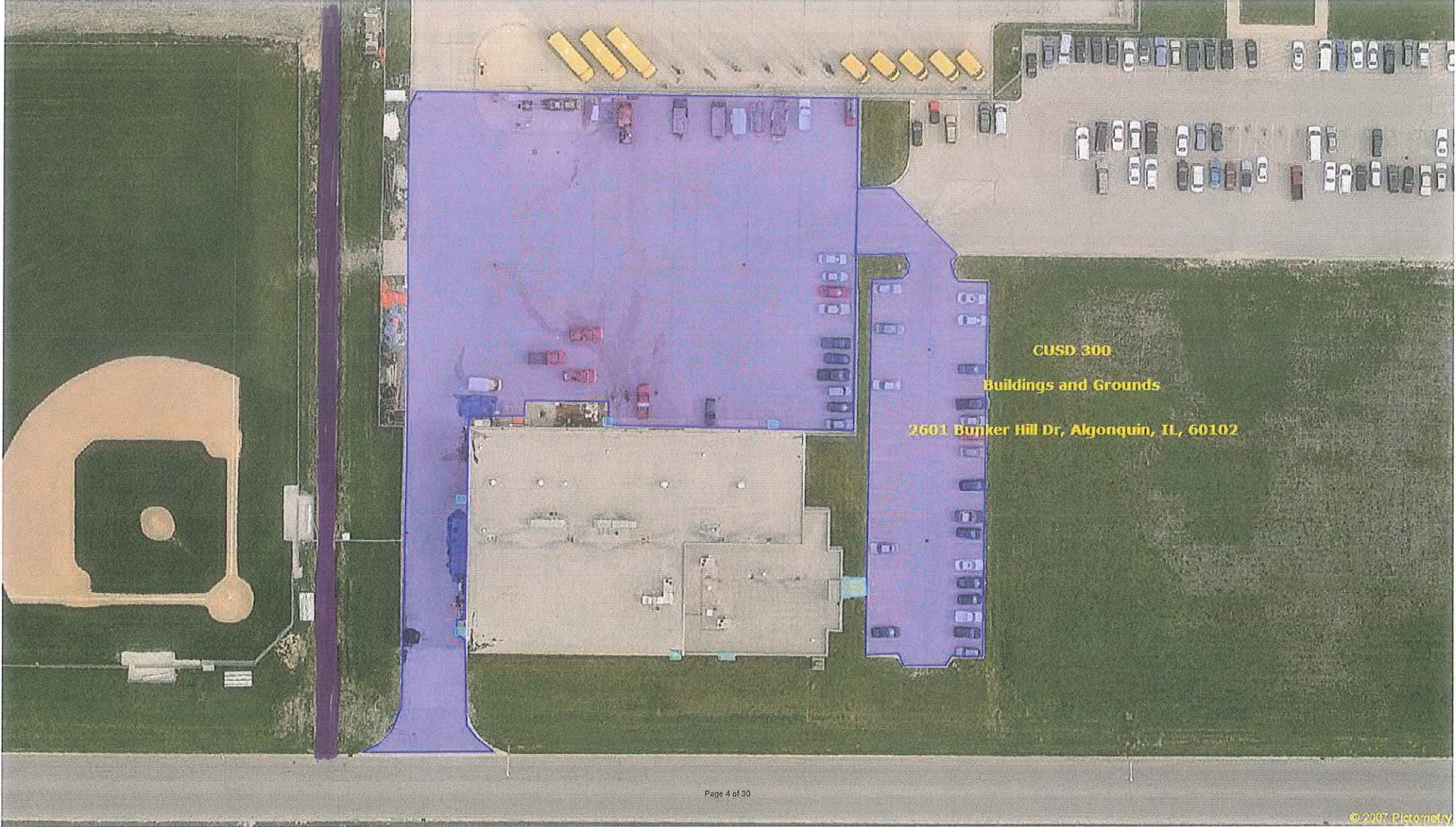
CUSD 300

Algonquin Lakes Elementary School

1401 Compton Dr, Algonquin, IL 60102



CUSD 300
Algonquin Middle School
520 Longwood Dr, Algonquin, IL 60106

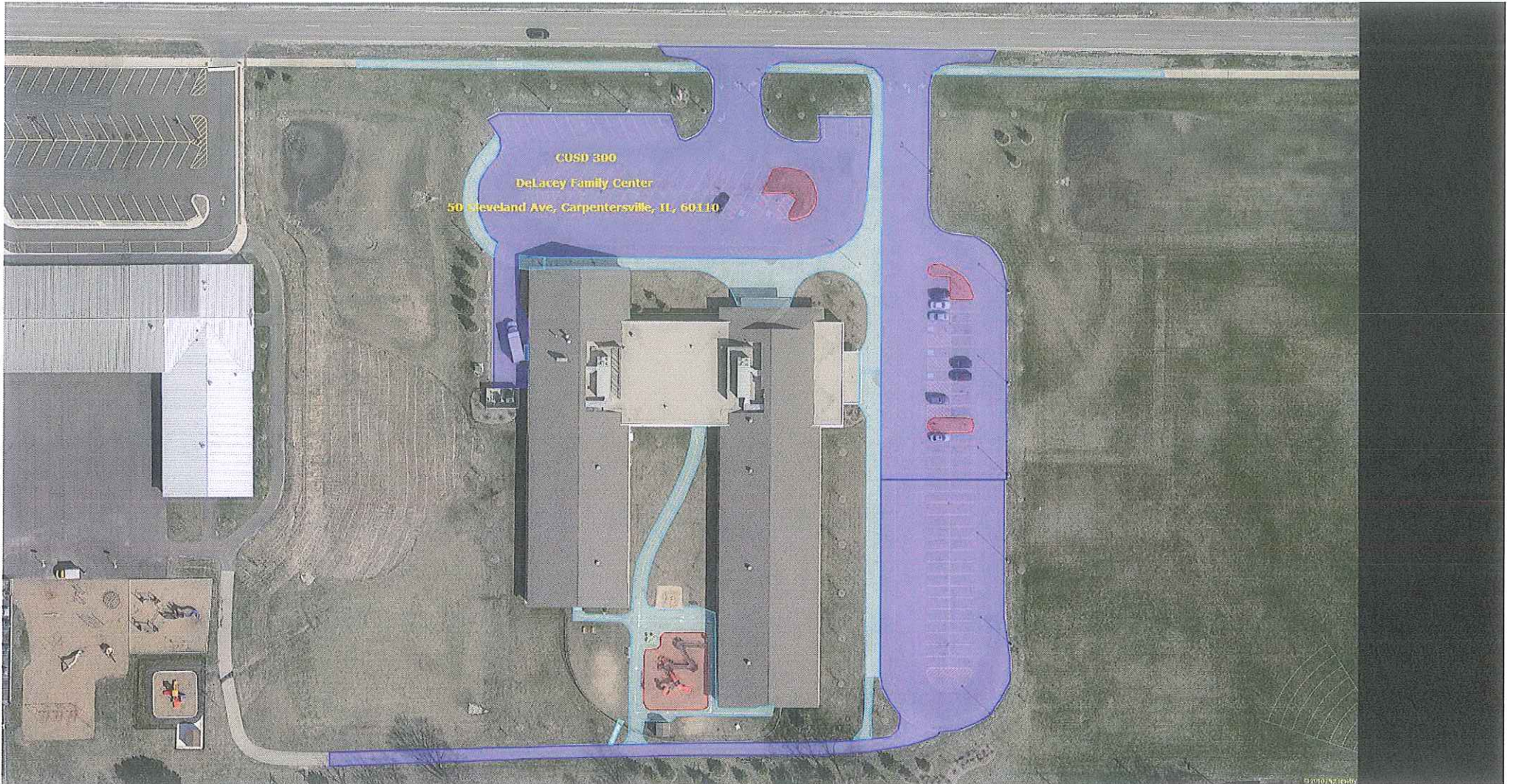




CUSD 300

Carpentersville Middle School

100 Cleveland Ave, Carpentersville, IL, 60110





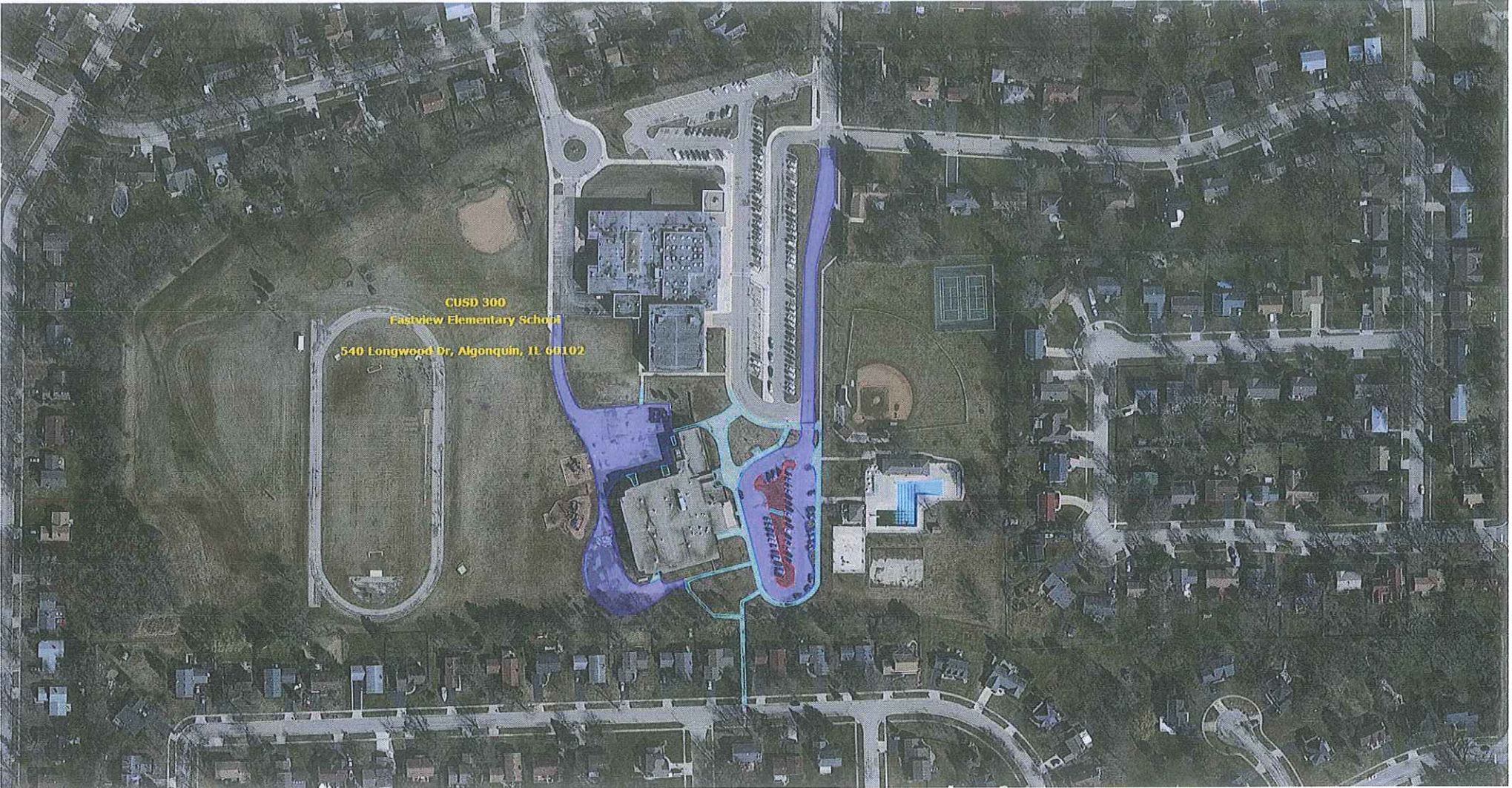


CUSD 300

Dundee Middle School

4200 W Main St, West Dundee, IL, 60118





CUSD 300
Fastview Elementary School

540 Longwood Dr, Algonquin, IL 60102



CUSD 300
Gilberts Elementary School
729 Paperbark Ln, Gilbert, IL, 60136



CUSD 300
Golfview Elementary School
324 Golfview Ln, Carpentersville, IL, 60110

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Hampshire High School High School Campus
Hampshire High School High School, Wright Elementary, and service road
1600 Big Timber Rd, Hampshire, IL, 60140
1500 Ketchum Rd, Hampshire, IL, 60140





CUSD 300
Jacobs High School
2601 Bunker Hill Dr, Algonquin, IL, 60102

Sidewalk measurement extends to Harnish Dr

Page 1 of 30



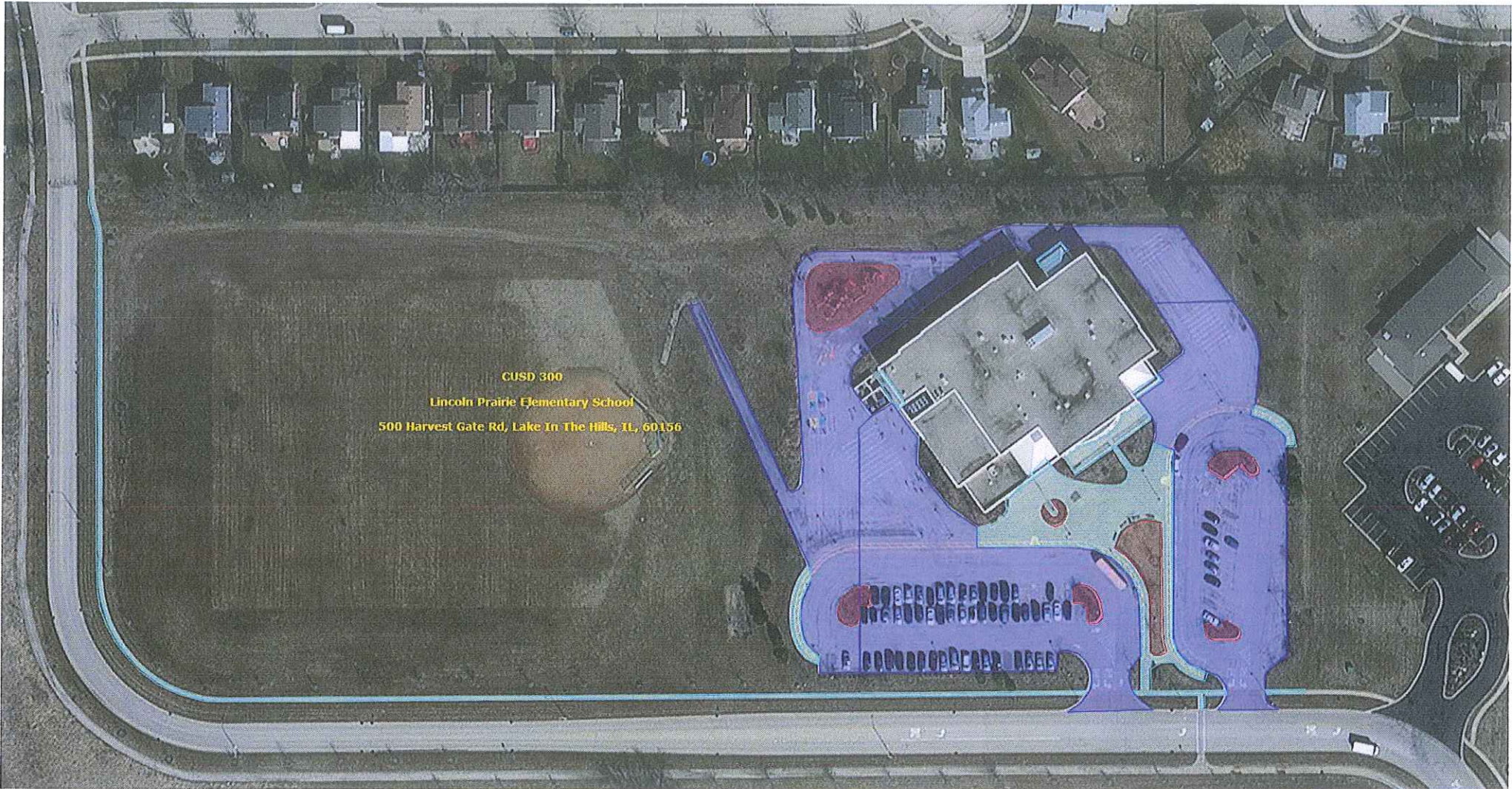
CUSD 300

Lake in the Hills Elementary School

519 Willow St, Lake In The Hills, IL, 60156







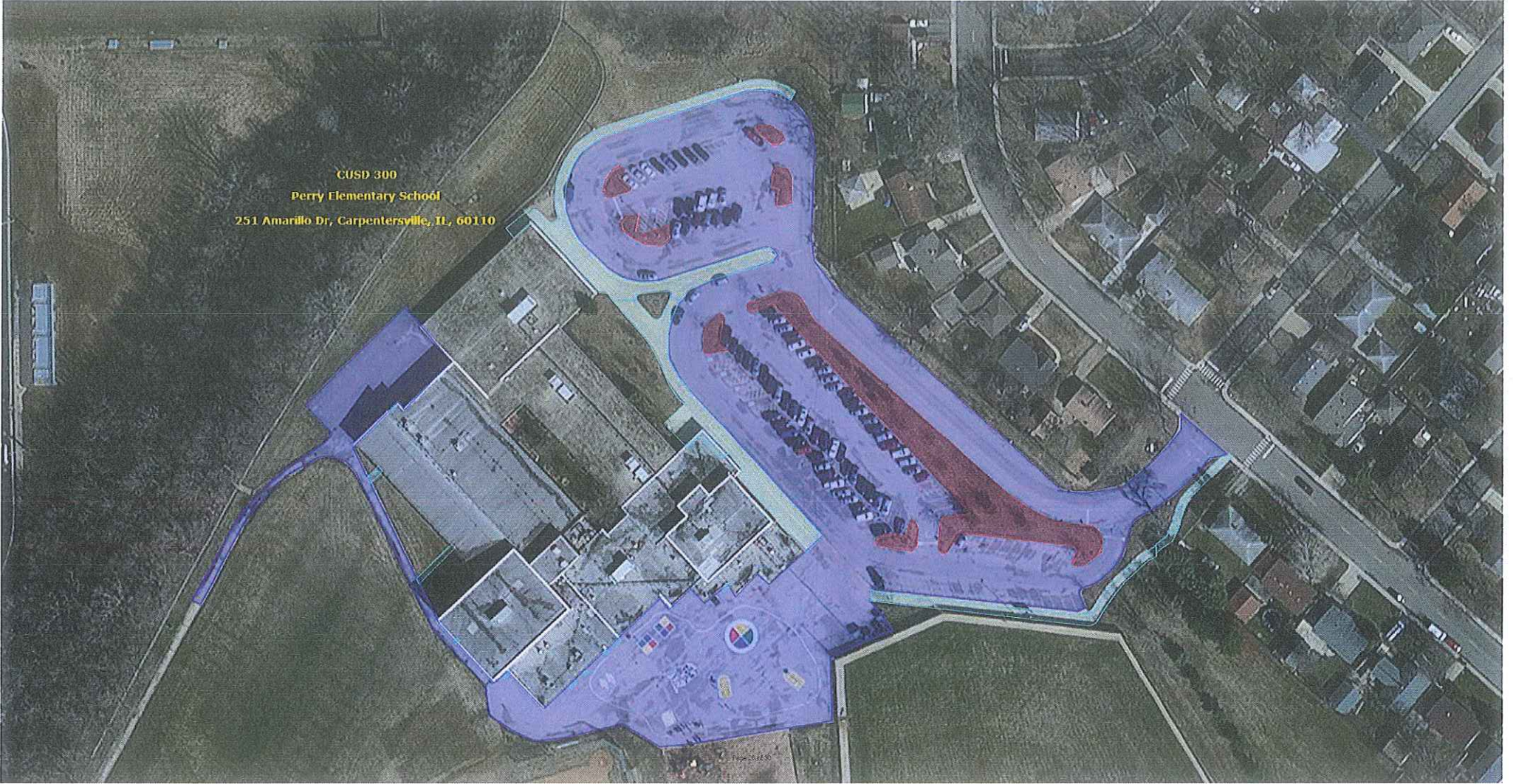


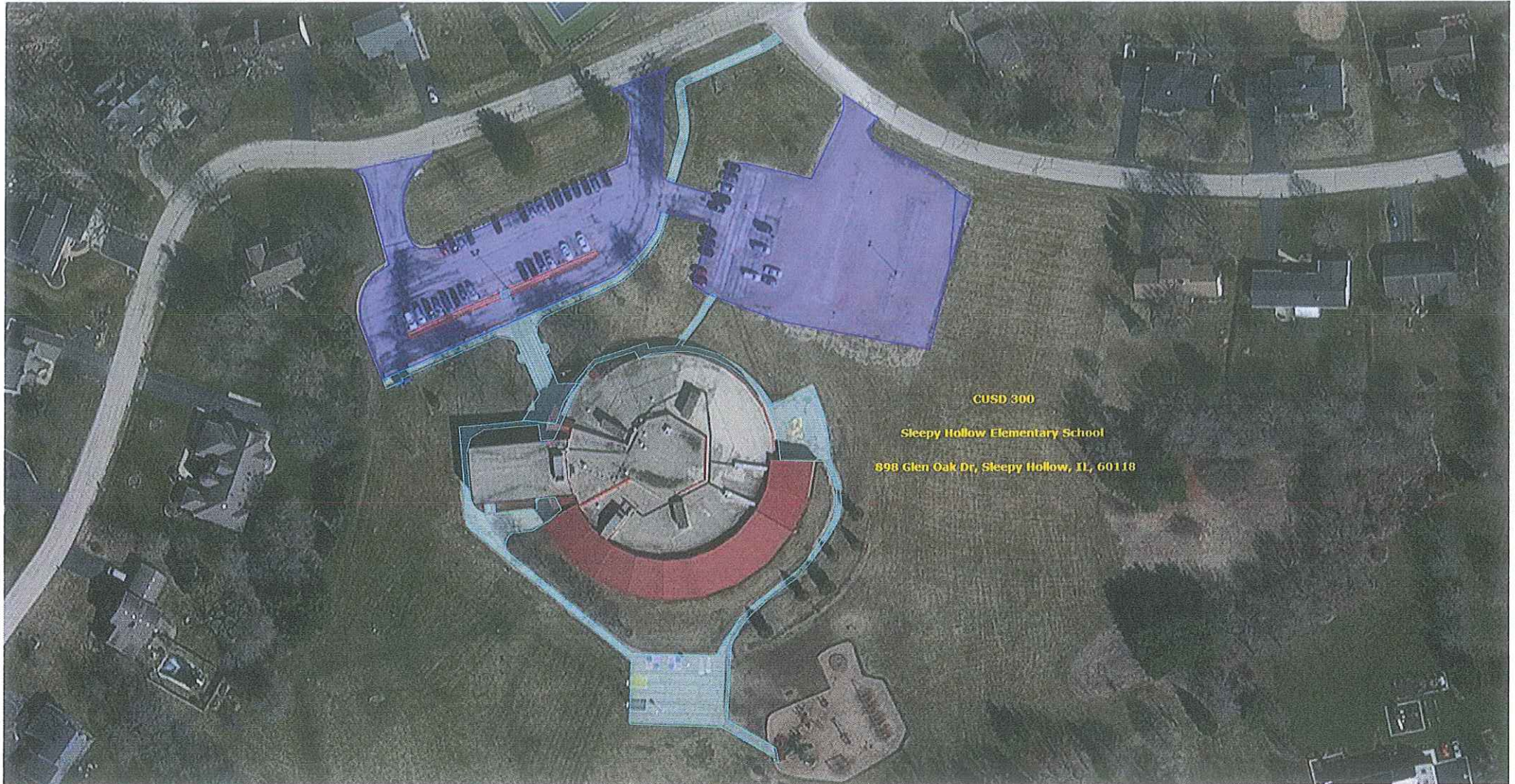
CUSD 300
Meadowdale Elementary School
14 Ash St, Carpentersville, IL, 60110





CUSD 300
Perry Elementary School
251 Amarillo Dr, Carpentersville, IL, 60110





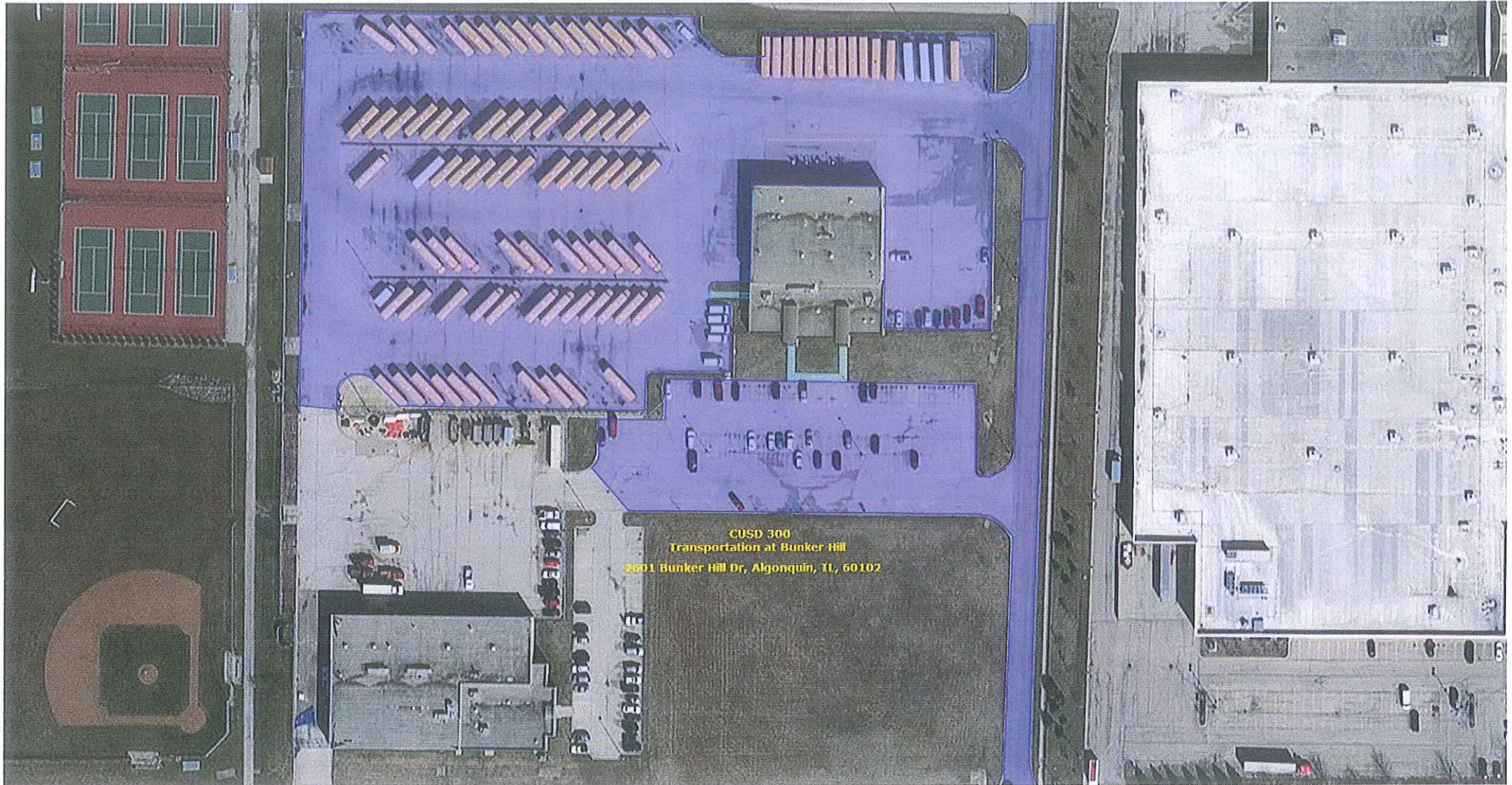
CUSD 300

Sleepy Hollow Elementary School

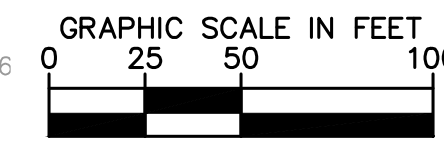
898 Glen Oak Dr, Sleepy Hollow, IL, 60118

CUSD 300
Westfield School Compound
2100 Sleepy Hollow Rd, Algonquin, IL, 60102



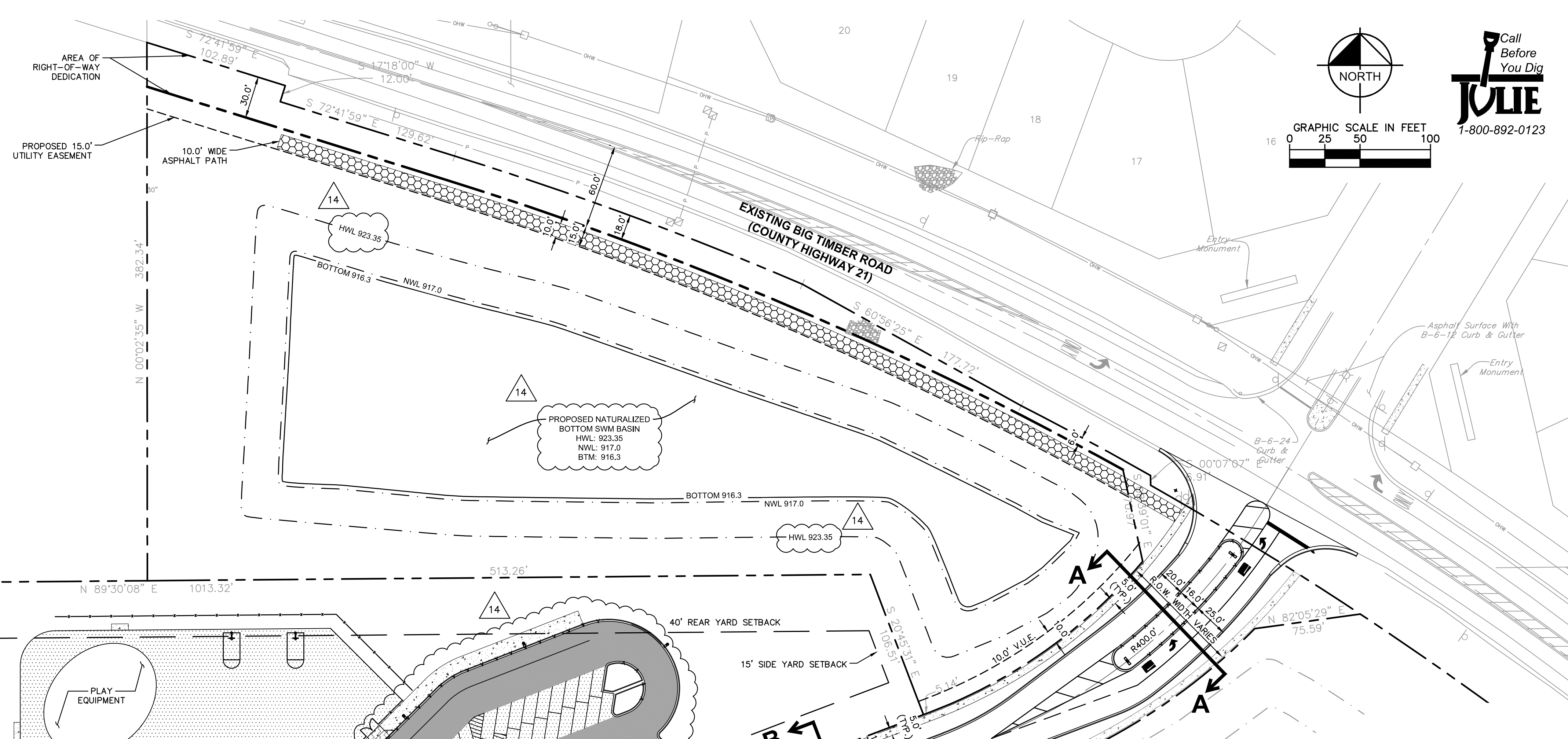




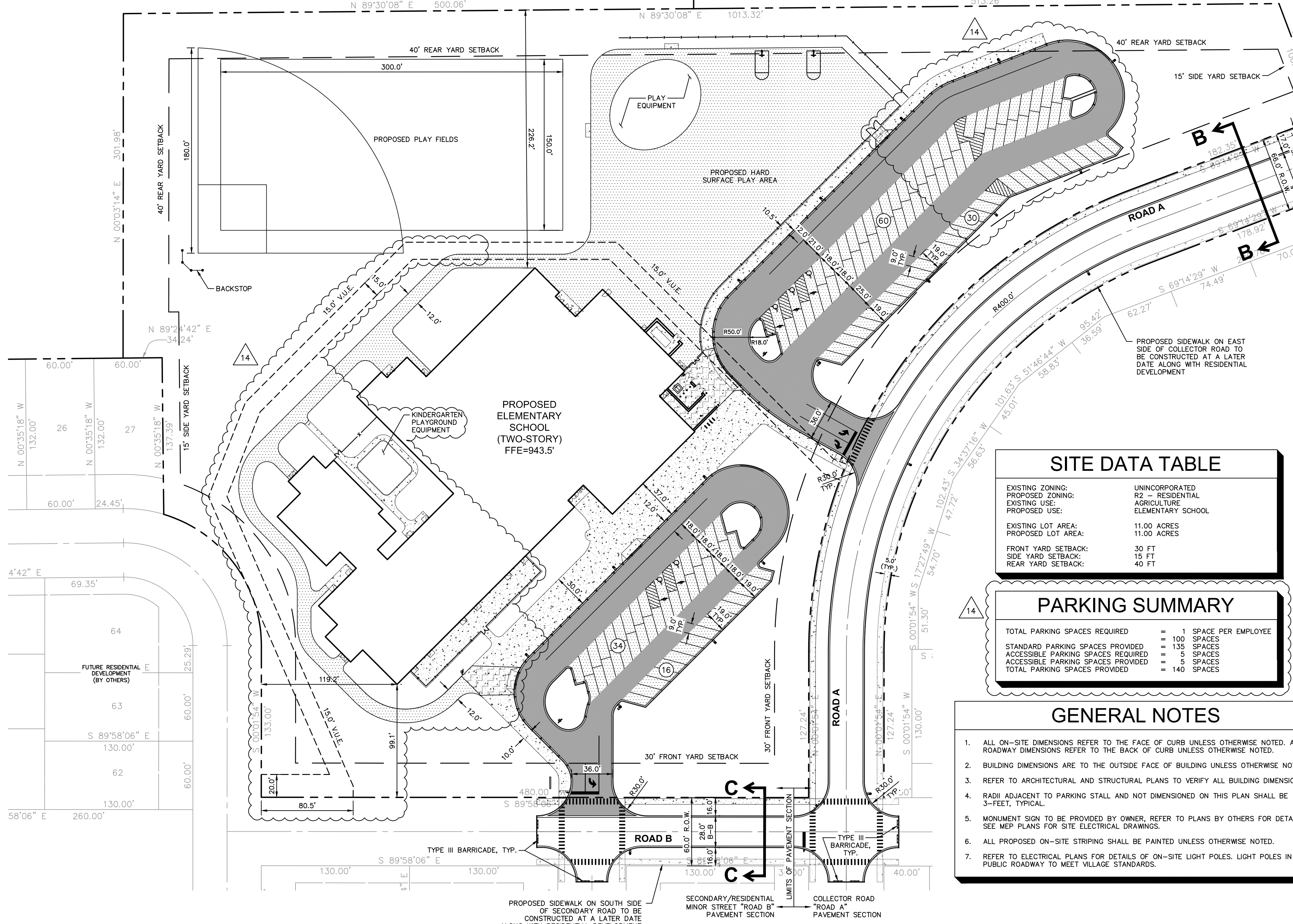


PAVING AND CURB LEGEND

	HEAVY DUTY ASPHALT PAVEMENT SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
	STANDARD DUTY ASPHALT PAVEMENT SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
	HEAVY DUTY CONCRETE PAVEMENT SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
	CONCRETE SIDEWALK SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
	ASPHALT PATHWAY SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
	STANDARD PITCH CONCRETE CURB AND GUTTER
	REVERSE PITCH CONCRETE CURB AND GUTTER
	CONCRETE DEPRESSED CURB AND GUTTER



NOTE: THE PROPOSED SIDEWALK ON THE EAST AND SOUTH SIDES OF THE COLLECTOR ROAD AND SECONDARY ROAD ARE TO BE CONSTRUCTED AT A LATER DATE ALONG WITH CONSTRUCTION OF THE RESIDENTIAL DEVELOPMENT.



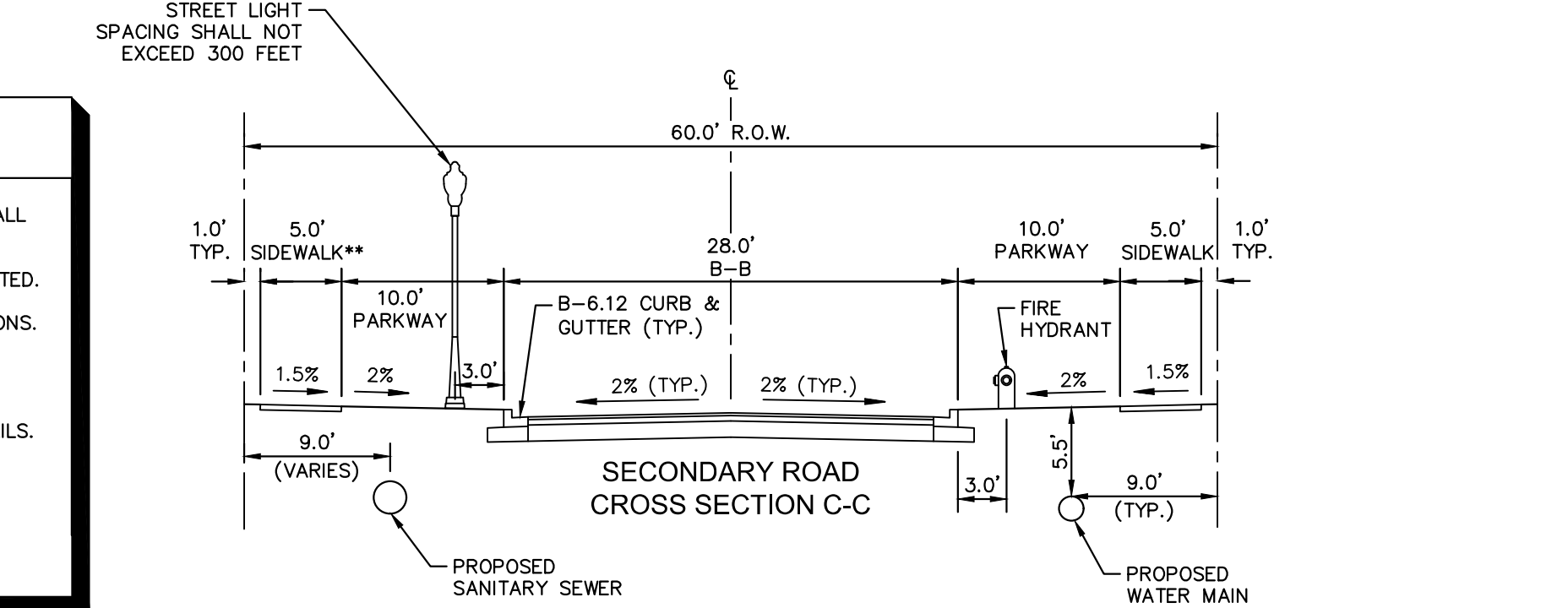
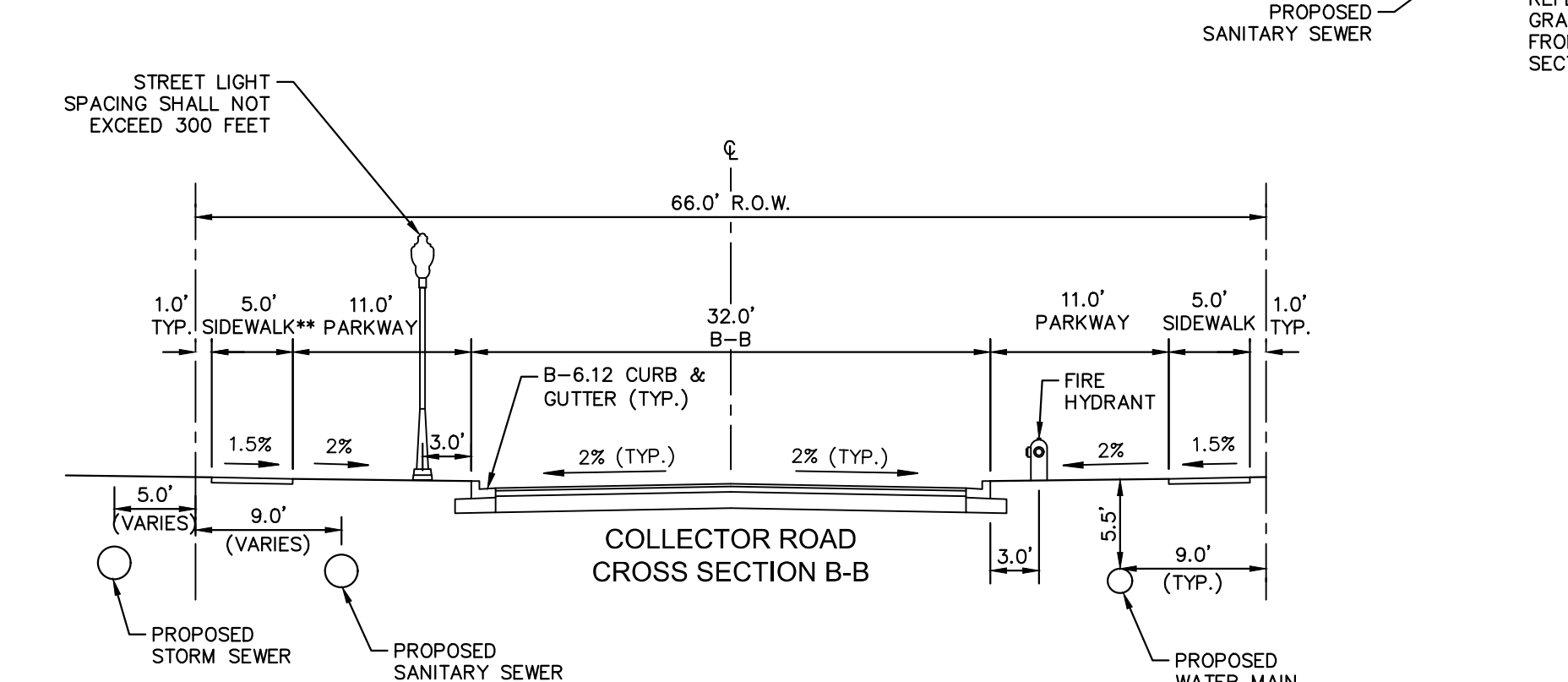
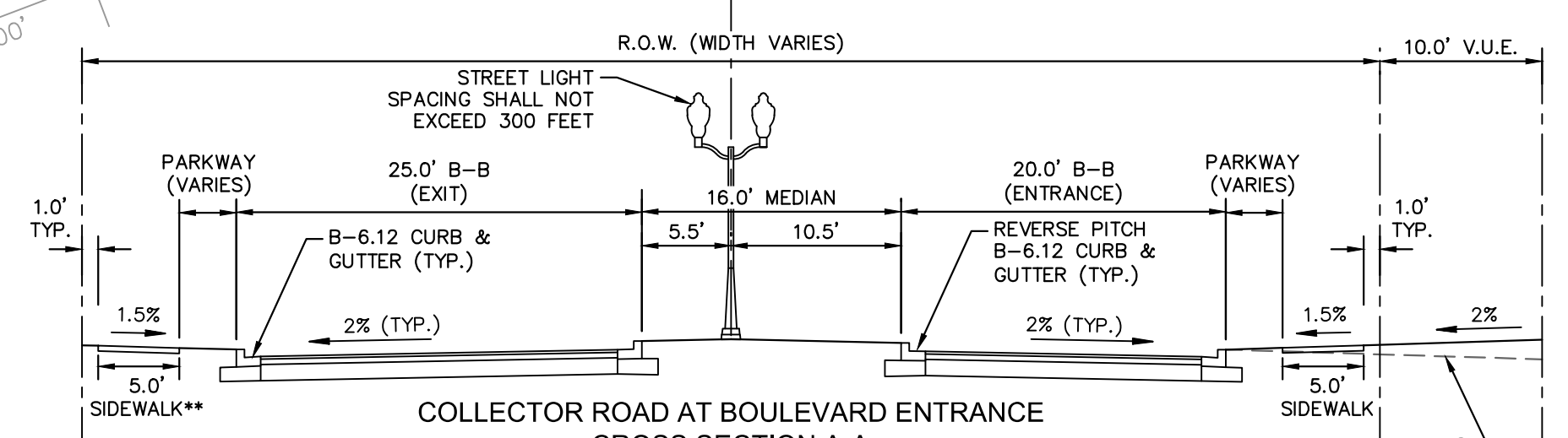
SITE DATA TABLE

EXISTING ZONING:	UNINCORPORATED
PROPOSED ZONING:	R2 - RESIDENTIAL
EXISTING USE:	AGRICULTURE
PROPOSED USE:	ELEMENTARY SCHOOL
EXISTING LOT AREA:	11.00 ACRES
PROPOSED LOT AREA:	11.00 ACRES
FRONT YARD SETBACK:	30 FT
SIDE YARD SETBACK:	15 FT
REAR YARD SETBACK:	40 FT

PARKING SUMMARY

TOTAL PARKING SPACES REQUIRED	= 1 SPACE PER EMPLOYEE
STANDARD PARKING SPACES PROVIDED	= 100 SPACES
ACCESSIBLE PARKING SPACES REQUIRED	= 5 SPACES
ACCESSIBLE PARKING SPACES PROVIDED	= 5 SPACES
TOTAL PARKING SPACES PROVIDED	= 105 SPACES

- GENERAL NOTES**
- ALL ON-SITE DIMENSIONS REFER TO THE FACE OF CURB UNLESS OTHERWISE NOTED. ALL ROADWAY DIMENSIONS REFER TO THE BACK OF CURB UNLESS OTHERWISE NOTED.
 - BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
 - REFER TO ARCHITECTURAL AND STRUCTURAL PLANS TO VERIFY ALL BUILDING DIMENSIONS.
 - RADI ADJACENT TO PARKING STALL AND NOT DIMENSIONED ON THIS PLAN SHALL BE 3'-FEET, TYPICAL.
 - MONUMENT SIGN TO BE PROVIDED BY OWNER, REFER TO PLANS BY OTHERS FOR DETAILS. SEE MEP PLANS FOR SITE ELECTRICAL DRAWINGS.
 - ALL PROPOSED ON-SITE STRIPING SHALL BE PAINTED UNLESS OTHERWISE NOTED.
 - REFER TO ELECTRICAL PLANS FOR DETAILS OF ON-SITE LIGHT POLES. LIGHT POLES IN PUBLIC ROADWAY TO MEET VILLAGE STANDARDS.



COMMUNITY UNIT SCHOOL DISTRICT 300
 COMMUNITY UNIT SCHOOL DISTRICT 300 - NEW
 ELEMENTARY SCHOOL

ISSUED FOR CONSTRUCTION

KEY PLAN

SCALE

As indicated

NO.	DESCRIPTION	DATE
1	DESIGN DEVELOPMENT	09/30/20
2	PRELIM. ENGINEERING	10/16/20
3	FINAL ENGINEERING	11/02/20
4	95% BID SET	12/04/20
5	100% BID SET	12/14/20
6	ADDENDUM #1	01/11/21
7	BID RELEASE II	02/02/21
8	ADDENDUM #5	02/18/21
9	ADDENDUM #7	02/22/21
10	ISSUED FOR CONSTRUCTION	03/12/21
11	RFP #001	03/26/21
12	ASI #002	03/26/21
13	ASI #008	05/11/21
14	RFP #005	06/16/21

REVISIONS

DRAWN BY	AD
APPROVED BY	TE
CHECKED BY	JP
DATE	JUNE 16, 2021

TITLE

OVERALL SITE PLAN

PROJECT NO. 168218001

C2.0

SHEET NO.

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

July 26, 2021

ADDENDUM 1

Bid – Snow and Ice Removal

Questions and Answers

Question: Does District 300 want vendors to propose Snow and Ice Removal for the new elementary school on the bid documents based on the plan or wait until square footage is actually defined?

Answer: Responding contractors should provide an estimated rate per square foot based on the existing plan.

Question: Regarding sidewalks, please clarify what snow and ice removal District 300 expects the contractor to perform.

Answer: Contractors will remove snow and ice on sidewalks that are 6' or wider. District 300 will remove snow and ice from sidewalks that are smaller than 6' wide.

Question: Is pre-treated salt (applied at the factory) required to be used or may the contractor pre-treat the salt as it is being spread?

Answer: District 300 requires that the contractor use pre-treated salt from the manufacturer (ice melt). This product should melt up to 40° below 0.

Question: Is District 300 splitting the zones into sections for a contractor to take or is it going to one bidder?

Answer: The contract will be awarded to a single contractor.

Question: Is the contractor able to use D300's tax exempt ID for material purchase for your properties?

Answer: No, the successful bidder can not use D300's tax exempt number. Contractors need to use their own resale certificate.

Question: We try to use equipment as much as possible, as they are more efficient and do a better job over standard plow trucks. There are 3 schools we would like to place equipment at that are not in close proximity to one of the high schools. I would like to

see if we would have permission to place a skidsteer or mini loader (they take up 2-3 spaces) at - Algonquin Middle School - Transportation at CMS - Hampshire Middle School

Answer: Yes, equipment may be placed at AMS, Transportation at CMS and HMS.

Question: What is needed for the entire bid bond? I see the bid bond is set at \$153,295.83, and 100% of the performance bond is needed. In years past, I believe only 10% was needed, is this correct? If so, can you let us know what the bid bond amount needs to be exactly?

Answer: The bid bond amount is \$153,295.83.

Changes

Original:

ZONES FOR PLOWING AND SALT SPREADING

NORTHEAST QUAD	SOUTHEAST QUAD	NORTHWEST QUAD	SOUTHWEST QUAD	FAR WEST QUAD
Algonquin Lakes Elementary School	Carpentersville Middle School	Jacobs High School	Dundee Highlands Elementary School	Hampshire Middle School
Algonquin Middle School	Transportation at CMS	Buildings and Grounds	Dundee Middle School	Hampshire Elementary School
Eastview Elementary School	Lakewood School	Transportation at Bunker Hill	Liberty Elementary School	Hampshire High School Campus which include High School, Wright Elementary and the Service Road
Meadowdale Elementary School	Parkview Elementary	Lake in the Hills Elementary School	Sleepy Hollow Elementary School	
Oakridge School	Golfview Elementary School	Lincoln Prairie Elementary School	Westfield School Compound	
Dundee Crown High School Campus	delacey Family Education Center	Neubert Elementary School	Gilberts Elementary School	New Elementary School
Perry Elementary School				

Changed To:

ZONES FOR PLOWING AND SALT SPREADING

NORTHEAST QUAD	SOUTHEAST QUAD	NORTHWEST QUAD	SOUTHWEST QUAD	FAR WEST QUAD
Algonquin Lakes Elementary School	Carpentersville Middle School (with Oak Ridge School)	Jacobs High School	Dundee Highlands Elementary School	Hampshire Middle School
Algonquin Middle School	Transportation at CMS	Buildings and Grounds	Dundee Middle School	Hampshire Elementary School
Eastview Elementary School	Lakewood School	Transportation at Bunker Hill	Liberty Elementary School	Hampshire High School Campus which includes the High School, Wright Elementary School and the Service Road.
Meadowdale Elementary School	Parkview Elementary	Lake in the Hills Elementary School	Sleepy Hollow Elementary School	
Dundee Crown High School Campus	Golfview Elementary School	Lincoln Prairie Elementary School	Westfield School Compound	
Perry Elementary School	delacey Family Education Center	Neubert Elementary School	Gilberts Elementary School	New Elementary School

Bid Response Form Part 1 has been replaced with Bid Response Form Part 1 Revised.

This Addendum and any attachments are to be considered part of the original bid documents.

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - diane.white@d300.org

Fax Number – 847-551-8463

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

Sincerely,



Diane C. White / Director of Purchasing

Cashier's
Check

ALGONQUIN BANK
& TRUST[®]
A branch of Crystal Lake Bank & Trust Company, N.A.
A WINTRUST COMMUNITY BANK

4049 WEST ALGONQUIN ROAD
ALGONQUIN, ILLINOIS 60102
847-669-7500

3008027

70-2578
719

Remitter **JDK Services Inc.**
818 Bond

Date **July 27, 2021**

Pay to the
Order of ***Community Unit School District #300***

*****153,295.83

ONE HUNDRED FIFTY THREE THOUSAND TWO HUNDRED NINETY FIVE DOLLARS AND EIGHTY
THREE CENTS

ALGONQUIN BANK & TRUST **\$ 153,295.83** **dols 83cts**

VOID OVER \$153,295.83



⑈3008027⑈ ⑆071925787⑆ ⑆0600000052⑈

MP

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.

JDK SERVICES, as part of its bid for the snow/ice 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

JDK SERVICES, 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: JDK SERVICES

By: [Signature]
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

[Signature]
NOTARY PUBLIC



**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

JDK Services, 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**

JDK Services, 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: JDK SERVICES

By: [Signature]
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

[Signature]
NOTARY PUBLIC



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.

JDK SERVICES, as part of its bid for the snow/ice 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: JDK SERVICES

By: [Signature]
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

[Signature]
NOTARY PUBLIC



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

JDK SERVICES, 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: JDK SERVICES

By: [Signature]
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

[Signature]
NOTARY PUBLIC



CRIMINAL 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: *[Signature]*
Title: Vice President
Dated: July 28, 2021

SUBSCRIBED and SWORN TO before me
This 28th day of July, 2021.
[Signature]



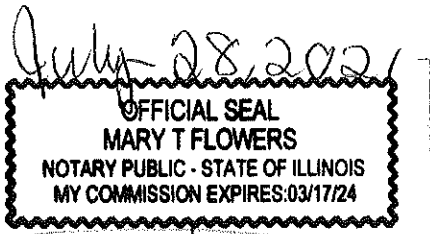
AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

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.

Aaron Meyer
(Printed or Typed Name of Applicant (Employee))

[Handwritten Signature]
Signature of Applicant or Employee

Dated: July 28, 2021



[Handwritten Signature]

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. JDK SERVICES Inc</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> C Corporation</p> <p><input checked="" type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>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.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any): _____</p> <p>Exemption from FATCA reporting code (if any): _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 4632 W Main St</p> <p>6 City, state, and ZIP code West Dundee IL 60118</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional) COMMUNITY UNIT SCHOOL DISTRICT 300 2550 HARNISH DRIVE ALGONQUIN, IL 60102</p>

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				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px; text-align: center;">20</td> <td style="width: 25%; border: 1px solid black; height: 20px; text-align: center;">-0367704</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>	20	-0367704		
20	-0367704			

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 ▶ **July 28, 2021**

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.



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

DATE: July 28, 2021

COMPANY JDK SERVICES, Inc	HOW LONG IN PRESENT BUSINESS? 18 years
-------------------------------------	--

ADDRESS 4632 W Main St - West Dundee	CITY West Dundee	STATE IL	ZIP 60118
--	----------------------------	--------------------	---------------------

CONTACT PERSON/REPRESENTATIVE Aaron Meyer	FAX NUMBER 847-551-9008	PHONE AND EXTENSION 847-551-9000
---	-----------------------------------	--

TYPE OF ORGANIZATION (Check Applicable) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE Illinois
--	--

YEARS ESTABLISHED: 18 yrs	DO YOU ACCEPT PURCHASE ORDERS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	DO YOU ACCEPT CREDIT CARDS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

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

<input type="checkbox"/> (A) MANUFACTURER OR PRODUCER	<input type="checkbox"/> (C) RETAILER	<input type="checkbox"/> (E) DISTRIBUTOR
<input type="checkbox"/> (B) WHOLESALE	<input type="checkbox"/> (D) MANUFACTURER'S AGENT	<input checked="" type="checkbox"/> (F) SERVICE ESTABLISHMENT

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

(A) PRESIDENT Gary Meyer	(B) VICE PRESIDENT Aaron Meyer
(C) SECRETARY	(D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS	

TAXPAYER'S I.D. NO. FEIN 20-0367704	INSURANCE INFORMATION (Check Applicable) attached
or S.S. No. _____	LIABILITY INSURANCE: \$2,000,000 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input type="checkbox"/>
	Workers' Compensation: State Minimum <input type="checkbox"/> Greater than Minimum <input type="checkbox"/>
	Required that CUSD be named as an Additional Insured <input checked="" type="checkbox"/> INSURANCE CO. Acuity

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

Perf. Bond _____ / _____ <input type="checkbox"/>	Payment Bond (Labor and Materials) _____ / _____ <input type="checkbox"/>	Builder's Risk _____ / _____ <input type="checkbox"/>
Mo. Year	Mo. Year	Mo. Year

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

NAME	OFFICIAL CAPACITY
Gary Meyer	President
Aaron Meyer	Vice President

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 <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> 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. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> 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.

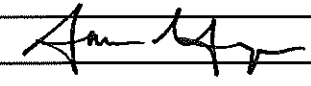
Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1. Jewel Oseo	150 W Pierce Rd	Brian Kropf	630. 948.6415
2.	Itasca IL 60143		
3. A+1	95 W Algonquin Rd	Mike Rodriguez	847.298.6912
4.	Arlington Heights IL 60005		

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
Algonquin	4049 W Algonquin Rd	Mike Carlson	847.669.7648
Bank of America	Algonquin IL 60102		

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
Aaron Meyer - Vice President
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	Page 24 of 68 COMM LIST
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VIP Risk Solutions, Inc. 444 S. Rand Road Suite 310 Lake Zurich IL 60047	CONTACT NAME: Brian Hollamon PHONE (A/C, No, Ext): (847) 796-7475 FAX (A/C, No): (847) 305-2555 E-MAIL ADDRESS: brian.hollamon@viprsi.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Acuity NAIC # 14184 INSURER B: Charter Oak Fire Insurance Co. 25615 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED JDK Services, Inc. 4632 W. Main St. West Dundee IL 60118	

COVERAGES **CERTIFICATE NUMBER:** CL2141400671 **REVISION NUMBER:**

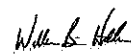
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pesticide/Herbicide incld <input checked="" type="checkbox"/> Contractual Liab. Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CB-ZC8132	4/29/2021	4/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA-ZC8132	4/29/2021	4/29/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ZC8132	4/29/2021	4/29/2022	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A			CWC-ZC8132	4/29/2021	4/29/2022	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Inland Marine			QT 660-1H430778	4/29/2021	4/29/2022	Scheduled & Leased/Rented \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Snow Removal and Salt Spreading. As required by written contract, the following are Additional Insured on the GL and Auto policies: 1) Community Unit School District #300; 2) the Board of Education of Community Unit School District #300 and its members individually; and, and the District's employees and agents. Umbrella is Follow-Form over WC-EL, GL and Auto.

CERTIFICATE HOLDER**CANCELLATION**

Community Unit School District #300 Attn: Purchasing Department 2605 Bunker Hill Drive Algonquin, IL 60102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Brian Hollamon/AD 

REFERENCES

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

1. ORGANIZATION: UFTT Property Management
ADDRESS: 95 W Algonquin Rd - Room 526B
CITY, STATE, and ZIP CODE: Arlington Heights IL 60005
TELEPHONE NUMBER: 847.248.6912
CONTACT PERSON: Mike Rodriguez
DATE OF SERVICES: 1999 - Current
DOLLAR AMOUNT OF THE JOB: Landscape / snow removal / ice Control / + \$1,500,000.00 / year

2. ORGANIZATION: SEWER / OSEO
ADDRESS: 150 E Pierce Rd # 200
CITY, STATE, and ZIP CODE: Utasca IL 60143
TELEPHONE NUMBER: 630.948.6415
CONTACT PERSON: Clayton Sobol - Brian Kropf
DATE OF SERVICES: 2017 - Current
DOLLAR AMOUNT OF THE JOB: Landscape / snow removal / ice Control / GC work / + \$2,000,000.00 / year

REFERENCES (CONT.)

3. ORGANIZATION: Quorum Property Management
ADDRESS: 8140 Walnut Hill Ln # 420
CITY, STATE, and ZIP CODE: Dallas TX 75231
TELEPHONE NUMBER: 855.232.6792
CONTACT PERSON: Ruben Perez
DATE OF SERVICES: 2017 - Present
DOLLAR AMOUNT OF THE JOB: \$120,000/year

4. ORGANIZATION: CVSD # 300
ADDRESS: 2605 Boulder Hill
CITY, STATE, and ZIP CODE: Algonquin IL 60102
TELEPHONE NUMBER: 847.551.8460
CONTACT PERSON: Diane White
DATE OF SERVICES: 2005 - 2008 + 2016 - Present
DOLLAR AMOUNT OF THE JOB: _____

OFFEROR'S NAME: Aaron Meyer
SIGNATURE: Aaron Meyer
DATE: July 28, 2021

JDK VEHICLE #	TRUCK LISTING	LEASE/R ENT	OWN	DEDIC ATED	NON- DEDIC	HOURLY RATE FOR MAN EQUIPMENT
	TRUCKS		X			5 TON - \$110 HR
2012TRK	VIN # 1GDM7H1C01J503488		X	X		1 TON - \$100 HR
	2001 GMC TRUCK/2012TRK		X			PICKUP - \$90 HR
2015TRK	VIN # 1GDJ7H1C9WJ519411		X	X		SIDEWALK - \$55 HR
	1998 GMC DUMP TRUCK/2015TRK		X			SKID STEER - \$100 HR
2027TRK	VIN # 1GDM7H1C42J512339		X		X	1 YARD LOADER - \$135 HR
	2002 GMC TRUCK/2027TRK		X			2 YARD LOADER - \$175 HR
2052TRK	VIN#1GCHK24U16E130869		X	X		3 YARD LOADER - \$225 HR
	2006 CHEVY SILVERADO		X			4 YARD LOADER - \$295 HR
2053TRK	VIN#1GCHK24U86E106309		X	X		
	2006 CHEVY SILVERADO		X			
2054TRK	VIN#1GCHK29D77E105937		X	X		
	2007 CHEVY SILVERADO 2500HD		X			
2056TRK	VIN# 1GCHG39U661248925		X		X	
	2006 CHEVY EXPRESS VAN		X			
2057TRK	VIN# 1FDXF47P97EA92094		X	X		
	2007 FORD DUMP TRUCK		X			
2061TRK	VIN# 1GBM7C1C76F428472		X	X		
	2006 CHEVY DUMP		X			
2064TRK	VIN#1GDK7C1367F400002		X	X		
	2007 GMC TOPKICK		X			
2065TRK	VIN#1GCHK34628E163499		X	X		
	2008 WHITE CHEVROLET		X			
2066TRK	VIN#1GCHK24648E145161		X	X		
	2008 BLUE CHEVROLET		X			
2067TRK	VIN# 1FTWF31R38EE22412		X		X	
	2008 FORD F-350 WHITE PICKUP		X			
2068TRK	VIN#J8BC4W16587000433		X		X	
	2008 CHEVY W4500		X			
2069TRK	VIN#1FDXF47R98EE13246		X		X	
	2008 FORD F450 WHITE PICKUP		X			
2070TRK	VIN#3GCEK33249G220071		X		X	

	2009 CHEVROLET PICKUP TRUCK		X		
2071TRK	VIN#1GBJK74699F143680		X		X
	2009 CHEVY TRUCK 3500		X		
2072TRK	VIN#1GC3KVBG0AF116151		X		X
	2010 CHEVROLET PK/K2500HD		X		
2073trk	VIN#1GBJK34U05E202364		X		X
	2005 CHEVY SILVERADO K3500		X		
2074trk	VIN#1FDXW4HR2AEA14134		X	X	
	2010 FORD DUMP EXT. CAB F450		X		
2075trk	VIN#1GCOKVCG6BF135046		X	X	
	2011 CHEVY PU C2500 RED (PETER DRIVES)		X		
2078TRK	VIN# 1FD9X4HTICEB31708		X	X	
	2012 FORD F450		X		
2079TRK	2012 CHEVY SILVERADO DUMP 4/2/2012		X		X
	VIN# 1GB3KLC0CF169913		X		
2082TRK	2011 CHEVROLET SILVERADO		X	X	
	Vin #1GC2KXCG0BZ116723		X		
2084TRK	VIN# 1GC1KYE87F142779		X	X	
	2014 SILVERADO (PURCHASED FROM GARY LANG 12/20/13)		X		
2087TRK	2014 FORD DUMP (ROD BAKER 3/11/14)		X	X	
	VIN#1FTEX1CM3EKD18048		X		
2088TRK	2014 CHEVY DUMP (PURCHASED FROM BIGGERS CHEVROLET		X		X
	VIN#1GB3KZC84EF140574		X		
2089TRK	2015 Chevrolet Silverado 35 (Purchased from Biggers Chev		X		X
	VIN #1GB4KYC89FF161372		X		
2090TRK	2015 Chevrolet Silverado 35 (Purchased from Biggers		X	X	
	VIN #1GB4KYC88FF168751		X		
2091TRK	2014 Chevrolet Silverado (Casey Cartwright)		X	X	
	VIN #1GCVKREC7EZ101224		X		
2092TRK	2015 Chevrolet Silverado (Red)		X		X
	VIN #1GC3KYE88FZ103367		X		
2093TRK	2015 FORD F-550 SD WHITE		X		X
	VIN# 1FDUF5HT4FEA48135		X		
2094TRK	2015 Chevy Silverado		X	X	

	VIN# 1GC4K1E88FF549581		X		
2095TRK	2006 FREIGHTLINER		X	X	
	VIN# 1FVACXCS56HV47507		X		
2096TRK	2015 FORD F-550		X		X
	VIN#1FD4F5HTXFEC09345		X		
2097TRK	2012 FORD F350		X		X
	VIN#1FT8W3BT4CEB37685		X		
2098TRK	2014 CHEVY EXPRESS VAN		X		X
	VIN#1680B2CAOE1203889		X		
2099TRK	2015 Chevy Silverado		X		X
	VIN # 1GB3KYC88FF612707		X		
2100TRK	2015 Chevy Silverado		X		X
	VIN# 1GB4KYC84FF611963		X		
2101TRK	2016 CHEVY SILVERADO 35		X		X
	VIN# 1GC4KOC82GF115946		X		
2102TRK	2016 CADILLAC ESCALADE		X		X
	1GYX4ZKJGR453893		X		
2103TRK	2016 FORD F-750 WHITE		X		X
	1FDXF7ZX5HDB00723		X		
2104TRK	2016 CHEVY SILVERADO 2500 WHITE		X		X
	1GCOKUEG1GZ317296		X		
2105TRK	2016 CHEVY SILVERADO 3500 WHITE W/ BOSS PLOW		X		X
	1G3kycg6GZ398464		X		
2106TRK	2017 CHEVY SILVERADO 3500 WHITE		X		X
	1GC2KYEG5HZ393105		X		
2107TRK	2018 CHEVY SILVERADO 3500 WHITE HIGH COUNTRY		X	X	
	1GC4K1EY7JF186473		X		
2108TRK	2017 FORD F-350		X		X
			X		
2109TRK	2017 FORD F-550		X	X	
	1FDUF5HT6HEE43064		X		
2110TRK	2018 CHEVY 3500 DUMP WITH STAINLESS STEEL BODY		X		X
	1GB3KYCY3JF214183		X		
2111TRK	2018 FORD F-450 DUMP WITH STAINLESS STEEL BODY		X		X

	1FDTF4HT2JEB99103		X			
2112TRK	2018 FORD F-350 PICKUP		X	X		
	1FTRF3B6XJEC05676		X			
2113TRK	2018 CHEVY 3500 DUMP WITH STIANLESS STEEL BODY WHITE		X		X	
	1GC4KVCG2KF147497		X			
2114TRK	2018 CHEVY 3500 QUAD CAB LONG BED PICKUP WHITE		X		X	
	1GB3KYCY7JF245811		X			
2115TRK	2019 INTERNATIONAL C7500		X	X		
	1HTEUMMN4KH536268		X			
2116	2019 CHEVY 2500 PICKUP		X	X		
	1GC1KREG5KF263724		X			
2118	2020 Freightliner Tandem		X	X		
	1FVHCYFC9HLG8466		X			
2119	2020 GMC 3500 PICKUP		X		X	
	1GT49SE71LF143016		X			
2120	2020 CHEVROLET 3500 PICKUP		X	X		
			X			
2121	2020 CHEVROLET 3500 PICKUP HIGH COUNTRY		X	X		
	1GC4YPEY1LF112292		X			
2122	2020 CHEVROLET 3500 PICKUP		X		X	
	1GC4YREY8LF265523		X			
2123	Ford F350 LARIAT		X		X	
			X			
2124	2020 FORD F450 GAS - STAINLESS STEEL		X		X	
	1FDUF4HN9LDA01549		X			
2125	CHEVROLET 2500 GAS PICKUP		X		X	
			X			
2126	FORD F450 DUMP STAINLESS STEEL		X		X	
			X			
2127	CHEVROLET 4500 DUMP STAINLESS STEEL		X	X		
			X			
JDK VEHICLE #	TRUCK LISTING	<u>LEASE/R</u>	<u>OWN</u>	<u>DEDIC</u>	<u>NON-</u>	<u>HOURLY RATE FOR MAN</u>
	EQUIPMENT	<u>ENT</u>		<u>ATED</u>	<u>DEDIC</u>	<u>EQUIPMENT</u>
			X			

#1 SKID	JOHN DEERE 325 SKID STEER (1)		X		X	
	VIN# T00325B102628		X			
#2 SKID	JOHN DEERE 328 SKID STEER (2)		X		X	
	VIN # T00328B103879		X			
#3 LOADER	JOHN DEERE 244 J LOADER (1)		X	X		
	L4244JX720845		X			
# 4 LOADER	JOHN DEERE 244 J LOADER (2)		X		X	
	L4244JX623580		X			
# 5 LOADER	JOHN DEERE 244 J LOADER (3)		X		X	
	L4244JX623676		X			
# 6 LOADER	JOHN DEERE 244 J LOADER (4)		X	X		
	IL4244JXHZB025990		X			
# 7 LOADER	CASE 621 C LOADER(LARGE 1)		X	X		
	JEE0122851		X			
# 8 LOADER	CASE 580 SUPER M EXTENDED BACK HOE (1)		X	X		
			X			
# 9 SKID	JOHN DEERE 332 SKID STEER (3)		X		X	
	T00332B178490		X			
# 10 SKID	JOHN DEERE 332 SKID STEER (4)		X		X	
	T00332B171287		X			
# 11 SKID	JOHN DEERE 332 SKID STEER (5)		X		X	
	T00332B134075		X			
#12 SKID	JOHN DEERE 332 SKID STEER (6)		X		X	
	T00332B175740		X			
#13 SKID	JOHN DEERE 322 STEER SKID STEER (7)		X		X	
	T0322TA139509		X			
# 14 SKID	JOHN DEERE 332 D SKID STEER (8)		X		X	
	TO332DB186508		X			
# 15 SKID	JOHN DEERE 332 SKID STEER (9)		X		X	
	T00332B171252		X			
# 16 SKID	JOHN DEERE 326 D SKID STEER (10)		X		X	
	IT0326DBCA0192996		X			
# 17 SKID	JOHN DEERE 326 D SKID STEER (11)		X		X	
	IT0326DBTA0192927		X			

# 18 SKID	JOHN DEERE 326 D SKID STEER (12)		X		X	
	IT0326DBKA0192882		X			
# 19 SKID	JOHN DEERE 326 D SKID STEER (13)		X		X	
	IT0326DBCA0192879		X			
#20 SKID	JOHN DEERE 326 D SKID STEER (14)		X		X	
	IT0326DBKA0193014		X			
# 21 SKID	JOHN DEERE 326 D SKID STEER (15)		X		X	
	T0326DBEA0193086		X			
#22 LOADER	DAEWOO LOADER(LARGE 2)		X	X		
	1009		X			
# 23 LOADER	CASE 621 CXT LOADER(LARGE 3)		X	X		
	JEE0093832		X			
# 24 LOADER	KOMATSU 180 TOOL CARRIER LOADER(LARGE 4)		X		X	
	A88143D		X			
# 25 SKID	JOHN DEERE 333 E WIDE TRACK SKID STEER (16)		X		X	
	IT0333EKKDE241810		X			
# 26 SKID	JOHN DEERE 332 E SKID STEER (17)		X		X	
	IT0332EKHEE273029		X			
# 27 SKID	JOHN DEERE 332 E SKID STEER (18)		X		X	
	IT0332EKAAE273660		X			
# 28 LOADER	JOHN DEERE 304 K LOADER (5)		X		X	
	IL4304KXJZB033644		X			
# 29 SKID	JOHN DEERE 325 SKID STEER (19)		X		X	
	T00325B100420		X			
# 30 LOADER	CASE 821 B LOADER(LARGE 5)		X		X	
	JEE0039705		X			
# 31 LOADER	CASE 621 D LOADER(LARGE 6)		X	X		
	JEE0138213		X			
# 32 LOADER	HYUNDAI HL 770XTD-7(LARGE 7)		X	X		
	LB0110356		X			
# 33 TRACTOR	JOHN DEERE 1026R TRACTOR		X		X	
	ILV1026RACH213119		X			
# 34 TRACTOR	JOHN DEERE 2530 TRACTOR		X		X	
	LV2520H407553		X			

# 35 EXCAV	CATERPILLAR MINI EXCAVATOR 302.5		X		X
	CAT03025E4AZ06613		X		
# 36 ATV	POLARIS SPORTSMAN 570 ATV		X		X
	4XAMH57A5EA108435		X		
# 37 LOADER	MICHIGANLARGE (8)		X		X
			X		
# 38 SKID	2018 CASE SV280 SKID STEER (20)		X	X	
	NHM436291		X		
# 39 SKID	2017 CASE SV280 SKID STEER (21)		X	X	
	NHM435463		X		
# 40 SKID	2017 CASE SV280 SKID STEER (22)		X	X	
	NHM434335		X		
# 41 SKID	2017 CASE SV280 SKID STEER (23)		X	X	
	NHM434982		X		
# 42 SKID	2017 CASE SV280 SKID STEER (24)		X	X	
			X		
# 43 SKID	2017 CASE SV280 SKID STEER (25)		X	X	
	NHM432294		X		
# 44 LOADER	CASE 621 XRLARGE (9)		X		X
	JEE0125095		X		
# 45 TRACTOR	2002 FORD TRACTOR SMALL		X		X
			X		
# 46 TRACTOR	2014 JOHN DEERE 5065E TRACTORTRACTOR 1		X		X
			X		
# 47 SKID	2017 CASE TRACK TR-270 SKID STEER (26)		X		X
	NHM429965		X		
# 48 SKID	2018 CASE SV280 SKID STEER (27)		X		X
	NJM443846		X		
# 49 SKID	2018 CASE SV280 SKID STEER (28)		X		X
	NHM439128		X		
# 50 SKID	2018 CASE SV280 SKID STEER (29)		X		X
	NJM441686		X		
# 51 SKID	2018 CASE SV280 SKID STEER (30)		X		X
	NJM443843		X		

# 52 SKID	2018 CASE SV280 SKID STEER (31)		X		X	
	NJM443844		X			
# 53 SKID	2018 CASE SV280 SKID STEER (32)		X		X	
	NJM448828		X			
# 54 SKID	2017 JOHN DEERE 324E SKID STEER (33)		X		X	
	1T0324EBKHJ320352		X			
# 55 LOADER	CASE 521 FLARGE (10)		X		X	
	NGF236214		X			
# 56 LOADER	TAKEUCHI TW80 LOADER (6)		X	X		
			X			
#57 LOADER	2016 821FLARGE (11)		X		X	
			X			
#58 LOADER	2020 CASE 521F(12)		X		X	
			X			
#59 LOADER	2019 CASE 521 GLARGE (13)		X		X	
			X			
#60 LOADER	2011 CASE 521 EXT LARGE (14)		X		X	
			X			
#61 SKID	2021 CASE SV280 SKID STEER (34)		X		X	
			X			
	PUSH BOXES		X			
NUMBER	BOX TYPE AND SIZE		X			
	<i>ARCTIC SECTIONAL SKID STEER PUSH BOXES</i>		X			
# 2	10 LD ARCTIC SECTIONAL		X			
# 3	10 LD ARCTIC SECTIONAL		X			
# 4	10 LD ARCTIC SECTIONAL		X			
# 5	10 LD ARCTIC SECTIONAL		X			
#6	10 LD ARCTIC SECTIONAL		X			
# 29	10 LD ARCTIC SECTIONAL		X			
# 30	10 LD ARCTIC SECTIONAL		X			
#31	10 LD ARCTIC SECTIONAL		X			
# 32	10 LD ARCTIC SECTIONAL		X			
# 33	10.5 LD ARCTIC SECTIONAL		X			
# 34	10.5 LD ARCTIC SECTIONAL		X			

#39	10.5 LD ARCTIC SECTIONAL		X			
#40	10.5 LD ARCTIC SECTIONAL		X			
#41	10.5 LD ARCTIC SECTIONAL		X			
#46	13 LD ARCTIC SECTIONAL		X			
#47	10.5 LD ARCTIC SECTIONAL		X			
#48	10.5 LD ARCTIC SECTIONAL		X			
#49	10.5 LD ARCTIC SECTIONAL (\$5671.00)		X			
#50	10.5 LD ARCTIC SECTIONAL (\$6607.00 w tax)		X			
#51	10.5 LD ARCTIC SECTIONAL (\$6607.00 w tax)		X			
#52	10.5 LD Case ARCTIC SECTIONAL		X			
#53	10.5 LD Case ARCTIC SECTIONAL		X			
#54	10.5 LD Case ARCTIC SECTIONAL		X			
#55	10.5 LD Case ARCTIC SECTIONAL		X			
#58	10.5 LD ARCTIC SECTIONAL		X			
#59	10.5 LD ARCTIC SECTIONAL		X			
#60	10.5 LD Case ARCTIC SECTIONAL		X			
#61	10.5 LD Case ARCTIC SECTIONAL		X			
#62	10.5 LD Case ARCTIC SECTIONAL		X			
#63	10.5 LD Case ARCTIC SECTIONAL		X			
#64	10.5 LD CASE ARCTIC SECTIONAL		X			
#65	10.5 LD Case ARCTIC SECTIONAL		X			
	<i>ARCTIC SECTIONAL LOADER PUSH BOXES</i>		X			
# 35	12 HD ARCTIC SECTIONAL		X			
# ????????	16 HD ARCTIC SECTIONAL		X			
	<i>SKID STEER RUBBER EDGE PUSH BOXES</i>		X			
# 7	SP10S PROTECH		X			
# 8	SP10S PROTECH		X			
# 9	SP12S PROTECH		X			
#11	SP10S PROTECH		X			
#12	SP10S PROTECH		X			
#13	SP10S PROTECH		X			
#14	AVALANCHE 10' PUSH BOX		X			
# 15	SP10S PROTECH		X			
#16	SP10S PROTECH		X			

#26	AVALANCHE 10' PUSH BOX		X			
#36	SP08S PROTECH		X			
# 27	IS10S PROTECH		X			
#17	IS10S PROTECH		X			
	<i>LOADER RUBBER EDGE PUSH BOXES</i>		X			
# 18	12' OFF BRAND - LAF3682-0057		X			
#19	SP12B PROTECH		X			
#20	SP12B PROTECH		X			
#21	SP12B PROTECH		X			
# 22	14' box purchased from Tom Manning 08'		X			
#37	SP14L PROTECH		X			
#38	SP14L PROTECH		X			
# 23	SP14L PROTECH		X			
# 10	SP12B PROTECH		X			
# 42	WL 16' LOW PROFILE BOX		X			
# 43	IS16L PROTECH (STEEL CUTTING EDGE)		X			
# 44	DANIELS 20' BLUE BOX		X			
#56	20' PROTECH PUSHBOX		X			
#57	16' PROTECH PUSHBOX RUBBER EDGE		X			

BID RESPONSE FORM (PART 2)

Hard copy of Bid Response Form Part 1 must be attached

The following bid is hereby presented to the Board of Education of Community Unit School District 300. The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and all the bid documents, hereby propose to perform everything required and to provide all delivery, labor, materials, tools, insurance, expendable equipment, and transportation, all as necessary to perform Snow Removal and/or Salt Spreading, as specified. **Bidders must bid on all zones.**

HOURLY RATE FOR EQUIPMENT AND DRIVER	EQUIPMENT DESCRIPTION
\$ 110.00 Hour	5 Ton
\$ 100.00 Hour	1 Ton
\$ 80.00 Hour	Pick Up
\$ 100.00 Hour	SKID STEER
\$ 135.00 Hour	1 yard Loader
\$ 175.00 Hour	2 yard Loader
\$ 225.00 Hour	3 yard Loader

ADDITIONAL COMMENTS -

\$ 295.00 Hour 4 yard Loader

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

The undersigned hereby certifies that he/she 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 document(s) will create a binding contract. Further, he/she agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement or 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 in an Attachment of this bid package.

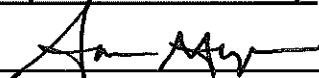
JDK SERVICES Inc
 Name of Company/Corporation

60 days
 Length of time bid is firm prior to award

4632 W Main St
 Street Address

Proposal submitted by:

W Dundee IL 60118
 City, State, Zip Code


 Signature of Authorized Agent

847.551.9000
 Telephone Number

Aaron Meyer
 Please Type or Print Name
AMEYER@jdkservices.com
 E-mail Address

847.551.9018
 Fax Number

20-0367704
 FEIN NUMBER

4376750
 Illinois License Number

*** BIDS ARE DUE BY 11:00AM CT, THURSDAY, JULY 29, 2021 ***

Bid Response Form Part 1 - must be attached to Bid Response Form Part 2

****Please provide an electronic copy on a flash drive of part 1 in your bid response - ****

Northeast Quadrant

<u>LOCATION</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT</u>	<u>FLAT RATE SALT - FURNISHED AND APPLIED</u>	<u>FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT</u>	<u>FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY</u>	<u>HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT</u>
Algonquin Lakes Elementary School	\$705.00	\$705.00	\$705.00	\$1.00	\$230.00	\$287.50	\$287.50	\$90.00
Algonquin Middle School	\$545.00	\$545.00	\$475.00	\$1.00	\$165.00	\$206.25	\$206.25	\$90.00
Eastview Elementary School	\$385.00	\$385.00	\$385.00	\$1.00	\$125.00	\$156.25	\$156.25	\$90.00
Meadowdale Elementary School	\$275.00	\$275.00	\$275.00	\$1.00	\$110.00	\$137.50	\$137.50	\$90.00
Dundee Crown High School Campus	\$1,305.00	\$1,305.00	\$1,265.00	\$1.00	\$740.00	\$925.00	\$925.00	\$90.00
Perry Elementary School	\$600.00	\$600.00	\$570.00	\$1.00	\$205.00	\$256.25	\$256.25	\$90.00
Northeast Quadrant Total	3,815.00	3,815.00	3,675.00	6.00	1,575.00	1,968.75	1,968.75	

Southeast Quadrant

<u>LOCATION</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT</u>	<u>FLAT RATE SALT - FURNISHED AND APPLIED</u>	<u>FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT</u>	<u>FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY</u>	<u>HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT</u>
Carpentersville Middle School (with Oakridge School)	\$1,085.00	\$1,085.00	\$970.00	\$1.00	\$460.00	\$595.25	\$595.25	\$90.00
Transportation at CMS	\$975.00	\$975.00	\$860.00	\$1.00	\$205.00	\$266.50	\$266.50	\$90.00
Lakewood School	\$655.00	\$655.00	\$655.00	\$1.00	\$140.00	\$182.00	\$182.00	\$90.00
Parkview Elementary School	\$600.00	\$600.00	\$600.00	\$1.00	\$140.00	\$182.00	\$182.00	\$90.00
deLacey Family Center	\$600.00	\$600.00	\$600.00	\$1.00	\$140.00	\$182.00	\$182.00	\$90.00
Golfview Elementary School	\$435.00	\$435.00	\$435.00	\$1.00	\$105.00	\$136.50	\$136.50	\$90.00
Southeast Quadrant Total	\$4,350.00	\$4,350.00	\$4,120.00	\$6.00	\$1,190.00	\$1,544.25	\$1,544.25	

Northwest Quadrant

<u>LOCATION</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT</u>	<u>FLAT RATE SALT - FURNISHED AND APPLIED</u>	<u>FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT</u>	<u>FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY</u>	<u>HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT</u>
Jacobs High School	\$1,205.00	\$1,205.00	\$1,205.00	\$1.00	\$675.00	\$843.75	\$843.75	\$90.00
Buildings and Grounds	\$330.00	\$330.00	\$330.00	\$1.00	\$105.00	\$131.25	\$131.25	\$90.00
Transportation at Bunker Hill	\$980.00	\$980.00	\$980.00	\$1.00	\$275.00	\$343.75	\$343.75	\$90.00
Lake in the Hills Elementary School	\$330.00	\$330.00	\$330.00	\$1.00	\$135.00	\$168.75	\$168.75	\$90.00
Lincoln Prairie Elementary School	\$546.00	\$546.00	\$546.00	\$1.00	\$165.00	\$206.25	\$206.25	\$90.00
Neubert Elementary School	\$275.00	\$275.00	\$275.00	\$1.00	\$105.00	\$131.25	\$131.25	\$90.00
Northwest Quadrant Total	\$3,666.00	\$3,666.00	\$3,666.00	\$6.00	\$1,460.00	\$1,825.00	\$1,825.00	

Southwest Quadrant

<u>LOCATION</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT</u>	<u>FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT</u>	<u>FLAT RATE SALT - FURNISHED AND APPLIED</u>	<u>FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT</u>	<u>FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY</u>	<u>HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT</u>
Dundee Highlands Elementary School	\$275.00	\$275.00	\$275.00	\$1.00	\$104.00	\$130.00	\$130.00	\$90.00
Dundee Middle School	\$872.00	\$872.00	\$872.00	\$1.00	\$275.00	\$343.75	\$343.75	\$90.00
Liberty Elementary School	\$546.00	\$546.00	\$546.00	\$1.00	\$208.00	\$260.00	\$260.00	\$90.00
Sleepy Hollow Elementary School	\$325.00	\$325.00	\$325.00	\$1.00	\$105.00	\$131.25	\$131.25	\$90.00
Gilberts Elementary School	\$762.00	\$762.00	\$762.00	\$1.00	\$235.00	\$293.75	\$293.75	\$90.00
Westfield School Compound	\$1,092.00	\$1,092.00	\$1,092.00	\$1.00	\$370.00	\$462.50	\$462.50	\$90.00
Southwest Quadrant Total	\$3,872.00	\$3,872.00	\$3,872.00	\$6.00	\$1,297.00	\$1,621.25	\$1,621.25	

Far West Quadrant

Location	FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT	FLAT RATE SALT - FURNISHED AND APPLIED	FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY	HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT
Hampshire Middle School	\$598.00	\$598.00	\$598.00	\$1.00	\$205.00	\$256.25	\$256.25	\$90.00
Hampshire Elementary School	\$252.00	\$252.00	\$252.00	\$1.00	\$105.00	\$131.25	\$131.25	\$90.00
Hampshire High School High School Campus - Includes the High School, Wright Elem. and service road between schools.	\$2,180.00	\$2,180.00	\$2,180.00	\$1.00	\$945.00	\$1,181.25	\$1,181.25	\$90.00
New Elementary School	\$546.00	\$546.00	\$546.00	\$1.00	\$208.00	\$260.00	\$260.00	\$90.00
Far West Quadrant Total	3,576.00	3,576.00	3,576.00	4.00	1,463.00	1,828.75	1,828.75	

Salt Per ton \$162.00
 Liquid per Gallon \$5.00

What is the anticipated tons of salt that would be used per a district-wide salt application for all sites?

	65
	2300

What is the anticipated annual tonnage of salt for all District 300 sites?

Aaron Meyer
 JDK Services, Inc.

Authorized Signature

Aaron Meyer

Date
 7/27/2021



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

SUBJECT: Roofing Consultant Services

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

Background

As part of District 300's Master Facility Planning process, Interstate Roof Systems Consultants (IRSC) evaluates the condition of our roofs on a rolling five-year schedule. This proactive assessment helps protect and preserve our building roofing systems and ensures that previous work remains intact. It also allows for timely repairs while roofs are still under warranty. The following roof replacements are being recommended for the summer of 2026.

Dundee Middle & Liberty - Bid Package 1

Algonquin Lakes & Lincoln Prairie - Bid Package 2

Lamp, Inc. will be the Project Manager for the roof work. Responsibilities for this project are shared by IRSC and Lamp, as indicated in this proposal.

Administrative Recommendation

The administration recommends awarding Interstate Roof Systems Consultants (IRSC) and their team the contract to perform roofing surveys, evaluations, and moisture scans, provide documentation, and update the 5-year roofing plan. The costs are as follows;

Bid Package 1

Construction Document Phase:

Dundee MS and Liberty ES - \$15,000

Bidding Phase:

Dundee MS and Liberty ES - \$2,000

Construction Administration Phase (Project Management and QCO):

Dundee MS and Liberty ES - \$17,500

Bid Package 1 Total: \$34,500

Bid Package 2

Construction Document Phase:

Algonquin Lakes ES and Lincoln Prairie ES - \$20,000

Bidding Phase:

Algonquin Lakes ES and Lincoln Prairie ES - \$2,000

Construction Administration Phase (Project Management and QCO):

Algonquin Lakes ES and Lincoln Prairie ES - \$17,500

Bid Package 1 Total: \$39,500

Fiscal Impact

The total cost for all the projects is \$74,000, which will be paid for out of the Capital Improvement Fund (60).



July 22, 2025

Mr. Jonathan Mickle
Director of Facilities
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

Re: Roof Consulting Services

2026 Roofing Work – Bid Package 1
Dundee Middle School and Liberty Elementary School

Dear Jon,

Thank you for contacting Interstate Roof Systems Consultants, Inc. (IRSC) regarding your roof consulting needs. Please accept this letter as our proposal to provide roof consulting services for the 2026 Roofing Work at Dundee MS and Liberty ES. **IRSC proposes the following services in conjunction with Project Management by Lamp, Inc.:**

I. CONSTRUCTION DOCUMENT PHASE - IRSC

- A. Review and verification of existing field conditions
- B. Review roof system design options with Owner
- C. Design of new roofing system
- D. Preparation of a project manual with technical specifications
- E. Preparation of construction drawings

II. BIDDING PHASE - Service provided by Lamp, Inc.

- A. Assist Owner in the solicitation of bids and create a "Bidders List" - **Lamp**
- B. Conduct a pre-bid meeting and walk-through; prepare and distribute meeting minutes - **Lamp and IRSC**
- C. Assist with the review of bids - **Lamp and IRSC**
- D. Provide recommendation to Owner for award of contract - **Lamp**

Experience to keep you covered...nationwide.



III. CONSTRUCTION ADMINISTRATION PHASE (Project Management and QCO)

- A. Assist, as needed, in the preparation of the Owner/Contractor Agreement - **Lamp**
- B. Assist, as needed, in attaining the required Building Permit from the Regional Office of Education (ROE). **IRSC and D300**
- C. Conduct a pre-construction meeting; prepare and distribute meeting minutes - **Lamp with IRSC in attendance**
- D. Review of contractor submittals - **Lamp and IRSC**
- E. Review of contractor pay requests - **Lamp and IRSC**
- F. Provide periodic construction quality compliance observation (QCO) and field reports, documenting the work performed. Two (2) site visits per week, for a total of twenty (20) site visits, will be performed. **IRSC will provide to Lamp**
- G. Provide a Substantial Completion inspection and creation of a "Punch List" **IRSC**
- H. Provide a final inspection and assist in project close-out - **Lamp and IRSC**

We propose to provide the above roof consulting services for the following lump sum fees:

Construction Document Phase:

Dundee MS and Liberty ES - \$15,000

Bidding Phase:

Dundee MS and Liberty ES - \$2,000

Construction Administration Phase (Project Management and QCO):

Dundee MS and Liberty ES - \$17,500 (estimated budget, see below)

The Construction Administration fees are based on an estimated 10-week construction window for the Bid Package 1 roofing project. Our fees may be adjusted by \$1,500 / week, based on the actual construction window. Based on the most current Roofing Capital Improvement Plan, the budgetary construction estimate for the roofing work at Dundee MS and Liberty ES is \$1,300,000. The Design and Bidding Phases of the project will be completed in the Fall / Winter of 2025. The Construction Administration Phase will take place in the summer of 2026.



Jon, we look forward to the opportunity of working with you again on these projects. Interstate Roof Systems Consultants, Inc. is ready to be of service. Please feel free to give me a call should you have any questions about our proposed roof consulting services and related fees.

Sincerely,

INTERSTATE ROOF SYSTEMS CONSULTANTS, INC.

A digital signature in cursive script that reads "Thomas J. Varga". Below the signature, the words "Digital Signature" are printed in a small, italicized font.

Thomas J. Varga, RRC
General Manager / Sr. Project Manager

Accepted By: _____
Date: _____
By: _____
Title: _____



July 22, 2025

Mr. Jonathan Mickle
Director of Facilities
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

Re: Roof Consulting Services

2026 Roofing Work – Bid Package 2
Algonquin Lakes Elementary School and Lincoln Prairie Elementary School

Dear Jon,

Thank you for contacting Interstate Roof Systems Consultants, Inc. (IRSC) regarding your roof consulting needs. Please accept this letter as our proposal to provide roof consulting services for the 2026 Roofing Work at Algonquin Lakes ES and Lincoln Prairie ES. **IRSC proposes the following services in conjunction with Project Management by Lamp, Inc.:**

I. CONSTRUCTION DOCUMENT PHASE - IRSC

- A. Review and verification of existing field conditions
- B. Review roof system design options with Owner
- C. Design of new roofing system
- D. Preparation of a project manual with technical specifications
- E. Preparation of construction drawings

II. BIDDING PHASE - Service provided by Lamp, Inc.

- A. Assist Owner in the solicitation of bids and create a "Bidders List" - **Lamp**
- B. Conduct a pre-bid meeting and walk-through; prepare and distribute meeting minutes - **Lamp and IRSC**
- C. Assist with the review of bids - **Lamp and IRSC**
- D. Provide recommendation to Owner for award of contract - **Lamp**

Experience to keep you covered...nationwide.



III. CONSTRUCTION ADMINISTRATION PHASE (Project Management and QCO)

- A. Assist, as needed, in the preparation of the Owner/Contractor Agreement - **Lamp**
- B. Assist, as needed, in attaining the required Building Permit from the Regional Office of Education (ROE). **IRSC and D300**
- C. Conduct a pre-construction meeting; prepare and distribute meeting minutes - **Lamp with IRSC in attendance**
- D. Review of contractor submittals - **Lamp and IRSC**
- E. Review of contractor pay requests - **Lamp and IRSC**
- F. Provide periodic construction quality compliance observation (QCO) and field reports, documenting the work performed. Two (2) site visits per week, for a total of twenty (20) site visits, will be performed. **IRSC will provide to Lamp**
- G. Provide a Substantial Completion inspection and creation of a "Punch List" **IRSC**
- H. Provide a final inspection and assist in project close-out - **Lamp and IRSC**

We propose to provide the above roof consulting services for the following lump sum fees:

Construction Document Phase:

Algonquin Lakes ES and Lincoln Prairie ES - \$20,000

Bidding Phase:

Algonquin Lakes ES and Lincoln Prairie ES - \$2,000

Construction Administration Phase (Project Management and QCO):

Algonquin Lakes ES and Lincoln Prairie ES - \$17,500 (estimated budget, see below)

The Construction Administration fees are based on an estimated 10-week construction window for the Bid Package 2 roofing project. Our fees may be adjusted by \$1,500 / week, based on the actual construction window. Based on the most current Roofing Capital Improvement Plan, the budgetary construction estimate for the roofing work at Algonquin Lakes ES and Lincoln Prairie ES is \$1,060,000. The Design and Bidding Phases of the project will be completed in the Fall / Winter of 2025. The Construction Administration Phase will take place in the summer of 2026.



Jon, we look forward to the opportunity of working with you again on these projects. Interstate Roof Systems Consultants, Inc. is ready to be of service. Please feel free to give me a call should you have any questions about our proposed roof consulting services and related fees.

Sincerely,

INTERSTATE ROOF SYSTEMS CONSULTANTS, INC.

A digital signature in black ink that reads "Thomas J. Varga". Below the signature, the words "Digital Signature" are printed in a small, light grey font.

Thomas J. Varga, RRC
General Manager / Sr. Project Manager

Accepted By: _____
Date: _____
By: _____
Title: _____



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: John Hummel, Chief Technology
Officer

SUBJECT: Technology Renewals

Presented at the following Board Meetings	
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

Background

Follett Software- Destiny

This software manages our Library with access to print and digital resources, including books, eBooks, Audiobooks, and interactive books. This software also keeps track of all of our technology assets. A one-year renewal of this software is \$64,754.24.

MHC

This software is a document management and workflow solution designed to streamline the handling and processing of documents within D300. It enables efficient organization, storage, and retrieval of various documents, including student records and administrative paperwork, while automating workflows to reduce manual tasks. The system ensures access to sensitive information and integrates seamlessly with existing school management systems, offering a user-friendly interface for staff. A one-year renewal of this software is \$48,398.40.

Administrative Recommendation

The Administration recommends the approval of the instructional software electronic subscriptions contract as presented.

Fiscal Impact

Total renewal costs for Follett and MHC are \$113,152.64, which the Technology budget will cover.

RENEWAL QUOTE



Page	1
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

CMTY UNIT SCH DIST 300
2550 HARNISH DR
ALGONQUIN IL 60102

Quote Summary		Payable in USD
Quote Total		\$64,754.24
Applicable taxes are NOT included		
Service Expiration Dates are displayed at each line item below		

Order Instructions:

Please email Purchase order, referencing Quote number, to FSSOrders@follettsoftware.com, fax to 800.365.5399 or mail Purchase Order to:

Follett Software, LLC.
1340 Ridgeview Drive
McHenry, IL 60050 USA

An invoice will be generated upon receipt of the Purchase Order. If you have any questions, contact Customer Service – 800.323.3397, Option 1 or email softwarecs@follettsoftware.com.

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
ALGONQUIN LKS ELEM SCH - 1206708				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
ALGONQUIN MDL SCH - 1200430				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
BIG TIMBER ELEM SCH - 1212472				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$999.00
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$1,079.04
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$419.42
Site Total				\$2,680.34
CARPENTERSVILLE MDL SCH - 1209622				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60

If you have questions, please contact our Customer Service Team at 800.323.3397, Options 1 or email softwarecs@follettsoftware.com.

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Purchase Follett technology products 24/7 on www.destinyexpress.com.

RENEWAL QUOTE



Page	2
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
DE LACEY FAM EDUC CTR - 1254871				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
DIST ADMIN BLDG - 1211796				
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
Site Total				\$828.60
DIST TECHNOLOGY WHSE - 1211794				
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
Site Total				\$828.60
DIST WAREHOUSE - 1207466				
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
Site Total				\$828.60
DUNDEE HIGHLNDS ELEM SCH - 1246380				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
DUNDEE MDL SCH - 1246385				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
DUNDEE-CROWN HIGH SCH - 1209665				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60

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RENEWAL QUOTE



Page	3
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
EASTVIEW ELEM SCH - 1200477				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
GARY D WRIGHT ELEM - 1207464				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
GILBERTS ELEM - 1207462				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
GOLFVIEW ELEM SCH - 1209670				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
HAMPSHIRE ELEM SCH - 1255675				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50

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RENEWAL QUOTE



Page	4
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
				Site Total \$2,209.58
HAMPSHIRE HIGH SCH - 1207968				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
				Site Total \$2,209.58
HAMPSHIRE MDL SCH - 1202244				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
				Site Total \$2,209.58
HARRY D JACOBS HIGH SCH - 1203976				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
				Site Total \$2,209.58
JOSEPHINE PERRY ELEM SCH - 1209715				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
				Site Total \$2,209.58
KENNETH E NEUBERT ELEM SCH - 1200481				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
				Site Total \$2,209.58
LAKE IN THE HILLS SCH - 1200480				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60

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RENEWAL QUOTE



Page	5
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
LAKEWOOD CMTY SCH - 1209680				Site Total \$2,209.58
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
LIBERTY ELEM SCH - 1206648				Site Total \$2,209.58
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
LINCOLN PRAIRIE ELEM SCH - 1206709				Site Total \$2,209.58
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
MEADOWDALE ELEM SCH - 1209699				Site Total \$2,209.58
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
OAK RIDGE SCH - 1206378				Site Total \$2,209.58
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$944.04
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
PARKVIEW ELEM SCH - 1209710				Site Total \$2,205.02

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RENEWAL QUOTE



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Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
SLEEPY HOLLOW ELEM SCH - 1246420				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58
WESTFIELD ELEM SCH - 1212421				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$944.04
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$767.16
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,143.58
WESTFIELD MDL SCH - 1206062				
73145P DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	\$948.60
73164P DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	\$828.60
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	\$182.88
67055P WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	\$249.50
Site Total				\$2,209.58

End of Quote

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RENEWAL QUOTE

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Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

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MHC Software
 12000 Portland Ave S, Suite 230
 Burnsville MN 55337
 Tel: (800) 588-3676
 Tax ID: 84-2954086

Invoice #: INVMH8771
 Invoice Date: 7/11/2025

Bill To
 CUS610 Community Unit School
 District #300
 300 Cleveland Avenue |
 Carpentersville IL 60110
 United States
 Email:

Ship To
 300 Cleveland Avenue |
 Carpentersville IL 60110
 United States
 Ship Date: 7/11/2025
 Ship Method :

TOTAL in US Dollars
\$48,398.40

Terms	Due Date	PO #	Sales Rep	MHC Order #
Net 60	9/9/2025			00012694

Item	Term Start/End Date	Taxable	Amount
RNL-MHC-IXRQCINTEG RQC Integration - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXEFORMC eForms Express Custom - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAUTOFAX Auto Fax - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAPACH AP ACH Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DETXINTFCE Tax Interface (Import Routine) - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DETXINTFCE Tax Interface (Import Routine) - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXIMAGEEXP MHC Image Express - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEPR DE Payroll Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEFORMS DE Forms Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEW2MODULE DE W-2 Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEEREMIT e-Remit Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included

Check Payments:
 MHC Software Holdings &
 Subsidiaries
 P.O. Box 772854
 Detroit, MI 48277-2854

Credit Card Payments:

US ACH Payments:
 JP Morgan Chase
 In Favor of MHC Software, Inc.
 ABA# 124001545
 Account# 779970265

Wire Payments:
 NOTE: Should be submitted in USD
 JP Morgan Chase
 ABA# 021000021
 Swift Code: CHASUS33
 Beneficiary: MHC Software
 Beneficiary Account #779970265

Please send remittances for Wire and ACH payments to accounting@mhcautomation.com



MHC Software
 12000 Portland Ave S, Suite 230
 Burnsville MN 55337
 Tel: (800) 588-3676
 Tax ID: 84-2954086

Invoice #: INVMH8771
 Invoice Date: 7/11/2025

Item	Term Start/End Date	Taxable	Amount
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSE1095C Document Self-Service Electronic 1095-C Web Delivery with User Options - Standalone - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEFORMSPCH Document Express Forms Module Add-on for Punchout Integration - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DE1099 1099 Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DE1099NEC Document Express 1099-NEC Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEW22K Document Self-Service Electronic W-2 Web Delivery with User Options - 2,000 Employees - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEW22K Document Self-Service Electronic W-2 Web Delivery with User Options - 2,000 Employees - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSSELDIS DSS PR/ED Add-on: Disclosures - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXEDIINVOI Image Express EDI Invoice Imaging Component - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAP DE Accounts Payable Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXDYNAMIC Additional Dynamic Image Drill Form(s) - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAPPOSPTN AP Positive Pay Module with Transmission - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXEDIPO Image Express EDI PO Imaging Component - Renewal Mnt	9/30/2025-9/30/2026	T	Included

FINANCE CHARGES WILL ACCRUE ON ACCOUNTS OVER 60 DAYS

Check Payments:
 MHC Software Holdings &
 Subsidiaries
 P.O. Box 772854
 Detroit, MI 48277-2854

Credit Card Payments:

US ACH Payments:
 JP Morgan Chase
 In Favor of MHC Software, Inc.
 ABA# 124001545
 Account# 779970265

Wire Payments:
 NOTE: Should be submitted in USD
 JP Morgan Chase
 ABA# 021000021
 Swift Code: CHASUS33
 Beneficiary: MHC Software
 Beneficiary Account #779970265

Please send remittances for Wire and ACH payments to accounting@mhcautomation.com



MHC Software
12000 Portland Ave S, Suite 230
Burnsville MN 55337
Tel: (800) 588-3676
Tax ID: 84-2954086

Invoice #: INVMH8771
Invoice Date: 7/11/2025

Subtotal	\$48,398.40
Shipping Cost	0.00
Tax Total (%)	\$0.00
Total	\$48,398.40

Check Payments:
MHC Software Holdings &
Subsidiaries
P.O. Box 772854
Detroit, MI 48277-2854

Credit Card Payments:

US ACH Payments:
JP Morgan Chase
In Favor of MHC Software, Inc.
ABA# 124001545
Account# 779970265

Wire Payments:
NOTE: Should be submitted in USD
JP Morgan Chase
ABA# 021000021
Swift Code: CHASUS33
Beneficiary: MHC Software
Beneficiary Account #779970265

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DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Shelley Nacke, Assistant
Superintendent of Education Services

Presented at the following Board Meeting(s)	Date
Board Operations Committee	
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

SUBJECT: Family Services Association of Greater Elgin MOU

Background

D300 and Family Service Association of Greater Elgin Area agree to work collaboratively on behalf of students and their families. Schools served under this have been: Dundee Crown High School, Jacobs High School, Dundee Middle School, and Carpentersville Middle School. For the 2025-2026 school year, we have added Oak Ridge School. CUSD 300 has had a partnership with Greater Elgin for over 16 years to support students' needs with mental health and truancy. As part of this agreement, the Family Service Association of Greater Elgin area will assure the provision of consultation, education, screening, assessing, referring, treatment and coordination of services for D300 youth in need of mental health services (on-site and off-site) for post-hospitalization, emergency situations, and truancy prevention and support. Historically, this program has been provided at no cost to the district due to a grant through Family Service Association of Greater Elgin Area; however, the grant came to an end in 2024. Due to the grant ending, if services are to continue a charge will be given again for the 2025-2026 school year.

Administrative Recommendation

The Administration recommends approval of this agreement as presented for continued support of students.

Fiscal Impact

Per the MOU with Greater Elgin Association, the schools agree that FSA shall be responsible for billing Medicaid and other third-party payers for FSA's services rendered hereunder. FSA reserves the right to keep any such payment collected. After utilizing Grants, Medicaid Fees and MCO billing, the remaining costs will be funded by the district.

District costs would be funded through the Social Work and Local Funds.

Costs for School-Based Mental Health (SBMH) with Truancy and Crisis Positions = \$396,300.00

Reimbursable amounts = \$226,800.00

Cost to District = \$169,500.00

**PARTNERSHIP BETWEEN
COMMUNITY UNIT SCHOOL DISTRICT 300 and
FAMILY SERVICE ASSOCIATION of GREATER ELGIN AREA**

1. MISSION

The mission of this School-Community Partnership is to create, integrate and leverage existing and new school/community partnerships to develop a full continuum of systematic interventions based on data. The mission of the partnership supports the mission of the schools: academic success for all.

2. STATEMENT OF NEED/PURPOSE OF AGREEMENT

In response to the growing mental health and social/emotional needs of students, Community Unit School District 300 with the help of its community partners agree to work collaboratively on behalf of students and their families.

The services or programs encompass systems for providing intensive mental health care.

3. RELATIONSHIP BETWEEN PARTIES

THIS AGREEMENT is made as of the effective date as set forth in Section 25 below ("Effective Date"), by and between the Board of Education of Community Unit School District 300, hereinafter referred to as the "District," and Family Service Association, hereinafter referred to as "FSA." The term of the contract will be effective August 1, 2025 through July 31, 2026 The Parties shall have the option to renew this Agreement at the end of the term by mutual, written agreement. At any time, the District or FSA may terminate this contract by giving 30 days prior written notice to the other party, without incurring any liability.

4. INDEPENDENT CONTRACTOR

It is understood and agreed that the relationship of Family Service Association to the District is and shall continue to be that of an independent contractor and neither FSA nor any of Partner's staff, agents, employees or subcontractors shall be entitled to receive District employee benefits. It is further understood and agreed that the District shall not be responsible for, nor incur any liability for, any State or Federal withholding or other taxes or for FICA or State unemployment insurance for the Family Service Association, its agents, employees or subcontractors, and the payment of any such taxes incurred or due by the Partner shall be the sole responsibility of the Family Service Association. The Family Service Association agrees that neither FSA nor its staff or subcontractors shall represent themselves as employees or agents of the District.

If fees are to be paid, FSA shall provide the District with a valid taxpayer identification number as defined by the United States Internal Revenue Code including, but not limited to, a social security number or a federal employer identification number.

5. CONTACT INFORMATION OF BOTH PARTIES

All written notices and communications 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 FSA shall be addressed to, and delivered at, the following address:

Janeth Barba, Chief Executive Officer, 1752 Capital St #100, Elgin, IL 60124

All written notices and communications concerning this Agreement shall be sent by FSA to the District and shall be addressed to:

Shelley Nacke, Assistant Superintendent of Education Services, 2550 Harnish Drive, Algonquin, IL 60102

6. EXPECTATIONS OF BOTH PARTIES

Description of Services

The District will:

- a. Provide FSA a copy of the District Parent/Guardian Handbook as a reference for school district policies and procedures.
- b. Provide facility space, in the sole discretion of the District, for FSA that is appropriate for confidentiality for the delivery of program services and activities.
- c. Maintain ongoing, consistent communication with FSA School Based Mental Health (SBMH) team through quarterly meetings with each school with district level administration participation to assess successes and challenges or more frequently as needed
- d. Provide data necessary for evaluation of this service to the local evaluator(s).
- e. Follow established protocols that specify procedures for: a) Who refers, b) How and to whom to refer (phone/written), c) When to refer, for what reasons, d) What action is taken with the referral, e) How communications and feedback are handled regarding referral.
- f. Referrals shall be submitted by the school social worker directly to the FSA Intake Department, including a parent-signed Release of Information form, reason for referral, and Illinois Medicaid insurance policy number. FSA will process the referral and initiate comprehensive mental health assessments to begin services.
- g. Any concerns related to FSA programming or staff will be brought directly to FSA's SBMH Manager and/or Program Director
- h. Provide information and training to mental health clinicians on emergency protocols and will include clinicians in relevant school communications and alerts.
- i. Provide mental health clinicians with a District-issued ID badge to ensure safety, security, and easy identification within school buildings.
- j. Provide advance notice of problem-solving meetings to which mental health clinicians are invited to attend and participate.
- k. Provide mental health clinicians with student data related to school attendance, grades, schedules, 504 plans, IEPs, and contact information, pending a signed D300 records release form by the parent/guardian.

Family Service Association will:

- a. Abide by the NASW Code of Ethics; function solely in the role of a clinical treatment provider and not as an evaluator; and adhere to the policies, procedures, and operational requirements of each setting in which services are delivered.
- b. Assure the provision of consultation, education, screening, assessing, referring, treatment and coordination of services for youth in need of mental health services (on-site and off-site).
- c. Services will be provided during non-core academic periods (e.g., lunch or flexible periods) whenever possible. Services may also take place before or after school if space and transportation allow.
- d. Collaborate with the District and other project partners to ensure the linkage and delivery of services that respond to the family's needs, with appropriate client consent. (Includes, but is not limited to: mental health assessment and mental health services).
- e. Comply with State and Federal law concerning confidentiality of mental health records, including but

not limited to, the Illinois School Student Records Act (ISSRA), Family Educational Rights and Privacy Act (FERPA), Mental Health and Developmental Disabilities Confidentiality Act, and HIPAA, and their implementing regulations which are further discussed in Section 7 below.

- f. Provide a consistent schedule for school-based clinicians to the schools they serve.
- g. Attend school problem-solving meetings when advance notice is provided by the District.
- h. Assist with family engagement for students experiencing chronic absences and/or complex trauma.
- i. Coordinate service delivery with the designated school social worker. If the social worker is unavailable, coordination may occur with the principal or principal designee.
- j. Follow established protocols that specify procedures for: a) Who refers, b) How and to whom to refer (phone/written), c) When to refer, for what reasons, d) What action is taken with the referral, e) How communications and feedback are handled regarding referral.
- k. Provide the District with monthly progress updates that include: number of students served, types of services provided, hours in school, and any additional mutually agreed-upon metrics.
- l. Schedule and facilitate quarterly meetings with each school with district level administration participation to review program successes and challenges. The frequency of meetings can be adjusted based on the needs of each school site.

7. CONFIDENTIALITY

Confidential Information. The term “Confidential Information” shall mean information in the possession or under the control of the District relating to the educational, employee, student record, technical, business, or corporate affairs of the District; the District’s students, the District’s property; user information, including, without limitation, any information pertaining to usage of the 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. FSA agrees not to use or disclose any Confidential Information or any information, records, reports, deliverables or documents collected, prepared or generated as a result of this Agreement (“Work Product”) without the express prior written consent of the District and/or the student's parent, as required by law. FSA further agrees to (a) receive and hold in confidence all Confidential Information and Work Product, and (b) use such Confidential Information and Work Product solely for purposes of performing Services hereunder, and (c) protect and safeguard all Confidential Information and Work Product from unauthorized disclosure.

Dissemination of Information. In the event that FSA is presented with a request for documents by any administrative agency or with a *court order* regarding any records, data, or Work Product which may be in Family Services Association possession as a result of Services under this Agreement, FSA shall immediately give notice to the District and its General Counsel with the understanding that the District shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. FSA will not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production, subpoena or court order is quashed or withdrawn, or the time to produce is otherwise extended. FSA agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by FSA under this Agreement.

- a. Student Records. FSA 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 District. FSA acknowledges that school student records as defined by ISSRA, and education records as defined by FERPA are confidential. FSA agrees to protect this information and to ensure the confidentiality of any and all information in its possession regarding participating District students. FSA shall not disclose to the public or any third party the

identity of any student eligible for or receiving services without the written permission of the student (if 18 years old) or the student's parent/guardian. To protect the confidentiality of student education records, FSA will limit access to those employees who reasonably need access to them in order to perform their responsibilities under this Agreement.

- b. Return of Confidential Information and District Property. Upon the termination of this Agreement, FSA shall return all Confidential Information and other property, documentation, or records belonging to the District to the Superintendent.
- c. Survival. The provisions of this Section shall survive the termination or expiration of this Agreement.
- d. Breach of Confidentiality. In the event that FSA is in breach of any provision(s) of this Article, it shall immediately advise the District and take steps to remedy such breach, including, but not limited to protecting against the consequences of any disclosure or use of Confidential Information in violation of this Agreement. Both parties acknowledge that use or disclosure of the confidential information, in any manner inconsistent with this Agreement or law, may result in irreparable and continuing damage and that the party damaged by the disclosure shall have the right to seek legal and equitable relief, including injunctive relief, without the necessity of posting bond or other security necessary to protect against any such breach or threatened breach, including, without limitation, injunctive relief.
- e. FOIA. Records in the possession of FSA related to this Agreement may be subject to the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/7(2). FSA, at FSA’s cost, shall immediately provide the District with any such records requested by the District to timely respond to any FOIA request received by the District. The 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 FSA refuses to provide a record that is the subject of a FOIA request to the District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the District in any way, FSA shall reimburse the District for all costs, including attorneys’ fees, incurred by the District related to the FOIA request and records at issue. FSA shall only disclose its own clinical records in accordance with MHDDCA and HIPAA. This does not apply to mental health records protected under MHDDCA or HIPAA, to the extent they are exempt from FOIA. No District approval is required for such disclosures; however, a valid client/guardian consent shall be obtained as required by law.
- f. Clinical Records. All mental health treatment records created and maintained by FSA in the course of delivering services under this Agreement shall remain the sole property of FSA and shall be protected under the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA) and HIPAA.

8. MONITORING AND EVALUATION

The Parties will evaluate the implementation of the Agreement annually. The Parties will develop criteria based on expected outcomes to evaluate the implementation of the Agreement using existing review data and monitoring procedures of each school community partnership.

Activities may include services or programs encompass systems for providing intensive care.

9. TARGET POPULATION

The program will target school-age children who attend the District with a mental health crisis and/or history of mental illness who require mental health services. For the 2025-2026 school year, this includes students at Dundee-Crown High School, Jacobs High School, Dundee Middle School, Carpentersville Middle School, and Oak Ridge School.

10. CONDITIONS OF USE OF DISTRICT FACILITIES AND RIGHT OF ACCESS

If FSA is to use District facilities in connection with the Services, said use shall be in accordance with the following terms and conditions:

- a. Facilities and Equipment Usage. FSA, its employees and agents performing services, shall be permitted

to enter upon and utilize District facilities in connection with the performance of its services hereunder, subject to the terms and conditions contained herein and those rules established by the District and the school. FSA shall provide advance notice to the school Principal, or his/her designee, for any such intended use of school property to furnish Services hereunder. In those instances where Family Service Association is authorized to utilize a District facility and related equipment to provide Services, Family Service Association shall establish a usage schedule.

- b. Conditions of Use. FSA accepts the school premises and equipment in as-is condition and FSA is solely responsible for determining that such premises and equipment are suitable for its program use. Consent to enter upon and use District property given by the Principal shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the District. The Principal or designee shall have the authority to the maximum extent possible to direct and condition FSA use of a school in performing the Program set forth herein. FSA shall not conduct any other business or commercial activity on District property other than the Program set forth herein without the prior approval of the District. FSA shall use, and shall cause each of its employees and agents to use, the highest degree of care when entering upon and utilizing any property owned by the District in connection with the Services.
- c. Damage to Property. At the close of each instance of use, FSA shall leave the District facilities in substantially the same condition as at the outset of each instance of use, ordinary wear, and tear excepted, and shall remove all FSA's personal property. In the event the District's property is damaged by FSA, FSA shall, at FSA'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 FSA does not repair the damage within 14 days after receiving written notice from the District, or a lesser time if the District determines the damage creates an emergency, the District may repair the damage and FSA shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to FSA. FSA shall comply and shall cause each of its employees and agents, to comply with any and all instructions, requirements and licenses for the use of such property. Any and all third-party claims, suits or judgments, costs or expenses, including attorney's fees arising from, by reason of, or in connection with any such entries shall be treated in accordance with the insurance and indemnification provisions contained in this Agreement.
- d. Waiver of Claims. Except to the extent prohibited by law and for any claim arising out of, relating to, or connected with any breach of this Agreement, neither party shall be liable for damages to person or property sustained by FSA resulting from its use of District facilities, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the District facilities or common areas, or resulting directly or indirectly from any act or neglect of any person on the District facilities or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of the District. All personal property belonging to FSA shall be there at the risk of FSA. The District shall not be liable for any damage thereto or the theft or misappropriation thereof. FSA shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases the District from any damage or claim of damage to FSA's property or fixtures.

11. RECORD KEEPING/DOCUMENTATION RETENTION

Records. FSA will keep working files for each student in their electronic health record system. Policies regarding access and maintenance of records, including electronic records, will be provided to the District upon request. All of the school student records maintained by the District that are used by FSA or its Personnel in connection with the provision of services under this Agreement shall be and remain the property of the District. FSA and its Personnel shall have the right to use school student records as may be permitted by law and by the District, and otherwise in accordance with this Agreement

12. ROLES AND QUALIFICATIONS OF STAFF

Professional Licensure and Certification. In the event that the services to be provided by FSA must by law be provided by individuals who are licensed and/or certified, FSA shall only assign individuals to provide services under this Agreement who are licensed, certified, and/or credentialed in accordance with the law. All such individuals assigned by FSA to provide services shall maintain their license and/or certification in good standing during the term of this Agreement. FSA shall, prior to providing services, submit documentation that the individuals assigned to provide services are properly credentialed and are licensed and/or certified to the District, upon request.

13. BACKGROUND CHECKS, FAITH'S LAW & HEALTH SCREENINGS

FSA represents and warrants that it shall make any employee, agent, and/or subcontractor providing services under this Agreement available to the District for the purpose of submitting to an Illinois and national fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and the Statewide Child Murderer and Violent Offender Against Youth Database ("Records Check") in accordance with the Illinois School Code (105 ILCS 5/10-21.9). FSA understands and agrees that it shall not allow any non-District employees, agents and subcontractors providing services under this Agreement to have direct regular contact with a student until a Records Check has been conducted by the District for such person and the results of the Records Check satisfies the requirements of 105 ILCS 5/10-21.9. FSA shall make its employees and agents that will interact with student available to the District for the District to conduct the background check. FSA shall not send to any District building or property any employee, agent, or subcontractor who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9; who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry; or who has been found to be a perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act. The District must provide a copy of the report to the individual employee, agent, or subcontractor, but is not authorized to release it to FSA. FSA shall reimburse the District for the cost of the criminal history records check.

FSA certifies that prior to sending any employee or contractor/subcontractor to the premises, FSA has complied with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of the District, FSA agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.

In addition, in accordance with 105 ILCS 5/24-5, FSA shall ensure, at its own expense, that all employees, agents and subcontractors providing services under this Agreement are in good health and free from communicable disease which shall include, but not be limited to, tuberculosis.

14. INSURANCE

FSA, at its own expense and for the benefit of the District, shall procure and maintain insurance for all operations under the Agreement, whether performed by FSA or by subcontractors. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or a comparable rating service. FSA shall submit to the District satisfactory evidence of the following insurance coverage as applicable:

- a. Workers' Compensation and Employers' Liability Insurance. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for FSA's respective employees and if FSA will be on the District's premises, the Workers' Compensation Insurance must provide an alternative employer endorsement.
- b. Commercial General Liability Insurance. Commercial General Liability Insurance or equivalent with limits of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence and Two Million

and 00/100 Dollars (\$2,000,000.00) in the aggregate for bodily injury, personal injury, and property damage liability. Coverage shall include, but not be limited to: all operations, contractual liability, independent contractors, products/completed operations (for a minimum of two (2) years following completion) and defense. The insurance shall include sexual abuse and molestation coverage if FSA will be on District premises.

- c. Professional Liability/Errors & Omissions Insurance. Professional Liability/Errors & Omissions Insurance covering acts, errors or omissions with limits of not less than One Million and 00/100 Dollars (\$1,000,000.00) per claim and the annual aggregate of not less than Three Million and 00/100 Dollars (\$3,000,000). Coverage extensions shall include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or proceed, start of work on the Agreement. A claims-made policy which is not renewed or replaced must provide for an extended reporting period of not less than two (2) years.
- d. Automobile Insurance. Automobile liability insurance with a combined single limit of One Million and 00/100 Dollars (\$1,000,000). Sexual abuse and molestation insurance with a combined single limit of One Million dollars (\$1,000,000).
- e. Sexual Abuse and Molestation Insurance. Sexual abuse and molestation insurance with a combined single limit of One Million dollars (\$1,000,000);
- f. Cyber Liability/Identity Theft Insurance. Cyber liability/identity theft insurance with a combined limit of Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) general aggregate;
- g. Umbrella Insurance. Umbrella liability insurance with a minimum combined single limit of One Million and 00/100 Dollars (\$1,000,000) per occurrence and One Million and 00/100 Dollars (\$1,000,000) general aggregate.
- h. Additional Insured. FSA shall have its General, Sexual Abuse and Molestation, Umbrella, Cyber liability/identity theft, and Automobile Liability Insurance policies endorsed to provide that District's Board of Education, and its members, employees and agents, and any other entity as may be designated by the District are named as additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the District (the waiver of subrogation shall also apply to the workers' compensation insurance).
- i. Insurance Certificate. The insurance company or its representative shall submit an insurance certificate evidencing all coverage as required hereunder and indicating the Additional Insured status as required above. The Certificate must provide sixty (60) days prior written notice of material change, cancellation or renewal be given to:

Community Unit School District 300
2550 Harnish Drive
Algonquin, Illinois 60102
Attn: Dr. Frank Williams, Chief Financial Officer

- h. General. Any failure of the District to demand or receive proof of insurance coverage shall not constitute a waiver of FSA obligation to obtain the required insurance. The receipt of any certificate does not constitute an agreement by the District that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of this Agreement. 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 Client by certified mail, return receipt requested.

FSA's failure to carry or document required insurance shall constitute a breach of the FSA agreement with the District. Non-fulfillment of the insurance conditions shall be deemed a breach of the Agreement, entitling the District to terminate the Agreement immediately.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Family Service Association. Any insurance or self-insurance programs maintained by the District do not contribute with insurance provided by the FSA under this Agreement.

All subcontractors are subject to the same insurance requirements of FSA unless otherwise specified in this Agreement. FSA shall require any subcontractors under this Agreement to maintain comparable insurance naming FSA, the District inclusive of its members, employees and agents, and any other entity designated by the District, as Additional Insureds. Family Service Association will maintain a file of subcontractor's insurance certificates evidencing compliance with these requirements.

The coverages and limits furnished by FSA in no way limit the Family Service Association liabilities and responsibilities specified within the Agreement or by law. The required insurance is not limited by any limitations expressed in the indemnification language, in this Agreement, if any, or any limitation that might be placed on the indemnity in this Agreement given as a matter of law.

FSA agrees and warrants that insurers waive their rights of subrogation against the District.

Upon District request, FSA and/or its subcontractors shall promptly provide a certified copy of any applicable policy of insurance. The District reserves the right to modify, delete, alter or change insurance requirements at any time.

15. PAYMENT, COSTS AND BILLING MECHANISMS

Billing Medicaid. The School agrees that FSA shall be responsible for billing Medicaid and other third-party payers for FSA's services rendered hereunder. FSA reserves right to keep any such payment collected. After utilizing Grants, Medicaid Fees, and MCO billing, the remaining costs will be funded by the district.

16. NONDISCRIMINATION

It shall be an unlawful employment practice for FSA or its subcontractors to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, or other terms, conditions, or privileges of employment, because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin; or to limit, segregate, or classify employees or applicants for employment from equal employment opportunities or otherwise adversely affect an individual's status as an employee because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin. FSA shall comply with the Civil Rights Act of 1964, 42 U.S.C. §2000, as amended; the Age Discrimination in Employment Act, 29 U.S.C. §621, et seq.; the Rehabilitation Act of 1973, 29 U.S.C. §701, as amended; the Americans with Disabilities Act, 42 U.S.C. §12101, et seq.; the Illinois Human Rights Act, 775 ILCS 5/1-10 as amended.

17. ASSIGNMENT AND SUBCONTRACTS

This Agreement shall be binding on the parties and their respective successors and assigns; provided, however, FSA may not assign or subcontract this Agreement without the prior written consent of the District, which consent shall be in the sole and absolute discretion of the District.

18. ENTIRE AGREEMENT; AMENDMENTS

This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matter; contained therein. To the extent that any conflict or incompatibility exists between Family Service Association Application and the terms of this Agreement, the terms of this Agreement shall control. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. All referenced exhibits attached

hereto are hereby incorporated into and made a part of this Agreement.

19. CONTINUING OBLIGATION TO PERFORM

In the event of any dispute between FSA and the District, FSA shall expeditiously and diligently proceed with the performance of all of its obligations under this Agreement with a reservation of all rights and remedies it may have under or pursuant to this Agreement at law or in equity.

20. SURVIVAL/SEVERABILITY

All express representations, warranties or indemnifications made or given in this Agreement shall survive the completion of Services by FSA or the termination of this Agreement for any reason. If any provision or part of this Agreement is held to be unenforceable, this Agreement shall be considered divisible and such provision shall be deemed inoperative to the extent it is deemed unenforceable, and in all other respects this Agreement shall remain in full force and effect; provided, however, that if any such provision may be made enforceable by limitation thereof, then such provision shall be deemed to be so limited and shall be enforceable to the maximum extent permitted by applicable law.

21. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to any conflict of law or choice of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

22. WAIVER

No delay or omission, or series of delays or omissions, by either party to exercise any right hereunder shall be construed as any type of waiver of any such right, and the District reserves the right to exercise any such right from time to time as often as may be deemed expedient.

23. JOINT AND SEVERAL LIABILITY

In the event that FSA, or its successors or assigns, is composed of more than one individual or legal entity (or any combination thereof), then each and every obligation or undertaking herein required to be fulfilled or performed by FSA shall be the joint and several obligation or undertaking of each such individual or legal entity.

24. INDEMNIFICATION

To the fullest extent allowed by law, FSA agrees to defend, indemnify and hold harmless the District, and its respective Board members, employees, agents, officers and officials from and against liabilities, losses, penalties, damages and expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action, of every kind, nature and character arising or alleged to arise out of (1) the negligent acts or omissions of FSA, its officials, agents, employees and subcontractors in the performance of this Agreement, (2) FSA's breach of the Agreement, or (3) FSA's violation of law. In any suit filed or claim or demand made, FSA shall, at its own cost and expense pay all attorney's fees and other costs and expenses, including those incurred by or on behalf of the District and shall pay all attorney's fees, costs and expenses the District incurs in enforcing any rights provided under this Agreement including, but not limited to, this Indemnification section and the Insurance section. In addition, if any judgment shall be rendered against the District in any such action, the Family Service Association shall, at its own expense, satisfy and discharge such obligation of the District. The District shall have the right, at its own expense, to participate in the defense of any suit, without relieving FSA of any of its obligations hereunder. The District retains final approval of any and all settlements or legal strategies, which involve the interest of the District. FSA expressly understands and agrees that the indemnity obligations set forth herein are separate from and not limited by FSA obligation to maintain insurance

pursuant to this Agreement, nor by a limitation on amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefit acts, or other employee benefit acts. The indemnities set forth herein shall survive the expiration or termination of this Agreement.

25. EFFECTIVE DATE

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

26. SIGNATURE OF BOTH PARTIES

Agency Signature

Printed Name: Janeth Barba

Date

Title: Chief Executive Officer

District Signature

Printed Name: Dr. Frank Williams

Date

Title: Chief Financial Officer



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Mr. Jorge Almodovar, Assistant
Superintendent of Title I Schools

Mrs. Patty Schmidt,
Executive Director of School
Improvement and Accountability

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1 st Reading	8/12/2025
BOE 2 nd Reading	8/26/2025

SUBJECT: Language Services & Supports Comprehensive Review Agreement

Background

Over the past decade, District 300 has experienced a notable increase in its English Learner (EL) student population. As of 2025, approximately 25% of the district’s students are identified as ELs. This significant demographic shift highlights the growing need for enhanced language services and targeted supports to ensure academic success for all learners. Despite the dedication of educators and specialized staff, the district continues to face challenges in closing the achievement gap between EL students and their non-EL peers. The persistence of this disparity signals the need for a comprehensive evaluation of current practices and the implementation of strategies specifically designed to support EL students more effectively.

In recent bargaining sessions with LEAD, several concerns related to EL instruction and programming were brought forward. These concerns include disparities in classroom experiences for ESL students, large class sizes within Dual Language programs, increased workload demands for Dual Language teachers, and limited instructional support for newcomer students.

To address these ongoing challenges, we are seeking the Board’s support in continuing our partnership with the District Management Group (DMGroup). We propose an opportunity review to assess District 300’s current language services, including both Dual Language and English Learner programming. The goal is to develop actionable pathways that not only improve educational outcomes for EL students but also enhance staff well-being and manage costs efficiently. By undertaking this work, we aim to foster an equitable learning environment where all students, regardless of language background, have the opportunity to succeed.

The comprehensive review of District 300 Language Services and Supports will focus on the following:

- comprehensive analysis of existing practices,
- benchmarking against best practices and similar districts, and
- identifying high-impact opportunities aimed at improving outcomes for EL students.

Through this comprehensive review, the DMGroup will support District 300 by sharing recommendations, drawing insights, and making an action plan for our Dual Language and English Learner programming.

Recommendation

The Administration recommends the Board approve the request to enter into an agreement with the District Management Group (DMGroup) for the purpose of obtaining their consulting services for a comprehensive review of District 300 Language Services and Supports.

Fiscal Impact

The cost for the services is \$175,000, and these services will be paid out of the Title IV Federal grant and from local funding sources.

June 25, 2025

Dr. Martina Smith
Superintendent
Jorge Almodovar
Chief of Schools
Community Unit School District 300
2550 Harnish Drive
Algonquin, IL 60102

Dear Martina and Jorge,

The District Management Group (DMGroup) is pleased to present Community Unit School District 300 (CUSD300) with an Language Services and Supports Opportunity Review proposal. Improving outcomes for English Learner (EL) students is an imperative upon which virtually all superintendents, families, school boards, and teachers strongly agree. Yet, despite the hard work of so many people and the rising share EL students, the achievement of EL students remain a source of frustration and disappointment for many districts nationwide.

This story remains true in CUSD300 - over the last decade, CUSD300's English Learner (EL) population has grown significantly, and in 2024 about one of every four of CUSD300's students are English Learners who benefit from the supports, staff, and services of their Language Services Department. Despite the dedicated efforts of leaders, teachers, and specialized staff, CUSD300 continues to see a gap in achievement between their EL population and non English Learners.

With our Opportunity Review, DMGroup will take a close look at CUSD300's current practices. DMGroup will then compare CUSD300's practices to best practices and those of like districts. The Opportunity Review will culminate in identifying high-impact opportunities to raise achievement of EL students, improve CUSD300 staff quality of life, and manage costs... all at the same time. Once the analysis has been completed and opportunities identified, DMGroup will facilitate a Prioritization and Planning Workshop with CUSD300 leadership to create a plan for moving forward and increasing student achievement despite tight budgets. Our goal is not just to deliver a report, but to provide the district with actionable pathways to effect meaningful, real improvement for students.

DMGroup is strongly committed to creating an inclusive process. Our Opportunity Review therefore includes establishing a "Guiding Coalition" that includes CUSD300 district and school leaders and others as determined by the district. This important group will ensure that the values and priorities of the district are at the core of the work, and the coalition will serve as a sounding board for the initial recommendations and provide two-way communication with key stakeholders.

We look forward to working with you.

Sincerely,

John J-H Kim
Chief Executive Officer

Simone Carpenter
Director DMConsulting





Language Services and Supports Opportunity Review

Proposal for

Community Unit School District 300

June 25, 2025



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DMGroup's Opportunity Review Process

DMGroup has developed a comprehensive approach for identifying high-impact opportunities to improve services and equity for students with diverse needs and will apply this process to review supports for English Language Learner (EL) and Dual Language (DL) students in CUSD300.



Step 1: Create Momentum for Change

Create a Guiding Coalition to Foster an Inclusive Process, Build Shared Understanding, and Facilitate Effective Communication

DMGroup believes an inclusive process is essential to making decisions about how best to serve students. Because we know that CUSD300 staff are busy, we have structured the Opportunity Review to minimize the impact on staff time and schedules while engaging them in the discovery process. It begins with establishing a “guiding coalition” that includes CUSD300 district and school leaders determined by the district. This important group will ensure that the



values and priorities of CUSD300 are at the core of the Opportunity Review and to determining the path forward. The coalition will serve as a sounding board for initial recommendations, will aid CUSD300 leadership team in planning for implementation, and most importantly, will provide invaluable two-way communication with key CUSD300 stakeholders once the district begins to implement any new approaches.

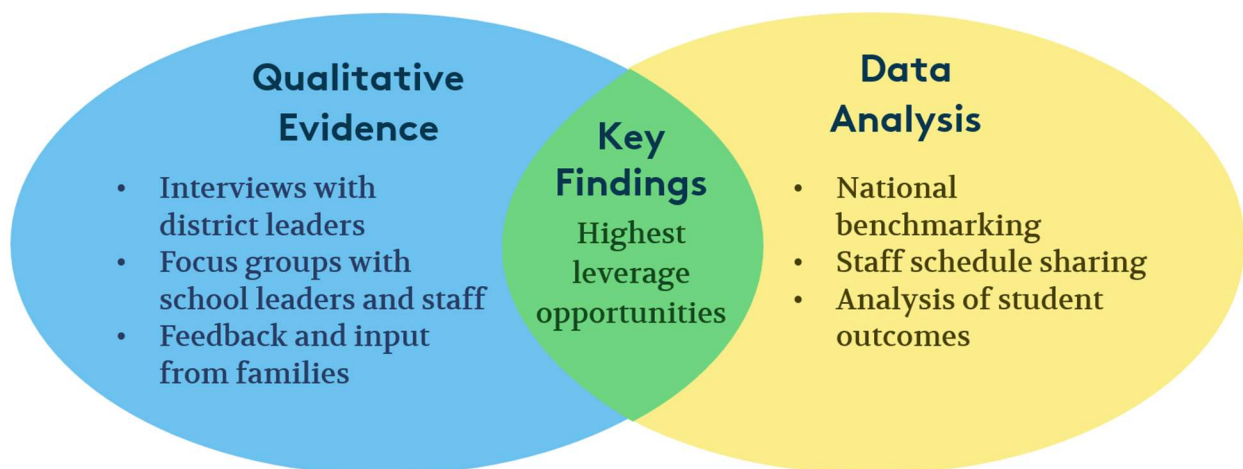
Step 2: Analysis of Current Practices

Comprehensive initial review of services currently provided to English Learner students

DMGroup will conduct a deep, fine-grained analysis of current CUSD300 practices. This begins with a systematic review of the CUSD300's services, programs, procedures, and staffing as relates to English language learning, including the Dual Language (DL) program. This will be achieved through analysis and synthesis of existing CUSD300 documentation and data; in addition, using DMGroup's web-based software, there will be analysis of how EL staff spend their time and deliver services.

But all this hard data tells only half the story. DMGroup firmly believes that a deep understanding of current practices must include interviews and focus groups. We typically conduct small group interviews and focus groups with approximately 100 people representing a wide range of roles and responsibilities. CUSD300 will help determine the interviewees to aid in the creation of a full and rich picture of CUSD300's English Learner and Dual Language programs and supports.

DMGroup's Opportunity Review includes detailed data as well as input from CUSD300 staff and other stakeholders:



Step 2a – Mapping of Current Practices

The first step is to gain a deep understanding of the current status of English Learner supports in CUSD300. Major focus areas include:

- Academic performance of CUSD300 EL students and DL students
- Academic programming for CUSD300 EL students and DL students
- Attendance and discipline trends



- Staffing levels, by type of staff and service, including Central Office and school staff
- Staff perspectives on program effectiveness, organizational structure, professional development, and district support
- Numbers of CUSD300 students identified for EL services, by ACCESS level
- The prevalence and effectiveness of serving EL students in various settings

An innovative component of this phase of our research includes gaining a deep understanding of how EL staff allocate their time. Through an update of DMGroup’s web-based software, CUSD300 staff will share a typical week’s schedule via an online calendar. This will provide unprecedented insight into how staff serve students and allocate their time. DMGroup will set up access to the online tool which then allows teachers, paraprofessionals, and others to share detailed information about their activities over a typical week. This will build upon the schedule sharing information collected during the 2023-24 school year.

This data will help answer key questions, such as:

- What service delivery models are used, and are they consistent across the district?
- How do services vary across different programs, schools, or grade levels?
- How do current services and models compare to best practices?
- How much time is spent directly with CUSD300 students each week?
- How much time is spent on other activities for EL staff and DL staff?
- Can time be utilized differently or more efficiently and effectively such that CUSD300 staff spend more of their time providing services to students?
- How much service is one-on-one, small group, or whole class?
- What role do paraprofessionals play EL and DL programming?
- How is current staff time allocated similarly or differently than during the 2023-24 school year when schedule sharing for was deployed during the Special Education Opportunity Review?

The first two phases of research are conducted through a variety of means. We balance data-driven analysis with extensive interviews. Electronic spreadsheets are provided to assist CUSD300 in collecting the needed data. Detailed student, staffing, and program information is collected and analyzed. But the hard data tells only half the story. Small group, interviews with a wide range of CUSD300 stakeholders, general education, DL, and EL, both school and district based, both certified and classified representing a wide range of roles and responsibilities will be conducted. These interviews and focus groups will uncover strengths and challenges in EL and DL programs and in supports from the organization overall.

During this research phase, CUSD300 leadership is an active thought partner. CUSD300 will help determine which roles should be studied, help create the lists of questions to be answered, and manage when staff share their schedules.



Step 2b – Analysis of Internal District Systems and Processes

The second step is to research and analyze the systems used within CUSD300. Major focus areas include:

- EL and DL placements and programming
- Integration of EL services with other supports
- Organizational structures and supports for EL and DL programs
- Communication strategy and effectiveness of district communications

Step 3: Benchmark to Best Practices

Comparing District Practices to Nationwide Best Practices

Once a clear picture of current practices has been established, DMGroup will compare CUSD300's current practices to research-backed best practices, and where possible, DMGroup will benchmark CUSD300 staffing to other like districts. District results will be benchmarked to the following:

- State and national databases of EL performance and programming.
- Recommendations of the What Works Clearing House, a leading source for field-proven best practices and other published studies.
- State and federal resources on effective practices for English Learners.

Step 4: Recommendations of Best Practices

DMGroup Opportunity Review Findings Report - More than just a report, but the start of meaningful, measurable change

Too often, districts dedicated to doing better for their students wind up with lengthy plans that prove too unwieldy to put into action. DMGroup firmly believes that great power lies in having a plan tightly focused on a very small set of the most important levers for improving performance – this is the aim of our Opportunity Review Findings Report. A short list is better than a long list.

DMGroup's Opportunity Review Findings Report includes:

- A short list of the highest impact opportunities that can help raise student achievement in CUSD300 and improve organizational supports for programs
- Extensive analysis about the district's current approach, services, and staffing
- Benchmarking of CUSD300's current approach to best practices and practices of like districts

In sum, this process will provide a deep understanding of English Language Learner and Dual Language services and practices in CUSD300 and will help to inform a targeted, practical road map for increasing student achievement. But the DMGroup Opportunity Review is more than just a report.



Some consulting firms believe that the success of an engagement is measured by the quality of what's between the covers of the final report. We believe there is more to a successful working relationship with a school district, and this includes:

- Relevant, focused and unbiased insights. At the end of the review CUSD300 will have a list of commendations for all that is being done well; CUSD 300 will also receive a short, focused list of opportunities to drive continuous improvement.
- Sharing best practices for raising student achievement from around the country. This can be done as formal professional development or informally as part of the planning process.
- Building momentum for change. The study will create positive energy, buy-in, and a desire to implement. Our research methodology is specifically designed to support your change management needs. This includes our inclusive process and a focus on just a few, high-impact opportunities.
- We can, on request, provide ongoing implementation support, project management, and accountability for implementing the opportunities discovered.

Step 5: Planning Workshop to Craft Action Plans

Planning and Prioritization Workshop to help align on the 1 or 2 opportunities that the district will first pursue moving forward

After sharing our Opportunity Review findings, we help CUSD300 begin its prioritization and planning process. Our goal is not to simply produce a report, but to help CUSD300 begin the process of producing real improvements for students despite tight budgets.

Our well-developed approach to the change management process dramatically increases the chances of a successful implementation in the years to come. We view this phase of our work as a joint effort and respect the expertise that resides in CUSD300. The report isn't just handed to you at the end; CUSD300 leaders contribute to it. Frequent sharing of initial findings allows us to confirm our thinking, identify areas of disagreement, and direct further research. Our objective for the workshop is two-fold:

- The half-day planning workshop allows the CUSD300 leadership team to prioritize those opportunities that are the most feasible and impactful to improving services and student performance.
- In parallel, the CUSD300 team will begin to plan and craft action steps that are tightly tailored to the culture of the district and can help to bring about new ways to serve students in the district moving forward. This ensures the plan is home grown, relevant, and realistic, because CUSD300 leaders and staff created it.

In sum, this process will provide a deep understanding of English Language Learner practices in CUSD300 and will help leaders to create a targeted, practical road map for increasing student achievement.



Implementation Support (Add-On Option)

Partnering with DMGroup to Develop and Execute the Implementation Roadmap

The quality of a plan is rarely defined by the plan itself, but by the success and fidelity with which it is implemented. Effective implementation requires careful analysis, detailed planning and communication, analytics to track progress, and cultivation of leadership capacity at various levels of the organization. CUSD300's strengths and weaknesses as well as the funding available must also be considered to develop a successful implement.

Following the Planning and Prioritization Workshop, DMGroup can, on request, provide ongoing implementation support, project management, and accountability for implementing the opportunities identified.

DMGroup has developed a variety of services and supports to help districts in this critical implementation phase. The guiding coalition, which remains a key component during implementation planning, can be augmented to include more staff members who have “in the weeds” knowledge for developing action plans. Because implementation needs vary so much by district, the implementation phase must be carefully tailored for each district opportunity identification.

The following is a listing of some of the supports that DMGroup had developed to help districts in the implementation phase:

➤ Create Detailed Action Plans for Implementation

After the opportunities are identified, this step will involve creation of detailed action plans to guide implementation of various initiatives. The action plans will include detailed roles and responsibilities of various school and central office personnel as well as key milestones to achieve as part of the implementation process. DMGroup will assist district leaders in defining these action plans by providing standardized templates and other best practice approaches that we have seen work well in other districts.

➤ Manage Ongoing Communication with Stakeholders During Implementation

DMGroup will continue to work with the leadership team and the guiding coalition to help the district manage communications with the various stakeholder groups who may be impacted during implementation. DMGroup can provide recommendations and assistance to the district on development of communication materials, e.g. email notifications, FAQs, standardized messaging templates. These communication documents will be tremendously beneficial for stakeholders to understand the districts efforts with implementing changes to current approach.

➤ Track & Monitor Progress of the Implementation Effort

DMGroup will work with the district to set up systems and processes to measure implementation progress, and to document and track where the district stands vis-à-vis the defined targets and action plans. DMGroup will specify the desired level of performance, the timeframe, and the people with primary responsibility for achieving success. DMGroup will assist with setting up a cadence of regular meetings



with the leadership team to review progress, communicate early warning signs, and brainstorm steps for remediating situations where adequate progress has not occurred.

➤ **DMG's Breakthrough Results Program: Realize Results and Build Capacity**

DMGroup's Breakthrough Results Program is a structured process that achieves outstanding measurable performance gains supported by dedicated coaching and real-time, integrated professional development to enable schools to realize meaningful performance goals. This rapid cycle of teaching, prototyping, and implementation, driven by a focus on performance results, would create a sense of energy and urgency to generate positive results for academic achievement for CUSD300's EL students.

The BTR Program encompasses performance coaching for participating teachers and staff members of the school that work most closely with EL students to maximize results. DMGroup would design and implement the BTR Program based on the findings of the Opportunity Review and enable CUSD300 to see tangible results, academic improvement in the EL student population, and increased staff capacity and skill by the end of SY2025-26.

The cost and scope of implementation support can be customized to CUSD300's needs and corresponding opportunities selected. This add-on option for implementation support will be priced separately.



Project Summary

Step	Task	DMGroup	District
Step 1: Create Momentum	1. Introduce the process and goals to senior staff	✓	✓
	2. Work with Superintendent and key leaders to Identify and Form the Guiding Coalition as well as identify staff to be interviewed or in focus groups. This includes central office, English Learner and Dual Language department leadership, principals, front line English Learner and Dual Language teachers, etc.	✓	✓
	3. Assemble Guiding Coalition to provide overview of Opportunity Review Process and begin to unpack the challenges for serving English Learners in D300	✓	✓
Step 2: Current Practices Analysis	4. District collects staff and student data. Electronic templates are provided by DMGroup, and all requests are for data that is typically readily available. We will work around any hard-to-gather information		✓
	5. DMGroup conducts interviews and focus groups with those identified in Step 1	✓	
	6. Staff share typical schedule over a period of one week via DMGroup’s web-based software		✓
Step 3: Benchmark to Best Practices	7. DMGroup analyzes data for trends and opportunities	✓	
	8. DMGroup benchmarks the district’s staffing to similar districts and services to best practices	✓	
Step 4: Recommendations	9. DMGroup creates draft report summarizing findings and identifying the three to five highest leverage opportunities	✓	
	10. Share draft findings in small groups with district leaders	✓	✓
	11. Update findings based on key leadership input	✓	
	12. Share findings with guiding coalition	✓	✓
Step 5: Planning Workshop	13. Host a planning workshop to prioritize which opportunities to pursue	✓	✓
	14. District team will begin to plan and craft action steps to turn opportunity into reality.	✓	✓



Complimentary DMCouncil Membership

Included in this offer is a complimentary, one-year membership to District Management Council (a \$4,500 value).

DMCouncil membership is for the entire district and includes four (4) conference passes to the annual DMG Summit (1 superintendent, 1 board member, and up to 2 district leaders), bi-annual advisory calls with the superintendent and/or district leadership, price reductions on DMG's Institutes, and a print subscription of the *The District Management Journal* for district leadership. While only district leadership folks are automatically enrolled onto our newsletter email list and *DMJ* mailing list, additional newsletter recipients and copies of the journal can be mailed upon request.

You will join a community of forward-thinking education leaders from across the country committed to driving sustainable, measurable improvements to help schools and students thrive. As a member, you will have access to District Management Group's national conferences, our additional convenings such as our virtual roundtable discussions, professional development opportunities, our research, and our expert advice.

Your one-year membership will begin on the first of the month following the contract award. If you are not already familiar with the benefits of DMCouncil membership, we look forward to scheduling a membership onboarding call to introduce you to all the benefits of membership and to help us understand your most pressing needs so we can guide you to the District Management Group resources that can be most helpful to you.

BENEFITS

- Connect, share ideas, and collaborate with a **community of forward-thinking leaders** from across the country
- Deepen your knowledge and stay at the forefront of the **latest research** on management and education best practices
- Strengthen management capacity through an array of **professional development** opportunities:
 - ✓ **DMG Summit:** The DMG Summit is DMGroup's premier annual conference that brings together forward-thinking member superintendents and district leaders nationwide for an immersive professional development experience with leading experts on key strategic topics. Membership includes conference materials, hotels, and meals.
 - ✓ **Member Discounts to DMInstitutes:** DMCouncil members receive discounts to our structured professional development programs for district teams. DMInstitute's cohort-based coursework and coaching delivered over a period of multiple months builds skills that last. Past topics include Accelerating Learning, Academic Return on Investment, and Secondary Scheduling.
 - ✓ **Virtual roundtables:** Monthly member-only virtual roundtables provide opportunities for superintendents and district staff to stay abreast of management and educational best practices and to share ideas with their peers.
- Stay abreast of what works with **District Management Journal:** Receive ten subscriptions for your district leaders to our signature publication that includes research, toolkits, and case studies
- Access **expert advice:** consult with our experts to discuss your district's specific challenges

DMCouncil

- Established 2004 -

JOIN A NATIONAL NETWORK
OF OVER 1,400 DISTRICT LEADERS

Hundreds of districts

35 states

Thousands of district leaders

Millions of students supported



District Management Group | Helping Schools and Students Thrive | www.dmggroupK12.com

Pricing Proposal

Language Service and Supports Opportunity Review

Deliverables

As a result of this partnership, D300 will receive two main deliverables:

- 1. A report shared with and presented to district leaders highlighting both the strengths of Language Services and Supports and areas for opportunities for improvement, which will be provided in a PowerPoint format.
- 2. Additionally, DMG will host a planning workshop with D300 leaders to craft an action plan for implementing improvements to their Language Services and Support.

Pricing and Terms

The total cost of all services outlined, including a deep study of supports for English Learner and Dual Language students, access to DMGroup’s proprietary benchmarking databases, and an Opportunity Review Findings Report, is \$185,000.00. Due to our longstanding partnership and CUSD300’s DMCouncil membership, DMGroup will provide a \$10,000 fee reduction for a total cost of **\$175,000**. This price includes all additional expenses such as travel time, hotel, printing, and materials.

Travel Expenses

As noted in Pricing and Terms, District Management Group (DMG) has developed a transparent, comprehensive, all-inclusive, and “no-surprises” approach to pricing. The fee of \$175,000 listed in the proposal includes all costs including professional, administrative, technology, printing, training, and travel costs. Typically, our Opportunity Review engagements include two (2) onsite visits for which DMG will assume all of the associated costs. If it is mutually agreed that a third onsite visit is necessary to satisfactorily complete the services and deliverables outlined in the scope of work, DMG will assume responsibility for the associated costs.

Implementation Support Add-on Option

Implementation support is available as an add-on option but not included as part of the above fees. As the engagement nears completion, the level of implementation support can be discussed, customized to the district’s needs, and priced accordingly.

Accepted by:	Accepted by:
District _____	<u>District Management Group</u> _____
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____



District Management Group

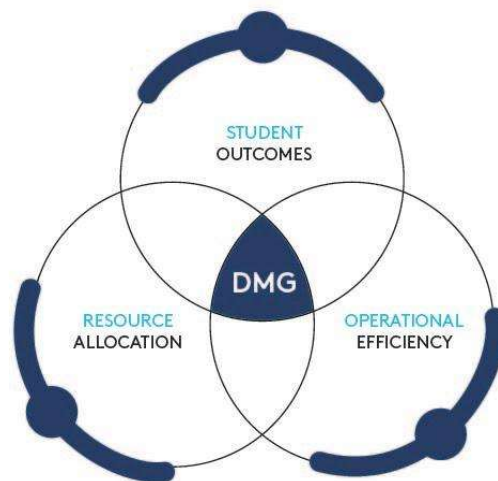
Helping Schools and Students Thrive

About District Management Group

Founded in 2004, District Management Group seeks to address the most important management challenges facing American public-school leaders.

The leaders of our school systems are charged with the enormous responsibility of providing students with the resources to succeed in school and beyond. To achieve this, district and school leaders must not only be great educators, they must also be great managers. District Management Group seeks to provide district leaders with the best management and educational practices, tools, and techniques to produce measurable, sustainable improvements that help schools and students thrive.

Our unwavering focus is on solutions that improve student outcomes, and simultaneously enhance operational efficiency and resource allocation. It is in achieving these three objectives simultaneously that improvements in student outcomes and the public education system as a whole can be made sustainable.



Our Services

DM Learning

Best-in-class knowledge and professional development, and a membership community of forward-thinking leaders learning, sharing, and making a difference for students.

- **DM Council**
 - Annual membership
 - Executive Partner Program
- **DM Institutes**
 - A-ROI Institute
 - Secondary Scheduling Institute
- **DM Journal**
 - DM Group's signature publication

DM Schedules

Cloud-based software and/or service to help districts optimize use of resources through scheduling.

- **DM Schedules for Elementary Schools**
- **DM Schedules for Special Education**
- **Secondary Scheduling**

DM Consulting

Customized management consulting support across a variety of practice areas.

- **Strategic Planning**
- **Special Education and Social, Emotional Learning**
- **Strategic Budgeting**
- **Initiative Inventory**
- **Program Evaluation**
- **Weighted Student Funding**
- **Implementation/Change Management**
- **Superintendent Entry Plan Development**
- **Custom Consulting**

Breakthrough Results

The Breakthrough Results approach achieves measurable results while building team members' skills and leadership capacity. This approach provides on-the-job experience, targeted professional development, and coaching to build meaningful and enduring skills.

- **Increase ELA achievement**
- **Increase math achievement**
- **Address equity issues**
- **Raise graduation rates**
- **Improve attendance rates**
- **Increase engagement**
- **Increase operational efficiencies**



Our Values



Partnership

We believe that each district's unique history, context, and culture matter. We get to know our partner districts, gaining a deep quantitative and qualitative understanding, so that we can work alongside your leadership team to help identify the right solutions and tailor implementation for long-term success.



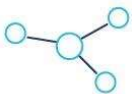
Impact

We seek to help school districts achieve measurable and sustainable improvement, and, unlike many other firms, our work does not end with delivering a report. We aim to strengthen our partner districts' internal capacity and, if desired, provide implementation support. For us, the measure of success is client satisfaction and real results for students and schools.



Collaboration

We believe we know more together than we do alone. This is why we draw on best practices from the education sector as well as management techniques with proven results in the private sector and public sector, and we leverage the collective knowledge of our nationwide network of school districts.



Systems Thinking

We believe that true and enduring solutions require looking beyond the specific challenge at hand and taking a broad, holistic approach to achieve coherence and alignment. We deliver systems-level solutions that align with your strategic priorities and position you to bring about transformational improvement.



District Management Group is committed to partnering with districts to bring about transformational, measurable, and sustainable improvements in public education. We are committed to helping schools and students thrive.



District Management Group

Helping Schools and
Students Thrive

If you have any comments or questions about the contents of this document, please contact District Management Group:

Tel: (877) 362-3500

Email: info@dmgroupK12.com

Fax: (617) 491-5266

Web: www.dmgroupK12.com

Mail: 133 Federal Street, Boston, MA 02110





DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD OF EDUCATION MEMO

DATE: August 26, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Anthony McGinn, Chief of
Communications & Stakeholder
Engagement

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1 st Reading	8/26/2025
BOE 2 nd Reading	8/26/2025

SUBJECT: Master Facility Plan Community Engagement Program Charge Sheet

Background

In 2024, District 300 engaged students, staff, families, and community members in a collaborative process to assess the condition of district facilities and ensure our Master Facility Plan reflected our community’s needs and expectations. This plan outlines a long-term approach to improving the learning environment for all students and staff by updating aging buildings and classrooms, creating space to accommodate projected community growth, and ensuring all District 300 schools are prepared to meet the evolving educational needs of students for decades to come.

The District is committed to continuing this work through community involvement. In June 2025, District 300 partnered with Discovery Works Collaborative to launch a community engagement effort related to the Master Facility Plan. As part of this process, a charge sheet has been developed to outline the Board’s role in authorizing the creation of a Community Engagement Facilitating Team. The Board will be asked to formally adopt this charge sheet during the August 26th Board Meeting.

Through the adoption of the charge sheet, the Board will formally authorize the creation of a Community Engagement Facilitating Team comprising community members, staff, two board members, and professional advisors. This team will be responsible for leading a transparent process that includes:

- Reviewing and understanding the 2024 Master Facility Plan
- Evaluating current building capacity and facility usage
- Exploring evolving student needs
- Evaluating available funding options

- Providing input on priorities
- Developing a shared vision for phased improvements and financial considerations

The Facilitating Team would work to develop workshops, surveys, and small-group conversations to gather input and build consensus. Their work would culminate in a final report summarizing community feedback and recommendations, which would be delivered to the Board of Education by June 2026.

Administrative Recommendation

The administration recommends the approval of the charge sheet as outlined in this document.

Fiscal Impact

The district projects a fiscal impact of less than \$35,000 from the activities associated with the charge sheet.

Community Unit School District 300
Board of Education Charge
Community Engagement Program for Master Facility Plan Implementation

Purpose

District 300's mission is to provide engaging and inclusive educational experiences that empower and equip all students to discover, innovate, and succeed now and in the future.

This mission, alongside our strategic plan's commitment to ensuring all parents, guardians, students, staff members, community members, and taxpayers have a voice in guiding our decision-making, serves as the guiding principle for our efforts.

In 2024, District 300 engaged students, staff, families, and community members in a collaborative process to assess the condition of district facilities and ensure our Master Facility Plan reflected our community's needs and expectations. This plan outlines a long-term approach to improving the learning environment for all students and staff by updating aging buildings and classrooms, creating space to accommodate projected community growth, and ensuring all District 300 schools are prepared to meet the evolving educational needs of students and staff for decades to come.

The Board of Education is committed to building on this foundation by launching the next phase of community engagement. This phase will explore how to continue to maintain safe and secure schools, address long-term enrollment trends, support instructional program needs, and consider available financial resources, all in alignment with community expectations.

It will also create an opportunity for the community to contribute to a shared vision for the future of our schools and understand the potential funding options that may be required to move forward.

Charge from the Board of Education

The Board of Education authorizes the formation of a broad-based Community Engagement Facilitating Team made up of community members, staff, two Board of Education members and professional advisors. This team is charged with leading an inclusive and transparent engagement process for the entire community that will give participants the opportunity to:

- **Review and understand the 2024 Master Facility Plan**, including the facility challenges it addresses and the proposed improvements
- **Evaluate current building capacity and facility usage** and how they impact the quality of educational programs, student services, and daily student and staff experiences

- **Explore evolving student needs**, including programmatic, academic, support, and extracurricular offerings that impact how spaces are used
- **Evaluate available funding options**, by reviewing timelines, associated costs, and overall financial allocations to determine the most feasible approach
- **Provide input on priorities**, concerns, and expectations related to implementation, funding, and long-term planning
- **Develop a shared vision** for how the Master Facility Plan should progress, including phased improvements and financial consideration

During the process, the Facilitating Team will:

- **Facilitate inclusive community engagement** through workshops, surveys, and small group conversations designed to gather broad and diverse input and come to consensus to fulfill the board's charge
- **Present a final report** to the Board of Education summarizing community feedback and providing recommendations for moving forward

Timeline

The Community Engagement Facilitating Team will begin its work in Fall 2025. Community leadership of the Facilitating Team will deliver the final report to the Board of Education by June 2026. Regular updates will be provided to ensure transparency and ongoing communication throughout the process.

Commitment to Partnership

The Board of Education remains committed to working in partnership with the community. By continuing to listen, learn, and plan together, we can continue to provide safe and supportive learning environments, strive for future-ready facilities, and maintain responsible financial stewardship for the benefit of all students and staff.