

**REGULAR BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
October 15, 2019 - 7:00 PM**

**DISTRICT ADMINISTRATIVE CENTER
326 JOLIET STREET
WEST CHICAGO, IL 60185**

A G E N D A

OPENING ACTIVITIES

1. Call to Order
2. Salute to the Flag
3. Reading of the Mission Statement:
"Community High School strives to promote and provide growth experiences in Learning, Leadership and Living."
Lynn Casey-Maher
4. Roll Call
5. Additions to the Agenda - (Voice Vote)

STUDENT RECOGNITION

6

Student of the Month:
Jocelyn Velazquez
Lauren Scanlan

GOOD NEWS OF THE DISTRICT

7

National Merit Scholarship Commended Students:
Peter Osielski
Kevin Salinas
Will Dwyer

PUBLIC PARTICIPATION

ADMINISTRATIVE REPORTS AND INFORMATION

1. Superintendent's Report
Moses Cheng
a. FOIA's 8
2. Director of Business Services Report
Dan Oberg
a. Baker Tilly Audit Report
Nick Cavaliere
3. Director of Human Resources Report
Cheryl Moore
4. Principal's Report 10
Will Dwyer
5. Committee and Representative Reports
a. Facilities
b. Monitoring and Planning

c. Policy - October 7, 2019	12
1. RECOMMENDED MOTION: That the Policy Committee approve the minutes of the meeting listed above.	
d. SASSED	
6. Future Dates	
a. DuPage Division Dinner Meeting - October 30, 2019	
b. Regular Board of Education Meeting - November 19, 2019	
c. Regular Board of Education Meeting - December 17, 2019	
7. Open Comment - Board Members	
Board Members	
8. Future Issues	
CONSENT AGENDA (Roll Call)	
1. Items Removed from Consent Agenda for Separate Action	

2. Consent Agenda Action for All Items Except Those Listed in 1. Above	
CONSENT AGENDA ITEMS - RECOMMENDED ACTION:	
1. <u>Approval of Minutes</u>	
a. Regular Board of Education Meeting - September 17, 2019	57
1. RECOMMENDED MOTION: That the Board of Education approve the minutes of the meeting(s) as listed above.	
2. <u>Acceptance of Minutes</u>	
a. Policy Committee Meeting - October 7, 2019	
1. RECOMMENDED MOTION: That the Board of Education accept the minutes of the meeting as listed above.	
3. <u>Approval of Financials</u>	
a. Approve Current Expenditures	64
b. Imprest Fund Statement	97
c. Treasurer's Report	105
d. Statement of Position/Financial Report	106
e. Statement of Revenue/Expenditures YTD Ending September 30, 2019	107
f. 3-Year Budget/Actual Report	108
g. Grant Reports	110
h. Petty Cash Fund Report	112
i. Student Activity Account Fund Balance	113
j. New Vendors Monthly Report	116
k. Quarterly Financial Reports	
l. Referendum Revenue and Expenditure Report	117
m. Board Expenses	121
1. RECOMMENDED MOTION: That the Board of Education approve the expenditures from September 13, 2019 to October 10, 2019 and accept the financial reports.	
4. <u>Personnel Report - (Roll Call)</u>	122

The Personnel Report consists of the resignation of one individual, leave of absences for five individuals, and the employment of two coaches.

- a. RECOMMENDED MOTION: That the Board of Education approve the Personnel Report as presented in the packet.

5. Semi-Annual Review of Closed Session Minutes - (Roll Call) 123

The School Code requires a review of closed session minutes be conducted twice a year. The motion which follows is based on the review conducted by Mr. Nagel, Mr. Saake and Dr. Cheng on October 7, 2019.

- a. RECOMMENDED MOTION: That the Board of Education approve the attached report on review of closed session minutes as presented by Mr. Campos and Mr. Nagel.

6. Destruction of Closed Meeting Audio Recordings - (Roll Call)

The Legislature requires that closed session meetings of Boards of Education be audio recorded and those recordings retained for a period of 18 months. Beginning in July, 2005, Boards can destroy those recordings provided that they are at least 18 months old and that the minutes of the specific closed session meetings have been approved and are retained as part of the official records of the Board's business. It is suggested that the Board purge these audio recordings twice a year in conjunction with the semi-annual review of closed session minutes.

- a. RECOMMENDED MOTION: That the Board of Education approve the destruction of audio recordings of closed session Board of Education meetings made prior to March 1, 2018, which meets the state criteria of being at least 18 months old, and for which approved minutes are retained the the official records of the Board's business.

7. IASB Draft Policies - Updates - (Roll Call) 124

- a. RECOMMENDED MOTION: That the Board of Education approve changes to the following policies at first reading:

Five Year Review:

- 2:240 Board Policy Development
- 3:60 Administrative Responsibility of the Building Principal
- 4:90 Activity Funds
- 5:35 Compliance with the Fair Labor Standards Act
- 5:40 Communicable and Chronic Infectious Disease
- 5:130 Responsibilities Concerning Internal Information
- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 7:170 Vandalism

Draft Updates:

- 2:20 Powers and Duties of the Board of Education; Indemnification
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:140 Communications To and From the Board
- 4:100 Insurance Management
- 4:110 Transportation
- 4:150 Facility Management and Building Programs
- 4:160 Environmental Quality of Buildings and Grounds
- 5:180 Temporary Illness or Temporary Incapacity

- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:15 School Accountability
- 6:40 Curriculum Development
- 6:340 Student Testing and Assessment Program

New Policy:

- 4:190 Targeted School Violence Prevention Program

8. Modification to Current Policies - (Roll Call) 152

a. RECOMMENDED MOTION: That the Board of Education approve the following changes to policies at first reading:

- 2:150 Committees
- 4:60 Purchases and Contracts
- 8:20 Community Use of School Facilities

OLD BUSINESS:

NEW BUSINESS:

1. Separation of Employment - (Roll Call)

a. RECOMMENDED MOTION: That the Board of Education accept the following:

1. Miles Pauli, Personal Care Assistant/Special Education Division, effective December 20, 2019

2. Award Furniture Bid - (Roll Call) 159

District 94 released a cooperative purchasing package on October 3, 2019 to ten vendors for LRC furniture pricing. District 94 received 6 proposals on October 9, 2019. These proposals have been reviewed by DLA Architects. The Business Office recommends Warehouse Direct for the lowest proposal of \$161,097.32 which includes delivery and installation.

a. RECOMMENDED MOTION: That the Board of Education accept the proposal from Warehouse Direct, Des Plaines, IL at a cost not to exceed \$161,097.32, which includes delivery and installation.

3. Student Travel: French Exchange Spring 2020 - (Roll Call) 165

In compliance with Policy 6:240 - Field Trips and Recreational Class Trips - the proposed trip for the French Exchange qualifies as Optional Student Travel. The French Exchange is requesting a trip to Eu, France - Le Lycee Polyvalent Anguier in Normandy, which is beyond a 250 mile radius of West Chicago Community High School.

a. RECOMMENDED MOTION: That the Board of Education approve Optional Student Travel

for the French Exchange to Eu, France - Le Lycee Polyvalent Anguier in Normandy, from March 26 to April 6, 2020.

EXECUTIVE SESSION - only if needed and with the understanding that possible action could be taken on matters discussed in closed session.

RECOMMENDED MOTION TO MOVE TO CLOSED SESSION: That the Board of Education hold a Closed Session at [Time] for the purpose(s) of [1 - 15 below].

1. The appointment, employment, compensation, discipline, performance or dismissal of specific employees.
2. Collective negotiating matters.
3. The selection of a person to fill a public office.
4. Evidence or testimony presented in open hearing, or in closed hearing, where

specifically authorized by law, to a quasi-adjudicative body.

5. The purchase or lease of real property.
6. The setting of a price for sale or lease of property.
7. The sale or purchase of securities, investments, or investment contracts.
8. Emergency security procedures.
9. Student discipline.
10. The placement of individual students in special education programs.
11. Litigation has been filed and is pending before a court or administrative tribunal.
12. Establishment of reserves or settlement of claims as provided by local government and governmental employees Tort Immunity Act.
13. Self-evaluation.
14. Discussion of minutes of meetings lawfully closed under Open Meetings Act (P.A. 88-621, effective 1-1-95).
15. Considering meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

RECOMMENDED MOTION TO MOVE TO OPEN SESSION:

That the Board of Education return to Open Session at [Time].

ACTION AFTER RETURN TO OPEN SESSION:

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting be adjourned at [Time].

Jocelyn Velazquez Named September Student of the Month 2019-2020

West Chicago Community High School has selected Jocelyn Velazquez of West Chicago as Student of the Month for October, 2019. A senior, Jocelyn was chosen for outstanding academic achievement while also being a leader in the building through her involvement in multiple activities and athletics.

Jocelyn has been on High Honor Roll or Honor Roll every semester of her high school career at WCCHS and has earned a cumulative weighted GPA of 5.118. She is a member of National Honor Society and the Spanish Language Honor Society.

No stranger to balancing academics with school involvement, Jocelyn serves as a Student Ambassador and a ROAR mentor. She is a member of Student Council, Pep Club, Business Professionals of America, and writes for the Wildcat Chronicle student newspaper.

A scholar athlete, Jocelyn is Captain of the Cross Country team, runs both indoor and outdoor Track and Field, and is a varsity Cheerleader. She was named All-Conference for both Track and Cheerleading in 2019.

Outside of school, Jocelyn volunteers extensively at her church, volunteers at the West Chicago Terrace nursing home, Feed My Starving Children, and makes meals for families at Ronald McDonald House.

When asked about her favorite high school memory, Jocelyn states, “One of my most memorable experiences in high school was lining up on the football field with the football players, dancers, and my cheer team. Glancing back and forth between the stadium and the field as the national anthem plays in sync with the raising of the flag, I remember feeling so thankful to be part of not just a team, but a community.”

Jocelyn has this advice for future Wildcats, “I would strongly recommend being involved and making the best of your high school experience; this doesn’t have to mean being in every club yearbook photo or getting athlete of the year. Don’t be afraid to try new things; participate in an assembly, cheer in the squad, try out for a sport, volunteer somewhere, or even make a club. Ultimately your high school experience is what you make of it.”

Jocelyn plans to attend Cornerstone University in Michigan to major in marketing and minor in business management.

The Board of Education of Community High School District 94 congratulates Jocelyn Velazquez on all of her accomplishments and wishes her the best of luck in future endeavors.



Jocelyn Velazquez



Community High School District 94

157 W. Washington St. – West Chicago, IL 60185

Good News of the District

October 15, 2019

Students that take the PSAT/NMSQT every fall become eligible for the National Merit Scholarship Corporation's scholarship contest. It is a highly competitive program. Every year, there are students who are honored by NMSC as Commended Students; these students are not eligible for the scholarship contest. However, this is a great honor, recognizing their scholastic talents and educational excellence. The students named as Commended Students, placed amongst the top 50,000 scores of the over 1.5 million students that took the test last October. It is with great honor to announce our Commended Students:

Peter Osielski

Kevin Salinas

National Hispanic Recognition Program:

Another program offered through PSAT/NMSQT scores is The National Hispanic Recognition Program. Based on the October test results, the CollegeBoard invites Hispanic students to apply to be recognized as Scholars through their program. Last year in the Midwest region, only students with PSAT scores in the top 2.5% were invited to apply. The applications include the student's grades and level of rigor throughout high school, and all factors are considered. CollegeBoard extended an invitation to Kevin Salinas. Kevin applied and was recognized as a Scholar. This is an immense honor, and although it does not provide him with an immediate scholarship, it is highly regarded by Colleges and Universities.



Received 10/1/2019

Cheryl Glunt <cglunt@d94.org>

Response Due 10/8/2019

Fwd: SmartProcure FOIA Request to West Chicago Community High School District No. 94 for Contact Information

1 message

Cheryl Moore <cmoore@d94.org>
To: Cheryl Glunt <cglunt@d94.org>

Tue, Oct 1, 2019 at 7:39 AM

----- Forwarded message -----

From: **Bethany Simpson** <bsimpson@smartprocure.com>

Date: Mon, Sep 30, 2019 at 5:10 PM

Subject: SmartProcure FOIA Request to West Chicago Community High School District No. 94 for Contact Information

To: <cmoore@d94.org>

Good afternoon,

SmartProcure is submitting a commercial FOIA request to the West Chicago Community High School District No. 94 for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by West Chicago Community High School District No. 94)
9. Office Fax
10. Email Address
11. Office, Physical Address
12. Office Mailing Address

Please email the information to bsimpson@smartprocure.com.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Bethany Simpson
Data Acquisition Specialist
SmartProcure
Email: bsimpson@smartprocure.com
Direct Line: 954-420-9900 ext: 684

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Cheryl Moore
Director of Human Resources
Community HSD94

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**WEST CHICAGO COMMUNITY HIGH SCHOOL
DISTRICT 94**

October 2, 2019

MEMORANDUM

TO: Dr. Cheng

FROM: W. Dwyer

RE: **STUDENT ATTENDANCE – AUGUST/SEPTEMBER 2019**

AUG/SEPT	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Average Daily Enrollment:	2001.75	2040.32	2092.84	2075.47	2030.12
Average Daily Attendance:	1925.89	1939.34	1997.70	1981.81	1937.43
Percent Attendance:	96.21	95.05	95.52	95.49	95.43

Students Added 36

Students Dropped 56

Percent Attendance for Previous Months:

March 2019	95.20
April 2019	94.37
May/June 2019	96.60

WD/hn

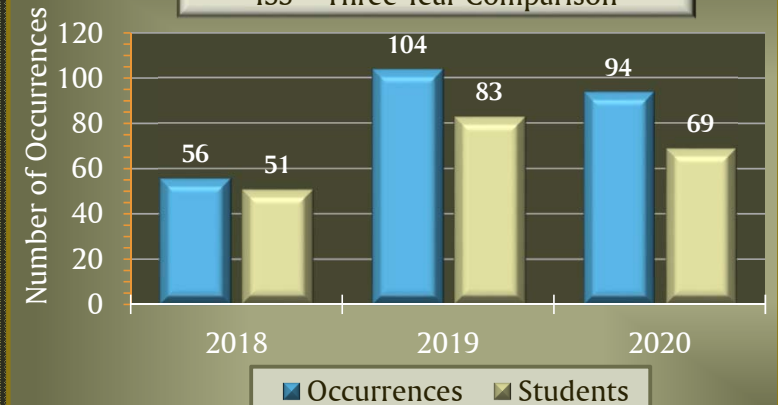
Monthly Discipline Report – Aug/Sept 2019

Monthly Discipline Report for August/September

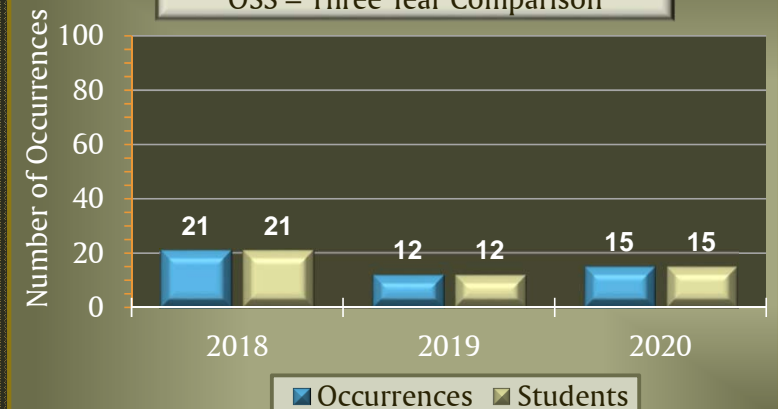
REASON FOR SUSPENSION	Monthly Discipline Numbers - August/September					
	2018 OCC	2019 OCC	2020 OCC	2018 STD	2019 STD	2020 STD
IN SCHOOL SUSPENSION - ISS						
DISOBEDIENCE/DISRESPECT	4	13	9	4	12	8
DISOBEDIENCE/TARDY	7	6	0	5	4	0
DISOBEDIENCE/TRUANCY	36	65	59	33	55	40
ELECTRONIC DEVICE/VAPING	0	1	2	0	1	1
SATURDAY SCHOOL	4	16	21	4	8	17
OTHER	5	3	3	5	3	3
MONTHLY TOTAL ISS SUSPENSIONS	56	104	94	51	83	69

REASON FOR SUSPENSION	2018	2019	2020	2018	2019	2020
	OCC	OCC	OCC	STD	STD	STD
OUT OF SCHOOL SUSPENSION - OSS						
DISOBEDIENCE/DISRESPECT	8	5	3	8	5	3
DISOBEDIENCE/TARDY	0	0	0	0	0	0
DISOBEDIENCE/TRUANCY	0	0	0	0	0	0
ELECTRONIC DEVICE	0	0	0	0	0	0
FIGHTING	4	5	5	4	5	5
GANG REPRESENTATION/WEAPONS	5	2	3	5	2	3
ILLEGAL ACT/U.I. ALCOHOL	0	0	0	0	0	0
ILLEGAL ACT/U.I. MARIJUANA	3	0	4	3	0	4
SATURDAY SCHOOL	0	0	0	0	0	0
THEFT	0	0	0	0	0	0
OTHER	1	0	0	1	0	0
MONTHLY TOTAL OSS SUSPENSIONS - OSS	21	12	15	21	12	15

Monthly Discipline Numbers – Aug/Sept
ISS – Three Year Comparison



Monthly Discipline Numbers – Aug/Sept
OSS – Three Year Comparison



Community High School District 94

**District Administrative Center
157 W. Washington Street
Policy Committee Meeting
October 7, 2019
6:30 PM**

Agenda

Committee Members:

Renee Yackey, Board President
Lynn Casey-Maher, Board Member
Rich Nagel, Board Member
Gary Saake, Board Member
Moses Cheng, Superintendent

1. Roll Call
2. Public Comment
3. Review and Discussion of IASB Draft Policies
4. Review and Discussion of Modification to Policy 2:150
5. Discussion Regarding Previous Policies for Bidding and Facility Use
6. Discussion Regarding Procedural Manual
7. Adjournment

Community High School District 94
157 W. Washington Street
West Chicago, IL 60185
Policy Committee Meeting
October 7, 2019
6:30 p.m.
Conference Room

MINUTES

The meeting was called to order at 6:30 p.m.

1. Roll Call: Lynn Casey-Maher, Rich Nagel, Gary Saake, Moses Cheng
Also present: Cheryl Glunt

2. Public Comment
There was no public comment.

3. 5 Year Review:

Policy Committee members reviewed the following IASB draft policies and agreed to recommend adoption of the IASB PRESS Plus 5 Year Review to the Board of Education. While there are no changes from our current PRESS policies, if approved by the Board upon second reading, the new adoption date on these policies will change. These policies will then be aligned to IASB's 5 year review cycle timeline.

- 2:240 Board Policy Development
- 3:60 Administrative Responsibility of the Building Principal
- 4:90 Activity Funds
- 5:35 Compliance with the Fair Labor Standards Act
- 5:40 Communicable and Chronic Infectious Disease
- 5:130 Responsibilities Concerning Internal Information
- 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 7:170 Vandalism

Draft Updates to Existing Policies:

Policy Committee members reviewed the following IASB draft update policies and agreed to the following recommended action:

- 2:20 Powers and Duties of the Board of Education; Indemnification - adopt
- 2:110 Qualifications, Term, and Duties of Board Officers – adopt with the added recommendation that #1 under “President” be changed from “Preside at all meetings” to “Preside at all *Board* meetings”.
- 2:140 Communications To and From the Board – adopt with the following change:
“In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board *unless authorized by the Board or otherwise stated in policy....*”

- 2:230 Public Participation at Board of Education Meetings and Petitions to the Board – should not go to the Board at this time, and it should be forwarded to the district’s attorney for review.
- 4:20 Fund Balances – do not adopt because the District’s current policy and practices are preferable.
- 4:100 Insurance Management - adopt
- 4:110 Transportation - adopt
- 4:150 Facility Management and Building Programs - adopt
- 4:160 Environmental Quality of Buildings and Grounds - adopt
- 5:180 Temporary Illness or Temporary Incapacity - adopt
- 5:330 Sick Days, Vacation, Holidays, and Leaves - adopt
- 6:15 School Accountability - adopt
- 6:40 Curriculum Development - adopt
- 6:340 Student Testing and Assessment Program - adopt

Draft Update – New Policy

- 4:190 Targeted School Violence Prevention Program - adopt

4. Review and Discussion of Modification to Policy 2:150 Committees

Policy 2:150 needed to be modified due to the changes to committees made at the Board Retreat. Committee members agreed to recommend adoption of the modification to Policy 2:150 with the changes indicated on the draft document. Description of Finance Committee was changed to include facilities management, and description of Monitoring and Planning was changed to include community outreach.

5. Discussion Regarding Previous Policies for Bidding and Facility Use

Committee members agreed to recommend inserting the following portions of old policy 5013 & 5013P into new policy, 8:20 Community, for the purpose of clarifying facility rental rules, regulations and fees:

It shall be the policy of Community High School District 94 to make its facilities available, at reasonable charges, for use by local non-profit civic and service groups for the purpose of providing cultural, recreational, informational, and educational opportunities for the District 94 community. The following four classifications will be used in reviewing facility rental requests.

<i>Classification</i>
<i>A. Official school-sponsored activities and organizations conducting activities to directly support District 94. (Education Foundation, Boosters, Athletic Conference Meetings, etc.). No rental fee is charged.</i>
<i>B. Organizations and/or Government units serving the District which offer an equitable exchange of services and/or facilities and are supported by local taxes. (Park District, Police and Fire, Federal Agencies, etc.) Rental fees charged according to district approved fee schedule.</i>
<i>C. Non-profit, social, civic, religious, educational, and/or athletic organizations primarily serving District residents and whose purposes in some degree parallel those of District 94. (i.e. Feeder Groups not directly sponsored by the park district) Rental fees charged according to district approved fee schedule.</i>
<i>D. Any organization not included in the above. Rental fees charged according to district approved fee schedule.</i>

Committee members then agreed to recommend inserting two paragraphs from old policy 3303, Bids and Quotations, into new policy, 4:60, Purchases and Contracts:

Therefore, all contracts for supplies, materials, or work involving an expenditure of \$25,000 or more shall be let to the lowest responsible bidder after due advertisement, except contracts that are specifically exempted from competitive bidding by the Illinois School Code. At least three (3) written competitive quotations will be obtained for purchases of \$5,000 but less than \$25,000. Written quotations shall be maintained on file for all such purchases. In addition, verbal competitive quotations shall be sought and a record maintained for items of this nature costing less than \$5,000.

Further, the bidding threshold for exemptions defined as “contracts for repair, maintenance, remodeling, renovation or construction, or a single project... not involving a change or increase in the size, type, or extent of an existing facility” is set at not to exceed \$50,000. At least three (3) written competitive quotations will be obtained for purchases of \$10,000 but less than \$50,000. Written quotations shall be maintained on file for all such contracts.. In addition, verbal competitive quotations shall be sought and a record maintained for all items of this nature costing less than \$10,000.

6. Discussion Regarding Procedural Manual

It was stated that the procedures that were included in the old policies have been compiled into a procedural manual. A review of those procedures needs to be conducted for accuracy.

7. Motion by Gary Saake, seconded by Lynn Casey-Maher, that the Policy Committee Meeting be adjourned at 7:48 p.m.

Document Status: 5-Year-Review - Needs Review

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a super majority vote of five (5) members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract.

LEGAL REF.:

105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs a Building Principal as the chief administrator and instructional leader of the school. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. The Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for the Principal that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate the Building Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

10 ILCS 5/4-6.2.

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

105 ILCS 127/.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

4:90 Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

LEGAL REF.:

105 ILCS 5/8-2 and 5/10-20.19.

23 Ill.Admin.Code §§100.20 and 100.80.

CROSS REF.: 4:80 (*Accounting and Audits*), 7:325 (*Student Fundraising Activities*)

~~ADOPTED: April 30, 2019~~

Document Status: 5-Year-Review - Needs Review

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek. Exempt employees will be compensated on a salaried basis.

Overtime

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

820 ILCS 105/4a.

Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.

Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.

Department of Public Health Act, 20 ILCS 2305/6.

105 ILCS 5/24-5.

Personnel Record Review Act, 820 ILCS 40/.

Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

5:130 Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:

Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.

Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.

Ill. Freedom of Information Act, 5 ILCS 140/.

Local Records Act, 50 ILCS 205/.

105 ILCS 10/.

Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

~~ADOPTED: April 30, 2019~~

Document Status: 5-Year-Review - Needs Review

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:

740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: April 30, 2019

Document Status: Draft Update

2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student ~~behavior discipline~~ PRESSPlus1 policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board of Education members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

105 ILCS 5/2-3.25d, 5/10, 5/17-1, and 5/27-1.

(School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: April 30, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to a 5-year review to align with SB 100. Issue 100, February/March 2019

Document Status: Draft Update

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. ~~Focus the Board meeting agendas on appropriate content and p~~Preside at all meetings; ^{PRESSPlus1}
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official ^{authority} ^{PRESSPlus2} for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

5 ILCS 120/7 and 420/4A-106.

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: April 30, 2019

PRESSPlus Comments

PRESSPlus 1. The duties in #s 1 and 2 are separated into two items to distinguish between them. Of the listed duties, only the following are imposed by law: #1, preside at meetings; #6, sign minutes and sign certificate of tax levy; #7, call special meetings; and #8, serve as *head of the public body* for OMA and FOIA purposes. **Issue 101, June 2019**

PRESSPlus 2. Updated to align with a 2014 change to 105 ILCS 5/9-2 and 10 ILCS 5/1-3, reassigning the duties of the local election authority official. **Issue 101, June 2019**

Document Status: Draft Update

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. ~~In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.~~

The Superintendent or designee shall: ~~e~~Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Education, and if contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum. PRESSPlus1

LEGAL REF.:

5 ILCS 120/ Open Meetings Act.

50 ILCS 205/20 Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. This paragraph is moved from above, and the phrase "through electronic communications" is added for clarity. **Issue 101, June 2019**

Document Status: Draft Update

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

For an overall minimum of 30 minutes^{PRESSPlus1} during^{At each regular and special open meeting, any person} members of the public and District employees may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below.^{PRESSPlus2} During public participation, there will be a 20-minute^{PRESSPlus3} minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person^{The individuals} appearing before the Board is^{are} expected to follow these guidelines:^{PRESSPlus4}

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation^{comments} shall be limited to five (5) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the person^{individual} may be allowed to speak for more than five (5) minutes.
3. ~~Observe the Board President's decision, when necessary and appropriate, to the:~~
 - a. ~~Shortening of the time for each person to address the Board during public participation~~^{comment} to conserve time and give the maximum number of people^{individuals} an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
 - c. ~~4. Observe the Board President's decision to~~ Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. ~~5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy;~~ 8:30, *Visitors to and Conduct on School Property.*
5. If a group of residents and/or non-residents wishes to speak on the same topic, the President may ask the group to identify a spokesperson to speak on behalf of the group.
6. Personal charges or complaints against individual employees, volunteers or students of the District should not be initiated during a public participation portion of a Board meeting. Such charges or complaints should be presented to the Principal, Superintendent, or a Board member in advance of the meeting, preferably in writing. All such matters will be referred to the Superintendent for investigation and report.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.:

5 ILCS 120/2.06, Open Meetings Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: April 30, 2019~~

Questions and Answers:

***Required Question 1. See Comment PRESSPlus 1. What is the length of minimum overall public participation time adopted by the Board?

Answer:

***Required Question 2. See Comment PRESSPlus 3. What is the minimum total length of time for any one subject that has been adopted by the board?

Answer:

PRESSPlus 1. The length of the minimum overall public participation time is at the local board's discretion, and it should be customized to ensure it is responsive to the community's public participation needs. See **Questions** to indicate the length of minimum overall public participation time adopted by the Board. **Issue 101, June 2019**

PRESSPlus 2. While some courts have upheld public bodies limiting public comment to certain subjects, such as only subjects on the agenda or only related to the business of the public body, this policy does not provide default text for limiting public comment to certain subjects. This is because 105 ILCS 5/10-16 requires school boards to allow members of the public "to comment to or ask questions of the board." The cases in which courts upheld limiting public comment to certain subjects involved public bodies with no governing statutes that required the public body to allow the public "to comment to or ask questions of the board." **Issue 101, June 2019**

PRESSPlus 3. See 5 ILCS 120/2.06, 105 ILCS 5/10-16, and PAO 19-2. Like the length of time for overall public participation, the minimum total length of time **for any one subject** is also at the local board's discretion. See **Questions** to indicate the minimum total length of time for any one subject that has been adopted by the board. **Issue 101, June 2019**

PRESSPlus 4. OMA does not but PAO 19-2 does provide specific rules. These guidelines may be amended. The guidelines for public comment and the time minimums and limits should be reviewed with the board attorney. In PAO 19-2, the Ill. Public Access Counselor (PAC) ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings stating, "Though a public body has inherent authority to conduct its meetings in an efficient manner and need not allow public comment to continue indefinitely, there was no evidence that capping public comment to 15 minutes was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business."

Issue 101, June 2019

Document Status: Draft Update

4:20 Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.^{PRESSPlus1}

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: April 30, 2019

Questions and Answers:

***Required Question 1. Has the Board adopted the default sentence, the alternative sentence, or deleted the sentence regarding year-end fund balance to revenue ratio? Type "default," "alternative," or "delete."

Answer:

PRESSPlus Comments

PRESSPlus 1. Optional. Pursuant to its authority under 105 ILCS 5/1A-8, the Ill. State Board of Education (ISBE) developed the *School District Financial Profile* to help monitor the finances of school districts and identify those districts moving toward financial difficulty. A district's total profile score (and corresponding profile designation) is based on four weighted indicators: (1) fund balance to revenue ratio (35%), (2) Expenditure to Revenue Ratio (35%), (3) days cash on hand (10%), and (4) percent of short-term and long-term borrowing ability remaining (10% each). See www.isbe.net/Documents/OEPP-PCTC-Profile.pdf for a detailed explanation of the calculation of the School District Financial Profile and designations. This policy addresses the first factor in a district's Financial Profile, which, according to ISBE, "reflects the overall financial strength of the district." A target of 25% or higher for a district's fund balance to revenue ratio would result in a school district being in the lowest risk category for this factor of the district's Financial Profile.

The following alternative is for a district with fund balances deemed not currently adequate:

"The School District will seek to establish year-end fund balances representing _____ percent of the annual revenues for each operating fund by budgeting a surplus in each fund."

See **Questions** to indicate whether the board has adopted the default sentence, the alternative sentence, or if they have deleted the sentence. To change the percentage currently listed, strike it and replace it with the percentage adopted by the Board. Then select "Adopted with Additional District Edits" as the Save Status.

Issue 101, June 2019

Document Status: Draft Update

4:100 Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; Board of Education members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: PRESSPlus1

Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, ~~§~~§100Q1, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.

105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.

215 ILCS 5/, Ill. Insurance Code.

750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.

820 ILCS 305/, Workers' Compensation Act.

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated with a correction and minor style updates. **Issue 100, February/March 2019**

Document Status: Draft Update

4:110 Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing, and adequate public transportation is not available, or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. ^{PRESSPlus1} The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Assistant Principal or designee and shall be altered only with the Assistant Principal's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

Each contract between the District and a private sector school bus company must require the company to have a pre-trip and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must require, at a minimum, that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).

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

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15 and /1-17.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, ~~5/12-813~~, ³³5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.750; Part 120.

CROSS REF.:4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate an amendment to 105 ILCS 5/29-3, amended by P.A. 100-1142. The Ill. Streetgang Terrorism Omnibus Prevention Act defines *course or pattern of criminal activity* as two or more gang-related criminal offenses committed in whole or in part within Illinois when: (1) one or more of the offenses was committed after 1-1-93, (2) both offenses were committed within five years of each other; and (3) at least one offense involved a felony or forcible felony under the Ill. Criminal Code of 1961 or 2012. 740 ILCS 147/10. It also includes criminal defacement of property that includes a streetgang sign or symbol. **Id.** The determination as to what constitutes a *serious safety hazard* due to a *course or pattern of criminal activity* under 105 ILCS 5/29-3 is made by the board, in accordance with guidelines determined by local law enforcement, in consultation with the State Superintendent of Education. **Issue 100, February/March 2019**

Document Status: Draft Update

4:150 Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code. PRESSPlus1

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the ~~Ill. Illinois~~ State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

LEGAL REF.:

42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.6360 (P.A. 100-163, final citation pending), and 5/17-2.11.

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

820 ILCS 130/, Prevailing Wage Act.

23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

CROSS REF.:2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: April 30, 2019

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement to incorporate the 10-year life safety survey requirement for school buildings. 105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a 10-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process. **Issue 100, February/March 2019**

Document Status: Draft Update

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

LEGAL REF.:

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.300(e)-700(b), PRESSPlus1

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/10-20.17a; 5/10-20.48-135/; and,

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

~~23 Ill.Admin.Code §1.330-, Toxic Materials Training.~~

CROSS REF.:4:150 (Facility Management and Building Programs), 4:170 (Safety)

~~ADOPTED: April 30, 2010~~

PRESSPlus Comments

PRESSPlus 1. The prior citation was repealed and renumbered. **Issue 100, February/March 2019**

Document Status: Draft Update

5:180 Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an **licensed** advanced practice **registered** ~~collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations~~ **PRESSPlus1** nurse, who has a written ~~collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations~~ if the examination is job-related and consistent with business necessity.

LEGAL REF.:

~~Americans with Disabilities Act, 42 U.S.C. §12101 et seq., 2, Americans with Disabilities Act.~~

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

~~Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965) 60 Ill.App.2d 56 (1st Dist. 1965).~~

~~School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987) 154 Ill.App.3d 375 (1st Dist. 1987).~~

CROSS REF.: 5:30 (Hiring Process and Criteria), **5:40 (Communicable and Chronic Infectious Disease)**, 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A.s 99-173 and 100-513. **Issue 101, June 2019**

Document Status: Draft Update

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 13 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum allowed under IMRF, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice ~~registered~~ nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice ~~registered~~ ^{PRESSPlus1} nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation, Holidays, Personal Leave

Please refer to the applicable collective bargaining agreement(s).

Employees not covered by this agreement receive vacation, holidays, and personal leave on the same terms and conditions as those covered by the applicable collective bargaining agreement(s).

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave
5. Leave to serve as an election judge.

820 ILCS 147 and 180/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.:5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 100-513. **Issue 100, February/March 2019**

Document Status: Draft Update

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 105 ILCS 5/2-3.153 of the School Code, annually administer at least biennially a climate survey of ~~learning conditions on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers.~~ PRESSPlus1

LEGAL REF.:

105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, ~~5/2-3.25d~~, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.:6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.153, amended by P.A. 100-1046, requiring that school climate surveys be administered annually rather than biennially to students in grades 4-12. **Issue 100, February/March 2019.**

Document Status: Draft Update

6:40 Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

20 U.S.C. §1681. Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106. [PRESSPlus1](#)

105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: April 30, 2019

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/and-guardians of students. PRESSPlus1 Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.~~

~~Illinois School Student Records Act, 105 ILCS 10/, Illinois School Student Records Act.~~

105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: April 30, 2019

Questions and Answers:

***Required Question 1. See PRESSPlus Comments. Has the Board adopted the additional text "and to the community"? Type yes or no.

Answer:

PRESSPlus Comments

PRESSPlus 1. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community." See **Questions** to indicate whether this additional text has been adopted by the Board. **Issue 101, June 2019**

Document Status: Draft Update - New

4:190 Targeted School Violence Prevention Program

New/Unpublished Section

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. PRESSPlus1 Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. PRESSPlus2 The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s). PRESSPlus3
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors. PRESSPlus4

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.

105 ILCS 128/, School Safety Drill Act.

745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.

29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 7:140 (Search and Seizure), 6:270 (Guidance and Counseling Program), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. This policy is optional. It contains items from *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Second Edition (August 2016), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/threat-assessment-model-policies-procedures-and-guidelinespdf.pdf. *Threat Assessment in Virginia Public Schools* is based upon a synthesis of established research and recognized standards of practice regarding threat assessment and management in school and workplace settings, including *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, a 2002 publication of the U.S. Secret Service and the U.S. Dept. of Education, at: www.secretservice.gov/data/protection/ntac/ssi_guide.pdf.

Boards are authorized to adopt a policy on targeted school violence prevention programs even though State and federal law provide little guidance. Adopting a policy that addresses targeted school violence prevention provides (a) a way for boards to monitor that it is being done, and (b) an opportunity for each board and the superintendent to examine all current policies,

conditions and resources and current practices will support full implementation of this policy and its accompanying administrative procedures. Its goals and program will be most effective when they reflect local conditions and circumstances. Please see the Issue 100 PRESS Update Memo for more information and for a complete listing of the accompanying sample procedures and exhibits for this policy. **Issue 100, February/March 2019**

PRESSPlus 2. Ensuring school safety begins with establishing a comprehensive targeted school violence prevention program, which "includes forming a multidisciplinary threat assessment team, establishing central reporting mechanisms, identifying behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders." *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf. **Issue 100, February/March 2019**

PRESSPlus 3. The establishment of threat assessment teams in K-12 public schools is Recommendation #1 of the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, presented to the Office of the Governor on 4-5-18, at: www.iasb.com/safety/. Illinois higher education institutions have required threat assessment teams since the passage of the Campus Security Enhancement Act of 2008 (110 ILCS 12/20(b)(2), eff. 1-1-09) in response to the shootings that took place at Virginia Polytechnic Institute and State University on 4-16-07 and Northern Illinois University on 2-14-08. **Issue 100, February/March 2019**

PRESSPlus 4. Consult the board attorney for guidance concerning liability in this area. Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act (TIA) likely protects districts from liability for failure to properly identify and/or respond to a student's behavior that results in injury or suicide. See 745 ILCS 10/3-108 and *Grant v. Board of Trustees of Valley View School Dist. No. 365-U*, 286 Ill.App.3d 642 (3rd Dist. 1997). Every situation is fact specific, and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases and ensuring other policies are followed.

In addition to the TIA, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. For further discussion, see f/n 13 in policy 7:290, *Suicide and Depression Awareness and Prevention*. **Issue 100, February/March 2019**

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board.

Ad Hoc Committees

The Board may appoint ad hoc advisory committees as it deems necessary to discern the needs and desires of the District and its residents. Such committee may be comprised of staff, students, and community members in any combination the Board deems appropriate. The President of the Board may also establish ad hoc committees comprised of Board members. The central purpose of all such committees is to contribute to the overall educational program by conducting studies, identifying problems, and developing recommendations that will enhance the effectiveness of the decision-making process. To focus their work the Board shall define the goals and objectives of the ad hoc committee. The ultimate authority to make decisions will continue to reside with the Board. Board-appointed committees are subject to the requirements of the Open Meetings Act regardless of the number of board members on the committee.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Policy Committee: Review, propose, and maintain district policies and review Administrative Procedures to ensure they comply with Board Policy.
- ~~2. Parent Teacher Advisory Committee: Recommend to the Board student behavior policy and procedure. Committee is composed of parents/guardians, staff and personnel with school discipline experience.~~
- ~~3. Behavioral Interventions Committee: Recommends to the Board the development of and monitoring of procedures for using behavioral interventions.~~
- ~~4. Education Committee: Curricular, co-curricular, and extracurricular programs of the District.~~
- ~~5. Facilities Committee: Physical assets of the District in the delivery and support of the institution's mission and purpose.~~
- ~~6. Human Resources Committee: Employee recruitment, retention, compensation, evaluation, and professional development.~~
- ~~7. Communications Committee: Internal and external communications, community outreach and engagement.~~
2. Finance Committee: Fiscal operations of the District including budgeting, reporting, risk management, forecasting, and investments.
3. **Monitoring and Planning Committee: monitors and plans for curricular, co-curricular, extra-curricular, and operational programs and services of the school and district.**

The President shall appoint Board members, and Superintendent shall appoint District personnel to serve on Ad hoc/standing committees. ~~The Superintendent and President shall be members of each committee of which they are not appointed members.~~ A chairperson may be selected by committee members.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

5012 Insurance Management – Property

The Board of Education shall maintain multi-peril insurance on the district's buildings and their contents sufficient to protect the district against substantial loss due to fire, floor, theft, vandalism and other perils normally included in such insurance coverage. The value of the district's buildings and contents shall be reviewed annually, and the amount of multi-peril insurance coverage shall be adjusted accordingly.

The Board shall maintain comprehensive and collision automobile insurance on all on-the-road motor vehicles owned by the district.

Adopted: August 15, 2000

Revised:

Replaces: EGC – Insurance Management – Property

Reference:

5013 Leasing and Renting

It shall be the policy of Community High School District 94 to make its facilities available, at reasonable charges, for use by local non-profit civic and service groups for the purpose of providing cultural, recreational, informational, and educational opportunities for the District 94 community. Four user classifications shall be defined in 5013-P, which follows this Policy.

Only usage which is in conformance with the *Illinois School Code* and which can be arranged without interfering with any school function, the safety of students or staff, or the regular school program, and without affecting the property or liability of the District will be permitted.

No District 94 facility may be used for private profit or private advantage, directly or indirectly.

Since it is the policy of the Board to encourage parental interest and participation in school programs, the Superintendent or designee is authorized to grant the use of appropriate facilities without rental charge, except for out-of-pocket expenses incurred by District 94, to school-affiliated organizations such as booster clubs and parent-teacher associations.

In order to encourage and facilitate community use of District facilities for recreational and educational purposes on a continuing basis, the Superintendent or designee shall be authorized to grant the use of appropriate facilities without rental charge, except for out-of-pocket expenses incurred by District 94, to park districts located within the boundaries of District 94, provided that the park district programs offered in District 94 facilities are available to all residents of District 94 on an equal basis.

The Superintendent or designee is authorized to grant the use of facilities without rental charge to an elementary school district located within the boundaries of District 94 for programs or activities related to the basic educational programs of the elementary school district. An elementary district that uses District 94 facilities for an activity that has fundraising as an objective shall be required to pay the actual costs incurred by the district.

A set of regulations to implement this policy shall be developed and shall include, but not be limited to:

1. A procedure for processing requests to use District 94 facilities.
2. A fee shall be charged for the use of school facilities pursuant to fee schedules that shall be approved from time to time by the School Board. Fee schedules shall be based on the District's reasonable costs of making the requested facility available, and shall take into account such matters as utilities, use of District personal property (e.g., tables, chairs, office supplies, etc.); requested or required set-up and tear-down by the District personnel; clean-up by District personnel; use of audio, visual, lighting, multi-media, computer and/or similar systems; the cost to repair or replace any District property that may be damaged as a result of an accepted use; and such other matters as may be determined by the Board.
3. A procedure for insuring District 94 is adequately protected from liabilities that could result from usage of its facilities.
4. Provisions for insuring that adequate supervision is provided.
5. Reasonable curfews designed to protect the District's neighbors and provide adequate time for cleaning and maintenance.
6. Such rules regarding smoking, safety, equipment usage, the sale and/or consumption of food and other matters as may be necessary to protect the interests of District 94 and those who use its facilities.

Adopted: December 18, 2007

Revised: March 20, 2001, July 16, 2001, September 4, 2007

Replaces: 5013 Leasing – Rules and Regulations (Adopted March 20, 2001)

Reference: *See also* ¶5013P Leasing and Renting – Rules and Regulations; ¶9400 – Use of Facilities/Equipment

5013P Leasing and Renting – Rules and Regulations

1. Classifications – Individuals and organizations requesting the use of building facilities shall be classified as follows:

Classification	Costs When no Admission Fee is Charged	Costs When Admission Fee is Charged
A. Official school-sponsored activities and organizations conducting activities to directly support District 94. (Education Foundation, Boosters, Athletic Conference Meetings, etc.)	None	None
B. Organizations and/or Government units serving the District which offer an equitable exchange of services and/or facilities and are supported by local taxes. (Park District, Police and Fire, Federal Agencies, etc.)	Personnel	Personnel and 20% of Standard Rental Rate
C. Non-profit, social, civic, religious, educational, and/or athletic organizations primarily serving District residents and whose purposes in some degree parallel those of District 94. (i.e. Feeder Groups not directly sponsored by the park district)	Personnel, Equipment, and 20% of Standard Rental Rate	Personnel, Equipment, and 50% of Standard Rental Rate
D. Any organization not included in the above.	Standard Rental Rate, Personnel, and Equipment Costs	Full Rental Rate +10%, Personnel, and Equipment Costs

2. General Conditions – Organizations wishing to use District 94 facilities shall:

A. file a written and/or on-line request with the designated school official specifying the specific facilities requested and the time(s) and date(s) of the proposed use. All requests are subject to the availability of the facilities requested, and shall be granted on a first-come/first-serve basis, except that requests from feeder elementary school districts, park districts located within the boundaries of District 94 and school-affiliated organizations shall be given preference.

B. agree to indemnify, defend, and otherwise hold Community High School District 94 harmless for any violations of law by the organization, or any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.

C. furnish a certificate of insurance (Public Liability, Property Damage, and any other insurance coverages required by applicable law) to guarantee payment of any claims for injuries or damage to persons or property that occur during, or arise from, use of the premises by the renting organization. Said coverage shall insure the renting organization in an amount not less than \$100,000 for injuries to one person and \$300,000 for injuries to more than one person and \$25,000 for property damage, including damage to school property, or any amount of coverage required by applicable law. The certificate of insurance shall name the school district as an additional insured without limitation and with full coverage under the policy, and shall be furnished before the renting organization enters upon school facilities under the terms of the rental agreement. The insurance shall be with a company and in form satisfactory to the designated school official.

D. agree to pay for any damage to school property.

E. not permit the selling, giving, or drinking of any alcoholic beverage, or unlicensed or illegal gambling of any form on District premises. Eligible organizations within classifications A, B or C may conduct raffles, bingo, or charitable games (as defined by State law), provided that they have obtained all required licenses and permits, and have met all other requirements of applicable law for conducting same. "Charitable games" is currently defined by State law to mean "the 14 games of chance involving cards, dice, wheels, random selection of numbers, and gambling tickets which may be conducted at charitable games events listed as follows: roulette, blackjack, poker, pull tabs, craps, bang, beat the dealer, big six, gin rummy, five card stud poker, chuck-a-luck, keno, hold-em poker, and merchandise wheel." (230 ILCS 30/2)

F. not permit smoking in the District's buildings or on District grounds.

G. vacate the property by 11:00 p.m. on weekdays and Saturdays, and 6:00 p.m. on Sundays.

H. seek and receive prior approval from the designated school official for the sale of concessions or any other commodity.

I. reach an agreement with school officials prior to the date of use regarding the distribution of literature.

J. confine the attending group to the area rented by the organization.

K. provide supervision and security as deemed necessary by school officials.

L. strictly observe the time limits in the contract.

M. deposit a sum equal to the total fee including rental, personnel services and equipment, at least five (5) days in advance of use, except in the case of agreements for regular weekly use over a period of four or more weeks or at the discretion of the designated school official.

N. designate an official of the organization to be responsible for contract administration and prior arrangements and to assume responsibility for all decisions when the facilities are being used; said official to be a resident of District 94 and at least 21 years of age.

3. Schedule of Fees

All fees listed below include basic custodial support only if a custodian would normally be present and the support would not prevent the employee from completing their assigned duties. These fees also do not include a/v services, specialized lighting other than typical overhead lighting, and specialized equipment such as scoreboards, timers, computers, or monitors.

A. Facility Costs

Facility	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
WEYRAUCH AUDITORIUM Capacity: 583 Seats							
1 st Hour	\$-	\$-	\$39.00	\$39.00	\$97.50	\$195.00	\$214.50
Each Additional Hour	\$-	\$-	\$15.00	\$15.00	\$37.50	\$75.00	\$82.50
BISHOP GYM Capacity: 1,480 Seats (N)							
1st Hour	\$-	\$-	\$40.00	\$40.00	\$100.00	\$200.00	\$220.00
Each Additional Hour	\$-	\$-	\$15.00	\$15.00	\$37.50	\$75.00	\$82.50
Additional Seating Capacity: 580 Seats (S)							
One time fee	\$-	\$-	\$17.00	\$17.00	\$42.50	\$85.00	\$93.50
Scoreboard & PA Per Hour	\$-	\$-	\$5.00	\$5.00	\$12.50	\$25.00	\$27.50
SMALL GYMNASIUM Capacity: 415 Seats							
1 st Hour	\$-	\$-	\$30.00	\$30.00	\$75.00	\$150.00	\$165.00
Each Additional Hour	\$-	\$-	\$12.00	\$12.00	\$30.00	\$60.00	\$66.00
FIELDHOUSE (All 3 Sections)							
1st Hour	\$-	\$-	\$30.00	\$30.00	\$75.00	\$150.00	\$165.00
Each Additional Hour	\$-	\$-	\$18.00	\$18.00	\$45.00	\$90.00	\$99.00
FIELDHOUSE (1 Section)							

Facility	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
1st Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Each Additional Hour	\$-	\$-	\$6.00	\$6.00	\$15.00	\$30.00	\$33.00
CAFETERIA (Dining Area Only) Capacity: 493							
1st Hour	\$-	\$-	\$20.00	\$20.00	\$50.00	\$100.00	\$110.00
Each Additional Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
STAFF DINING ROOM Capacity: 65							
1st Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Each Additional Hour	\$-	\$-	\$8.00	\$8.00	\$20.00	\$40.00	\$44.00
CLASSROOM Capacity: 25							
1st Hour	\$-	\$-	\$8.00	\$8.00	\$20.00	\$40.00	\$44.00
Each Additional Hour	\$-	\$-	\$7.00	\$7.00	\$17.50	\$35.00	\$38.50
DOUBLE CLASSROOM Capacity: 60							
1st Hour	\$-	\$-	\$12.00	\$12.00	\$30.00	\$60.00	\$66.00
Each Additional Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
MEMORIAL STADIUM (Bleachers, Field & Track) Capacity: 3,000							
1st Hour	\$-	\$-	\$40.00	\$40.00	\$100.00	\$200.00	\$220.00
Each Additional Hour	\$-	\$-	\$15.00	\$15.00	\$37.50	\$75.00	\$82.50
Lights Per Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Scoreboard & PA Per Hour	\$-	\$-	\$5.00	\$5.00	\$12.50	\$25.00	\$27.50
ADDITIONAL AREAS (Per Hour)							
Wrestling Room Capacity: 75	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Dance Studio 40	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Indoor Concession Stand	\$-	\$-	\$8.00	\$8.00	\$20.00	\$40.00	\$44.00
Outdoor Concession Stand	\$-	\$-	\$12.00	\$12.00	\$30.00	\$60.00	\$66.00
Locker Room (No Towels)	\$-	\$-	\$5.00	\$5.00	\$12.50	\$25.00	\$27.50
FITNESS AREAS* SWIMMING POOL *	* See Separate Schedule						

B. Equipment Costs

Equipment (Per Hour)	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
Portable PA System	\$-	\$-	\$-	\$50.00	\$50.00	\$50.00	\$50.00
Standard PA System	\$-	\$-	\$-	\$20.00	\$20.00	\$20.00	\$20.00
Scoreboard & PA System	\$-	\$-	\$-	\$25.00	\$25.00	\$25.00	\$25.00

Equipment (Per Hour)	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
Portable Scoreboard	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Volleyball Standards (Each Set)	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Hitting Tunnel	\$-	\$-	\$-	\$30.00	\$30.00	\$30.00	\$30.00
Award Stand	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Choral Risers	\$-	\$-	\$-	\$75.00	\$75.00	\$75.00	\$75.00
Piano	\$-	\$-	\$-	\$25.00	\$25.00	\$25.00	\$25.00
Band Shell	\$-	\$-	\$-	\$75.00	\$75.00	\$75.00	\$75.00
CD Player	\$-	\$-	\$-	\$10.00	\$10.00	\$10.00	\$10.00
VCR/DVD	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Podium and Microphone	\$-	\$-	\$-	\$20.00	\$20.00	\$20.00	\$20.00
Movie Screen and LCD Projector	\$-	\$-	\$-	\$25.00	\$25.00	\$25.00	\$25.00
Overhead Projector	\$-	\$-	\$-	\$10.00	\$10.00	\$10.00	\$10.00
Slide Projector	\$-	\$-	\$-	\$10.00	\$10.00	\$10.00	\$10.00
Portable Technology Cart	\$-	\$-	\$-	\$50.00	\$50.00	\$50.00	\$50.00

C. Personnel Costs

Personnel (Per Hour)	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
Custodial Foreman	\$-	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00
Custodian	\$-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Audiovisual Technician	\$-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Lighting Technician	\$-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Event Supervisor	\$-	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
A.F. Security	\$-	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
Uniformed Officer	\$-	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
EMS	\$-	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00

Personnel Costs are for the actual duration of the event.

If extended set-up or clean-up is required the party renting the facilities will be billed accordingly.

4. Facilities Use Agreement – A written agreement between the user and Community High School District 94 shall be executed prior to the date of use of District 94 facilities by any non-school group. Said agreement shall be on forms provided by the school district with one copy to be retained by the school district and one copy forwarded to the user.

Any area in which there could be a conflict of interest with regard to the lease of any portion of the building related to the current responsibility of an employee, the facilities use agreement must also be approved and signed by the Assistant Principal in charge of facilities and the Director of Business Services unless the conflict occurs with one of them — in which case approval and a

signature must also be obtained from the Superintendent. When an actual conflict of interest exists, the responsibility for scheduling that facility should be assigned to another administrator.

Adopted: December 18, 2007
Revised: March 20, 2001, July 16, 2001, September 4, 2007, June 21, 2016
Replaces: 5013 Leasing – Rules and Regulations (Adopted-July 16, 2001)
Reference: *See Also* ¶5013 – Renting and Leasing; ¶9400 – Use of Facilities/Equipment

5014 Pesticide and Herbicide Use

Due to increasing environmental and health concerns, the General Assembly has required schools to have an “Integrated Pest Management Program” which attempts to prevent infestations and regulates usage of pesticides and herbicides.

1. The maintenance staff of the district shall make every effort to inspect, identify, monitor, evaluate, and control vermin, pests, as well as their method of entry within our buildings. The Head Custodial Foreman shall serve as the District’s “Integrated Pest Management Coordinator” or (IPMC).

2. The District’s IPMC shall solicit and keep a list of parents, students, and staff members who wish to receive written notification prior to any application of pesticides to any school property, or herbicides on any school grounds. Such notification will take place a minimum of two (2) business days prior to the application of the pesticide or herbicide, and must include the name of the chemical sprayed, the intended date of application, and the name and telephone number of the IPMC. Notification may take place via letters, newsletters, bulletins or calendars – whichever is most convenient for the school district.

3. All pesticides/herbicides shall be stored in locations designated by the district’s IPMC. Only chemicals registered within the Illinois Department of Agriculture, as well as the U.S. Environmental Protection Agency may be approved, by the IPMC, for use.

4. Staff may report vermin infestations using regular request for maintenance forms.

5. The IPMC, or his/her designee, shall maintain a list of inspection, application, and extermination data in a central file.

3303 Bids and Quotations

Bidding Criteria - The Board of Education believes that one of its primary responsibilities is to insure that district funds are spent wisely and that all expenditures of funds are in compliance with the requirement of the *Illinois School Code*.

Therefore, all contracts for supplies, materials, or work involving an expenditure of \$25,000 or more shall be let to the lowest responsible bidder after due advertisement, except contracts that are specifically exempted from competitive bidding by the *Illinois School Code*. At least three (3) written competitive quotations will be obtained for purchases of \$5,000 but less than \$25,000. Written quotations shall be maintained on file for all such purchases. In addition, verbal competitive quotations shall be sought and a record maintained for items of this nature costing less than \$5,000.

Further, the bidding threshold for exemptions defined as “contracts for repair, maintenance, remodeling, renovation or construction, or a single project ... not involving a change or increase in the size, type, or extent of an existing facility” is set at not to exceed \$50,000. At least three (3) written competitive quotations will be obtained for purchases of \$10,000 but less than \$50,000. Written quotations shall be maintained on file for all such contracts. In addition, verbal competitive quotations shall be sought and a record maintained for all items of this nature costing less than \$10,000.

Advertisement - The Board of Education shall annually establish bid procedures and authorize the administration to proceed with the preparation of bids for the following year.

In such cases where bids are required by law, purchase may be made only after public notice has been given as prescribed by the *Illinois School Code*.

Such advertisement or notice shall give all necessary information, or give notice of convenient access thereof, in such manner that bidders can intelligently make bids for such contracts.

The Board of Education shall accept the lowest responsible bid, when the kind and quality of equipment, supplies, materials and goods are equal. The Board of Education shall have the right to reject any and all bids or select any single item or groups of items from any bid.

Bid Preparation – Whenever feasible, bid instructions shall include product or item specifications.

The district will, when feasible, develop a standardized list of products for purchase.

Bid Awards – When the bids have been summarized and evaluated, with samples examined as necessary, the district shall prepare a recommendation to the Board of Education specifying which companies should be awarded the contract(s).

Recommendations for award will be made by the District in accordance with specifications established by the district, and prices offered by the supplier(s). Bids will be awarded to the lowest responsible bidder, kind, quality and material being equal. Additional factors to be considered in award of all bids will be past history of the supplier's performance, serviceability, and safety.

The Community High School District 94 Board of Education must approve all bids awarded by Community High School District 94.

Volume Purchasing – Cooperative purchasing with other school districts, regional offices of education, and other volume bidding arrangements shall be utilized whenever practical and only to the extent permitted by law. Individual purchases shall be combined or consolidated whenever possible.

Waiver of Bidding Procedures – The foregoing bidding procedures as described in school board policy may be waived as permitted by law, including, but not limited to, the following circumstances:

1. In those cases where the nature of the personal service relates closely to an individual and/or a firm (i.e., legal counsel, architectural consultant, etc.) the Superintendent may, upon the approval of the Board of Education, utilize procedures other than the traditional sealed bid process.

2. In those cases where an emergency condition exists, the Board of Education may waive the bidding procedures.

Adopted: April 18, 2000
Revised: April 28, 2009
Replaces: DJED – Bids and Quotations
Reference: 105 ILCS 5/10 – 20.21
Cf: Series 3000, ¶3308 – Quotations

**REGULAR BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
September 17, 2019, 7:00 PM
DISTRICT ADMINISTRATIVE CENTER
157 W. Washington Street
West Chicago, IL 60185**

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Rich Nagel led the Board and meeting attendees in the Pledge of Allegiance.
3. Lynn Casey-Maher read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Ms. Yackey, Mr. Brown, Ms. Casey-Maher, Mr. Klapatch, Mr. Nagel, Mr. Saake and Ms. Scanlan
Absent – None
Also in attendance: Dr. Cheng, Ms. Moore, Mr. Oberg, Dr. Dwyer and Ms. Glunt
5. Additions to the agenda:
None

PUBLIC HEARING ON PROPOSED 2019-2020 BUDGET

1. Overview of Proposed 2019-2020 Budget:
Mr. Oberg gave an overview of the proposed 2019-2020 budget.
2. Public Comment on Proposed 2019-2020 Budget:
There was no public comment.
3. Board Discussion of Public Input:
There was no discussion.
4. Adjournment of Public Hearing of Proposed Balanced 2019-2020 Budget:
MOTION: That the Board of Education adjourn the Public Hearing portion of the Board of Education meeting at 7:08 p.m.
MOTION: Ms. Scanlan
SECOND: Mr. Saake
VOTE: Unanimous Approval on Roll Call Vote 7 - 0
5. Fiscal Year Budget 2019-2020
MOTION: That the Board of Education adopt the budget for the 2019-2020 school year as presented at the Public Hearing conducted on September 17, 2019; sign the applicable School District Budget Form; and authorize submission of the Chief Fiscal Officer’s Certificate of Estimated Revenue:
MOTION: Ms. Casey-Maher
SECOND: Mr. Saake
VOTE: Unanimous Approval on Roll Call Vote 7 - 0

PUBLIC PARTICIPATION:

There was no public participation.

ADMINISTRATIVE REPORTS AND INFORMATION:

1. Superintendent’s Report:
Dr. Cheng reported the following:

- There had been one FOIA request from Impact Networking.
 - Lanyards with proxy cards for access to main entrances of the school were at table for Board members.
 - Dr. Cheng met with Ruben Pineda and Alderman Matt Garling for an informal conversation.
 - He received a letter from the City of West Chicago regarding the ongoing Washington Street reconstruction. There are four phases to the project, with a completion target of November, 2019.
 - A review of closed session minutes is necessary. Mr. Nagel and Mr. Saake volunteered to review the minutes. A date for the meeting will be established.
 - There are two opportunities for Board members' professional development. The first is a legal conference on October 4th, hosted by Hauser/Izzo regarding legislative updates and updates on Special Education. The second opportunity is the DuPage IASB Division Dinner Meeting on October 30th. Board members Brown, Casey-Maher, Nagel, Saake and Yackey indicated they were interested in attending the IASB DuPage Division Dinner Meeting.
 - As a follow-up to the Board Retreat the IASB Code of Conduct has been posted in the Board Room. Dr. Cheng is looking into several options to pursue regarding a Strategic Plan; he will present options at a future date. The Superintendent Evaluation document has been provided to Board members.
 - Dr. Cheng will be attending the IASA Superintendent Conference in Springfield from September 24 through 26, 2019.
2. Director of Business Services Report:
Mr. Oberg reported the following:
- He will establish quarterly budget meetings with Division Heads.
 - He will continue to review contracts, processes and procedures.
 - Construction is coming along well. Mr. Oberg offered to arrange tours for any Board members that are interested.
 - Furnishings for the LRC are being reviewed with DLA.
2. Director of Human Resources Report:
Ms. Moore reported the following:
- The Administrator and Teacher Salary and Benefits report is required to be submitted to the Illinois State Board of Education annually by October 30th. A corrected version of the report was at table. The report in the Board packet incorrectly included THIS as Board paid when it is not. The report will be posted to the website after the Board meeting.
 - The annual IMRF Over \$75,000 Report will also be posted on the website. This posting is required within six days of the budget being approved by the Board of Education.
 - The Insurance Committee met September 16th, the Evaluation Committee will meet September 18th, and the Appendix B Committee will meet the week of September 23rd.
3. Principal's Report:
Dr. Dwyer reported the following:
- The school year is going well, the entire teaching staff has been wonderful. We are midway through the first quarter.
 - Open House will be held September 19th58

- Advanced Placement test registration will begin in October which is earlier than in the past due to changes to the College Board’s timeline.
- The Intruder Drill will be conducted on September 25 in conjunction with the West Chicago Police Department.
- The first late start was conducted on September 9. The focus was on building relationships with students to enhance learning. That work will continue on half days in an effort to further strengthen relationships.
- Student Activities are off to a great start. West Chicago hosted the Upstate Eight Activities Summit on September 5th. The play “Puffs” was very successful and well attended. Eighty-six students have applied for National Honor Society. Student Council participation has been high in preparation for Homecoming Week. The theme of Homecoming is “Wego to Hawaii”.
- Athletics is also off to a great start. Girls’ Volleyball is doing well. Boys’ Soccer is currently undefeated and ranked #3 in the area by the Daily Herald. Varsity Tennis has been having a great year. Boys’ Golf was 7 – 2 at a tournament over the weekend. Girls’ Golf will host the Mike Cain Memorial Tournament on September 18th. Girls’ Swim is also undefeated. Boys’ and Girls’ Cross Country have had all but one event rained out. Football is away this weekend.
- A Parent/Teacher Advisory Committee will be formed. This committee will work to advise administration and possibly Board members on policies related to student discipline. Administrators will meet to discuss parents who have been involved in the school and will begin recruiting eligible parents, along with a handful of staff members and some administrators. This committee will be separate from the Discipline Committee. The Parent/Teacher Advisory Committee is intended to have a higher level focus, while the Discipline Committee will maintain a more in depth focus. The goal is to form the committee and begin meeting in October.

5. Committee and Representative Reports:

a. Communications Committee Meeting – August 20, 2019

Dr. Cheng reported that the Communications Committee met August 20, 2019 and discussed the direction the committee wants to go in, and how memorials should be handled in the future. Discussion centered around whether future physical memorials can be maintained at the school, and whether there are options for memorials where people can grieve and remember people who have passed on. There are concerns regarding security on the school campus. There was conversation regarding what other schools do. There is a call in to IASB to see if there is anything in PRESS policy on memorials. The conversation is ongoing.

MOTION: That the Communications Committee approve the minutes of the meeting listed above.

MOTION: Ms. Casey-Maher

SECOND: Ms. Scanlan

VOTE: Ayes: Brown, Casey-Maher, Scanlan, Cheng

Nays: None

Abstain: Yackey

Vote: 4 – 0; 1 Abstain

b. Finance Committee Meeting – August 29, 2019

Mr. Saake reported that committee members went over the proposed 2019-20 budget in some detail and that questions regarding some numbers were all successfully resolved. It was noted that much fewer yearbooks are currently being purchased compared to the past, and that there will need to be some discussion as to how to handle yearbooks in the future. The issue of unpaid fees was discussed as there is a substantial amount of revenue going uncollected; this has increased sharply in the last five years, and is unfair to people who are paying their fees. It was noted that there is very little recourse to recoup these fees.

MOTION: That the Finance Committee approve the minutes of the meeting listed above.

MOTION: Mr. Saake

SECOND: Ms. Yackey

VOTE: Unanimous Approval on Roll Call Vote 5 - 0

6. Committee Assignments:

Ms. Yackey reported the new committee structure is based on Board discussion held at the Board Retreat and that Board members are assigned to committees of their preference. She stated the Board wants good communication from the committees, and that one spokesperson from each committee should come to the Board meetings and verbally communicate what each committee discussed. It was also discussed during the Retreat that a time that is generally good for all Board members be used as a guideline for committee meetings. It appears that Wednesday evenings are generally best for Board members to meet. Policy will need to be reviewed regarding the committee structure, and also, policy that the Board President and Superintendent are members of each committee needs to be reassessed.

7. Future Dates:

- a. Regular Board of Education Meeting – October 15, 2019
- b. IASB DuPage Division Meeting – October 30, 2019 – The Carlisle, Lombard, IL
- c. Regular Board of Education Meeting – November 19, 2019

8. Open Comment – Board Members

Ms. Casey-Maher and Mr. Nagel reported they had attended a Class Size Committee Meeting Monday. Staff members present at the meeting shared their approval of the school's processes, specifically, sectioning by demand rather than supply and minimizing IEP students. The school has been very consistent over the past 10 years with class sizes, FTE's, etc. Division Heads have flexibility to adjust class sizes as needed.

9. Future Issues:

There were no future issues.

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading "Recommended Action".

1. Items Removed from Consent Agenda for Separate Action:

None

2. Consent Agenda Action for All Items Except those Listed in 1. Above.

MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

MOTION: Mr. Saake

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

CONSENT AGENDA ITEMS:

1. **Approval of Minutes**

- a. Regular Board of Education Meeting – August 20, 2019
- b. Special Board of Education Meeting – August 29, 2019
- b. Closed Session Special Board of Education Meeting – August 29, 2019

MOTION: That the Board of Education approve the minutes of the meetings listed above.

2. **Acceptance of Minutes**

- a. Communications Committee Meeting – August 20, 2019
- b. Finance Committee Meeting – August 29, 2019

MOTION: That the Board of Education accept the minutes of the meetings as listed above.

3. **Approval of Financials**

- a. Approve Current Expenditures
- b. Imprest Fund Statement
- c. Treasurer's Report
- d. Statement of Position/Financial Report
- e. Statement of Revenue/Expenditures YTD Ending August 30, 2019
- f. 3-Year Budget/Actual Report
- g. Grant Reports
- h. Petty Cash Fund Report
- i. Student Activity Account Fund Balance
- j. New Vendors Monthly Report
- k. Quarterly Financial Reports
- l. Referendum Revenue & Expenditure Report
- m. Board Expenses

MOTION: That the Board of Education approve the expenditures from August 15 to September 12, 2019 and accept the financial reports.

4. **Personnel Report**

The Personnel Report consists of:

The employment of the following people:

- Kevin Kirchoff, Deans' Assistant/Deans Office, effective September 3, 2019
- Thomas Matejka-Crome, Custodian/Building Operations, effective September 12, 2019
- Joshua May, Program Assistant/Special Education Division, effective September 3, 2019
- Kevin Seaman, Program Assistant/World Languages Division, effective September 9, 2019

The separation of employment of the following people:

- The retirement of Alfonso Rivera, Custodian/Building Operations, effective September 18, 2020
- The resignation of Andre Rosado, Program Assistant – SRC/Student Services, effective September 13, 2019

The leave of absence of Chris Camerano, Teacher/Science Division, effective November 18 to December 13, 2019

The employment of the following coaches/sponsors:

- Hunter Cerny, Assistant Boys' Track & Field Coach, effective January 20, 2020
- Joshua May, Assistant Boys' Swimming Coach, effective November 25, 2019

MOTION: That the Board of Education approve the Personnel Report as attached to include Employment, Resignation, Retirement and Leave of Absence of Certified, Classified and Non-Union Staff.

CONSENT AGENDA APPROVAL

Open Comment – Board Members (Continued)

With the upcoming legalization of marijuana effective January 1, 2020, Board members discussed the stance the district should take on a possible marijuana dispensary in West Chicago. Some districts have approached their municipal governments with their opinions regarding dispensaries in their districts. It was mentioned that District 33 is currently crafting a letter to the City of West Chicago and they have asked if District 94 would like to collaborate on a letter. Board members were urged to read the letter District 203 crafted to the city of Naperville, urging the city to ban dispensaries. It was also mentioned that a dispensary could be a good source of revenue for the City of West Chicago. It was determined that this would be brought back as a discussion item at the October 15, 2019 Board meeting.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

1. Separation of Employment:

MOTION: That the Board of Education accept the following:

- a. The retirement of Alfonso Rivera, Custodian/Building Operations, effective September 18, 2020
- b. The resignation of Andre Rosado, Program Assistant/Student Resource Center, effective September 13, 2019

MOTION: Ms. Casey-Maher

SECOND: Mr. Saake

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

2. Alton Industries Intergovernmental Agreement

An intergovernmental agreement is being brought to the board of approval between the local taxing entities including the City of West Chicago, the DuPage Airport Authority, the West Chicago: Library District, Fire Protection District, Elementary School District 33, and Community High School District 94 and Alton Industries regarding a Property Tax Abatement.

MOTION: That the Board of Education approve the Intergovernmental Agreement providing a property tax abatement to Alton Industries for the development of the noted property.

MOTION: Mr. Saake

SECOND: Ms. Casey-Maher

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT

MOTION: That the Board of Education meeting be adjourned at 8:09 p.m.

MOTION: Mr. Saake

SECOND: Ms. Yackey

VOTE: Unanimous Approval on Voice Vote 7 – 0

ATTEST: _____
Renee Yackey, President

Lynn Casey-Maher, Secretary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632488	Albertsons/Safeway	10/15/2019	INSTRUCTIONAL SUPPLIES 8/12/19-9/12/19	404.74	404.74
1632489	Albright, Scott	10/15/2019	INSTRUCTIONAL SUPPLIES; HONORS CHEMISTRY	11.97	11.97
1632490	Alexian Bros Corporat	10/15/2019	AUGUST 2019 BOARD REQUIRED PHYSICALS AUGUST 2019 BOARD REQUIRED PHYSICALS AUGUST 2019 BOARD REQUIRED PHYSICALS SEPTEMBER 2019 BOARD REQUIRED PHYSICALS	135.00 45.00 45.00 341.00	566.00
1632491	ALL-DISPOSAL & RECYCL	10/15/2019	15-YARD DUMPSTER 9/25/19 15 YARD DUMPSTER	340.00 340.00	680.00
1632492	Allstar Custom Awards	10/15/2019	FALL SPORTS AWARDS SWIMMING AND JV TENNIS AWARDS B&G XCOUNTRY AND FROSH VOLLEYBALL AWARDS	382.00 393.00 158.50	933.50
1632493	Vendor Continued Void	10/15/2019			0.00
1632494	Vendor Continued Void	10/15/2019			0.00
1632495	Vendor Continued Void	10/15/2019			0.00
1632496	Vendor Continued Void	10/15/2019			0.00
1632497	Vendor Continued Void	10/15/2019			0.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632498	Vendor Continued Void	10/15/2019			0.00
1632499	Vendor Continued Void	10/15/2019			0.00
1632500	Amazon.Com	10/15/2019	Office Speakers for Laptop	39.67	6,585.33
			mints	14.56	
			SD cards for Digital Photography	303.84	
			parking lot lights	129.95	
			Chemistry Density of Gas lab- all levels, Hanging File Folders for new staff member presentation	64.62	
			remotes and pencil sharpeners	131.90	
			Tuskegee Airman video for Read 180 and misc LRC Supplies	55.76	
			Locker lock for student adaptation needs	29.93	
			MISC AUDITORIUM SUPPLIES	261.04	
			maint supplies	59.74	
			Sheltered and Essentials in US History replacement textbooks	7.88	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MISC AUDITORIUM SUPPLIES	164.90	
			DRAMA SUPPLY	-2.53	
			RETURN CREDIT		
			Misc. order for supplies/CRT materials for AVID teachers	10.05	
			Alliance CAD Bond	55.23	
			Paper Rolls - Plotter Paper		
			Adapter Headphone Jack to 3.5mm Dongle for Phone Xs/XR/XS Max/X/8/8Plus 7/7Plus 6/6Plus Earphone Adaptor Connector Audio Cable Earbuds Aux Converter White (Support iOS 11 12) 3Pack	51.84	
			Chromebook	114.95	
			chargers for TSI (to sell), Ipad case for SpEd, Wireless display receiver, wireless keyboards w/mice		
			Starlight Mints	54.52	
			Sheltered and	9.55	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Essentials in US History replacement textbooks		
			plumbing supplies	264.16	
			Maintenance kits for both M603 and M575 MIS printers	324.90	
			Misc. order for supplies/CRT	69.54	
			materials for AVID teachers		
			American Flags and Lights	149.79	
			Sheltered and	8.45	
			Essentials in US History replacement textbooks		
			plumbing supplies	130.22	
			Sheltered and	12.49	
			Essentials in US History replacement textbooks		
			Sheltered and	7.88	
			Essentials in US History replacement textbooks		
			LRC Supplies - Label Maker and Scanner	67.95	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MISC AUDITORIUM SUPPLIES	7.63	
			Chromebook	14.99	
			chargers for TSI (to sell), Ipad case for SpEd, Wireless display receiver, wireless keyboards w/mice		
			maint supplies	42.00	
			LRC Supplies - Label Maker and Scanner	34.86	
			Dell monitors to replace broken CAD lab screens	321.38	
			Chromebook	319.61	
			chargers for TSI (to sell), Ipad case for SpEd, Wireless display receiver, wireless keyboards w/mice		
			Parts to fix bad HDMI cable on Nucleus TV	102.52	
			Apple chargers for iPads, audio adapters for iphone, and replacement	161.90	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			batteries for hotspots parking lot lights	181.93	
			Health Classroom School Supplies	200.28	
			Misc kitchen supplies	103.48	
			IPad Case, USB to SATA Adapter, and labels for chromebooks	49.00	
			Misc. order for supplies/CRT materials for AVID teachers	15.84	
			Apple chargers for iPads, audio adapters for iphone, and replacement batteries for hotspots	84.92	
			MISC SUPPLIES; GRANT	125.96	
			MISC MAINTENANCE SUPPLIES	65.78	
			Student classroom books; grant	179.70	
			Sheltered and Essentials in US History replacement	29.09	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			textbooks		
			Laptops bags, labels, and motorola radio batteries.	239.20	
			Misc kitchen supplies	48.87	
			MISC DRAMA SUPPLIES	42.88	
			Chromebook chargers for TSI (to sell), Ipad case for SpEd, Wireless display receiver, wireless keyboards w/mice	461.40	
			Sheltered and Essentials in US History replacement textbooks	9.29	
			pitch pipes for Chamber Choir	47.98	
			kitchen lighting	164.85	
			BUSINESS EDUCATION CLASSROOM SUPPLIES	58.12	
			Chromebook chargers for TSI (to sell), Ipad case for SpEd,	35.84	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Wireless display receiver, wireless keyboards w/mice		
			plumbing supplies	34.92	
			Stop watches for the PAES lab	46.06	
			plumbing supplies	42.80	
			Ipad cases for 2 new Special Ed ipads	39.44	
			MISC HARDWARE SUPPLIES	163.80	
			Cable adapters	170.11	
			IPad Case, USB to SATA Adapter, and labels for chromebooks	20.97	
			Alternative Seating Link - Stokke 2019 Tripp Trapp Chair, Chair Only, Natural	199.00	
			Sheltered and Essentials in US History replacement textbooks	7.99	
			MISC SUPPLIES; GRANT	118.16	
1632501	AMERICAN TAXI	10/15/2019	9/1/19-9/15/19 TRANSPORTATION; 1	704.00	1,618.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			STUDENT 9/16/19-9/30/19	914.00	
1632502	ANDERSON PEST SOLUTIO	10/15/2019	TRANSPORTATION; 1 STUDENT OCTOBER 2019	93.66	93.66
1632503	Apple Inc	10/15/2019	PREVENTIVE SVCS Apple volume purchase program credit; for the purchase of ipad apps and to deploy them to ipads	100.00	649.00
			2 IPADS;	549.00	
1632504	Aqua Pure Enterprises	10/15/2019	ASSISTANCE WITH COURSE CURRICULUM FOR IEP STUDENTS Construction Documents phase and permit phase for swimming block installation	1,500.00	2,779.74
			POOL SUPPLIES	1,279.74	
1632505	ARAMARK Chicago Lockb	10/15/2019	BPAC Meeting Catering Coffee and Cookies	175.00	175.00
1632506	At&t	10/15/2019	9/16/19-10/15/19 FIRE PANEL 9/16/19-10/15/19 PHONE SVC 9/28/19-10/27/19 DUCOMM SVCS	104.30	1,755.51
				749.31	
				901.90	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632507	AT&T INTERNET SERVICE	10/15/2019	9/10/19-10/9/19 INTERNET SVCS	1,210.18	1,210.18
1632508	At&t Long Distance	10/15/2019	AUGUST 2019 LONG DISTANCE	68.68	68.68
1632509	Ati Physical Therapy	10/15/2019	SEPTEMBER 2019 ATHLETIC TRAINER	21,333.34	21,333.34
1632510	Aurora Naper Transpor	10/15/2019	6/5/19 & 6/12/19 TRANSPORTATION; 1 STUDENT	190.00	14,125.00
			6/3/19-6/4/19 TRANSPORTATION; 1 STUDENT	300.00	
			6/3/19-6/5/19 TRANSPORTATION; 1 STUDENT	240.00	
			6/10/19-7/18/19 TRANSPORTATION; 1 STUDENT	2,820.00	
			6/12/19-7/18/19 TRANSPORTATION; 1 STUDENT	3,750.00	
			6/3/19-6/28/19 TRANSPORTATION; 1 STUDENT	2,625.00	
			6/11/19-7/25/19 TRANSPORTATION; 1 STUDENT	4,200.00	
1632511	Barnes & Noble	10/15/2019	Rash by Pete Hautman	713.15	2,621.85
			MISC BOOKS; GRANT	1,908.70	
1632512	Bauer, Brittney	10/15/2019	INSTRUCTIONAL SUPPLIES; FACS	47.98	47.98
1632513	BEGOVICH, MARK	10/15/2019	DRAMA COSTUME	63.31	63.31

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632514	Blume, Nancy A	10/15/2019	CLEANING CLASSROOM SUPPLIES	9.58	9.58
1632515	BMI SUPPLY	10/15/2019	REIMBURSEMENT AUDITORIUM SUPPLIES	429.20	429.20
1632516	Boothe, Lynn	10/15/2019	IASPA CONFERENCE MILEAGE	29.00	29.00
1632517	BSN SPORTS	10/15/2019	Badminton Supplies	1,661.68	2,317.10
1632518	Butler Chemical Co	10/15/2019	AVID SUPPLIES ACID CLEANING	655.42 1,500.00	1,500.00
1632519	CARBONDALE COMMUNITY	10/15/2019	AUGUST 2019 TUITION; 1 STUDENT	684.00	684.00
1632520	Carrow, Patricia	10/15/2019	JULY 2019-SEPT 2019 RETIREE HLTH REIMBURSEMENT	426.15	426.15
1632521	Cdwg	10/15/2019	Microsoft yearly licensing subscription Patch cable resupply to clean up 13 IDF closets and prepare for 2 new IDFs under construction TV and mount for a meeting display in Principal's office TV and mount for a meeting display	15,218.12 862.99 44.91 575.00	16,835.85

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			in Principal's office		
			Patch cable	134.83	
			resupply to clean up 13 IDF closets and prepare for 2 new IDFs under construction		
1632522	Central DuPage Hospit	10/15/2019	8/23/19-9/20/19 TUTORING; 1 STUDENT	577.50	1,645.00
			8/20/19-9/20/19 TUTORING; 1 STUDENT	892.50	
			9/11/19-9/17/19 TUTORING; 1 STUDENT	175.00	
1632523	CHG Alternative Educa	10/15/2019	SEPTEMBER 2019 TUITION; 1 STUDENT	3,591.40	3,591.40
1632524	City Of West Chicago	10/15/2019	AUGUST 2019 FUEL; DRIVERS ED	38.26	466.94
			AUGUST 2019 FUEL; O&M	428.68	
1632525	City Of West Chicago	10/15/2019	7/4/19-9/4/19 WATER; SOUTH END	13,101.66	16,472.98
			7/4/19-9/4/19 WATER; NORTH END	3,167.52	
			7/4/19-9/4/19 WATER; GEORGE STREET	157.80	
			7/4/19-9/4/19 WATER; PIONEER	46.00	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632526	Clare Woods Academy	10/15/2019	SCHOOL AUGUST 2019 TUITION; 2 STUDENTS	4,815.60	4,815.60
1632527	Comed	10/15/2019	8/13/19-9/12/19 ELECTRICITY; KERR-MCGEE 8/13/19-9/12/19 ELECTRICITY; DISTRICT OFFICE	13.00 525.49	538.49
1632528	Community Therapy Cor	10/15/2019	SEPTEMBER 2019 SPEECH THERAPY SVCS	8,507.50	8,507.50
1632529	CONANT HIGH SCHOOL	10/15/2019	Girls Golf Regional Entry Fee	240.00	240.00
1632530	CONFERENCE TECHNOLOGI	10/15/2019	PRESS BOX REPLACEMENT AMPLIFIER	2,450.00	2,450.00
1632531	Constellation Newener	10/15/2019	AUGUST 2019 NATURAL GAS	6,225.67	6,225.67
1632532	Constellation New Ene	10/15/2019	8/14/19-9/13/19 ELECTRICITY; ACCT #910032	58,222.56	58,222.56
1632533	CORE ACADEMY	10/15/2019	SEPTEMBER 2019 TUITION; 3 STUDENTS SEPTEMBER 2019 LIFESKILLS TUITION; 1 STUDENT	9,952.20 3,848.29	13,800.49
1632534	CPC Inc	10/15/2019	OCTOBER 2019 FACILITY TREE SW	175.00	175.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632535	DAILY HERALD	10/15/2019	10.9.19-10.6.20 SUBSCRIPTION; ACCT #656962	261.00	261.00
1632536	DLA Architects, Ltd.	10/15/2019	SEPT 2019; ARTIFICIAL TURF AND TRACK REPLACEMENT PROJECT SEPTEMBER 2019 SVCS; 2019/20 ADDITION/REMODELIN G PROJECT	19,305.00 33,005.00	52,310.00
1632537	Duct-Kleen	10/15/2019	MAIN AND SMALL KITCHEN GREASE EXHAUST CLEANING	950.00	950.00
1632538	Dynasty Landscaping	10/15/2019	LANDSCAPING SERVICES	3,430.00	3,430.00
1632539	Egan, Len	10/15/2019	ASCA IMPLEMENTATION GUIDE IACAC DUES AND ASCA DUES 10-1-19 THRU 9-30-20	43.90 164.00	207.90
1632540	Embrace Education	10/15/2019	system integration services IEP and custom forms	1,000.00 200.00	1,200.00
1632541	Ferreiro, Brianne	10/15/2019	INSTRUCTIONAL SUPPLIES; BIOLOGY AND HONORS BIOLOGY	73.34	73.34
1632542	Flag Lady's Flag Stor	10/15/2019	Wildcat flags	738.10	738.10

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632543	Flinn Scientific	10/15/2019	Biology Supplies	123.20	123.20
1632544	Fox Tech Transition P	10/15/2019	SEPTEMBER 2019 TUITION; 2 STUDENTS	6,638.80	6,638.80
1632545	Geocon Professional S	10/15/2019	PROFESSIONAL SERVICES THROUGH 8/31/19	1,560.00	1,560.00
1632546	Giant Steps	10/15/2019	AUGUST 2019 TUITION; 1 STUDENT SEPTEMBER 2019 TUITION; 1 STUDENT	3,154.50 6,309.00	9,463.50
1632547	Gill, Sarah	10/15/2019	METRA TICKETS REIMBURSEMENT; SPAIN EXCHANGE	176.50	176.50
1632548	Glenoaks Hospital The	10/15/2019	AUGUST 2019 TUITION; 1 STUDENT; SOUTH CAMPUS AUGUST 2019 TUITION; WEST CAMPUS	1,979.64 2,358.72	4,338.36
1632549	Global Water Technolo	10/15/2019	SEPTEMBER 2019 MAINTENANCE	680.00	680.00
1632550	Grainger	10/15/2019	MISC PLUMBING SUPPLIES MISC PLUMBING SUPPLIES	272.81 90.24	363.05
1632551	GROUND EFFECTS MAINT	10/15/2019	2019/20 SNOW REMOVAL CONTRACT; PYMT 1 OF 4	4,000.00	4,000.00
1632552	Vendor Continued Void	10/15/2019			0.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632553	Harris Bank	10/15/2019	INSTRUCTIONAL SUPPLIES; FACS	257.78	8,923.64
			INSTRUCTIONAL SUPPLIES; FACS	300.93	
			NEW LITERACY BOOTCAMP-4 STAFF; ACTFL CONF-1 STAFF; ICTFL CONF-3 STAFF; BUREAU OF EDUC & RESEARCH CONF-5 STAFF; WORLD LANG TEACHER SUMMIT-1 STAFF	2,312.00	
			LOCKS/KEYS, MISC HDW, AED SUPPLIES; VAN/TRACTOR RPR; ELECTRICAL SPLY; DOOR SPLY; LOCKER RPR SPLY	2,284.95	
			CUSTODIAL APPRECIATION TOURNAMENT	8.65	
			SUPPLIES; SOFTBALL TRANSPORTATION DEPOSIT; VOLLEYBALL TICKETS	2,590.71	
			DUPAGE DINNER MTG; SUPT TRAVEL & CONF; SUPT	909.26	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PUBLICATIONS; JOINT CONFERENCE INSTRUCTIONAL	107.99	
			SUPPLIES; FACS IMEA PART FEES; GOOGLE TRANSLATE; TECHNOLOGY SW LICENSE	151.37	
1632554	HEARTSMART.COM	10/15/2019	AED Adult Pads; 8 AED tags for inspection	52.00	52.00
1632555	Hensley, Julie	10/15/2019	TICKET ROLL	10.00	10.00
1632556	Hm Receivables Co Llc	10/15/2019	Classroom Web Subscription - Do the Math	100.00	100.00
1632557	Hope School	10/15/2019	SEPTEMBER 2019 TUITION AND TRANSPORTATION	8,723.80	8,723.80
1632558	Iaase	10/15/2019	IAASE Conference 10/17 - 10/18/19: Annual Fall Conference; two staff members	225.00	450.00
			IAASE Conference 10/17 - 10/18/19: Annual Fall Conference; two staff members	225.00	
1632559	Illinois State Police	10/15/2019	AUG 2019 BOARD BACKGROUND CHECKS; COST CENTER: 03388	440.00	440.00
1632560	ILLINOIS CENTRAL SCHO	10/15/2019	AUGUST 2019 GOLF	462.94	3,232.64

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			TRANSPORTATION AUGUST 2019	1,189.98	
			SOCCER TRANSPORTATION AUGUST 2019	707.28	
			SWIMMING TRANSPORTATION AUGUST 2019	710.92	
			X-COUNTRY TRANSPORTATION MATH TEAM FIELD TRIP; ST CHARLES EAST; 9/26/19	161.52	
1632561	Integrated Systems Co	10/15/2019	OCTOBER 2019 SKYWARD SUBSCRIPTION	525.00	525.00
1632562	IPSD 204	10/15/2019	AUGUST 2019 SHARED TRANSPORTATION; 1 STUDENT	549.05	549.05
1632563	Jensen, Chris	10/15/2019	DRAMA PROPS	22.36	22.36
1632564	Johnson Controls Fire	10/15/2019	FIRE ALARM REPAIR	3,130.68	3,130.68
1632565	Johnson Controls Secu	10/15/2019	10/1/19-12/31/19 QUARTERLY BILLING	267.00	267.00
1632566	Jones School Supply C	10/15/2019	Paw print lapel pins	677.25	677.25
1632567	Junior Library Guild	10/15/2019	Junior Library Guild renewal	2,131.70	2,131.70
1632568	Language Line Service	10/15/2019	SEPTEMBER 2019 TRANSLATION SERVICES	325.65	325.65
1632569	LEND-DUPAGE	10/15/2019	2018/2019 DUES	4,515.85	4,515.85
1632570	Little Friends Inc	10/15/2019	SEPTEMBER 2019	3,909.80	3,909.80

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			TUITION; 1 STUDENT		
1632571	Major Appliance Servi	10/15/2019	DISHWASHER REPAIR	258.50	258.50
1632572	Marlin Business Bank	10/15/2019	PHOTOCOPIER LEASE PYMT; CONTRACT #401-1687184-001	3,861.17	3,861.17
1632573	McMaster Carr Supply	10/15/2019	MISC HARDWARE SUPPLIES PLUMBING SUPPLIES MISC HARDWARE SUPPLIES MISC HARDWARE SUPPLIES PLUMBING SUPPLIES	507.85 114.29 538.42 66.02 148.16	1,374.74
1632574	Medco Supply Company	10/15/2019	Athletic Trainer Supplies	8.74	8.74
1632575	Menards	10/15/2019	KITCHEN REFRIGERATOR DRAMA SET SUPPLIES MISC HARDWARE SUPPLIES DRAMA SUPPLIES MISC DRAMA SUPPLIES DRAMA SUPPLIES MISC HARDWARE SUPPLIES	549.99 55.36 37.95 8.94 49.69 29.93 157.73	889.59
1632576	MIDLAND PAPER	10/15/2019	2019-2020 PAPER SUPPLY ORDER; DELIVERIES FOR WEEKS OF 7/8/19, 10/1/19, 1/6/20,	62.60	62.60

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			3/9/20, 5/6/20; AS PER BID SPECIFICATIONS		
1632577	Murphy Ace Hardware 2	10/15/2019	MISC ELECTRICAL SUPPLIES	22.45	306.40
			ELECTRICAL SUPPLIES	7.09	
			MISC MECHANICAL SUPPLIES	4.82	
			MISC HARDWARE SUPPLIES	28.39	
			CUSTODIAL SUPPLIES	33.48	
			KEYS RETURN CREDIT	-3.34	
			20 LB CYLINDER REFILL	16.75	
			LOCKS AND KEYS	37.14	
			PAINTING SUPPLIES	17.32	
			MISC HARDWARE SUPPLIES	86.55	
			MISC HARDWARE SUPPLIES	4.41	
			MISC HARDWARE SUPPLIES	30.70	
			PLUMBING SUPPLIES	20.64	
1632578	MUSIC & ARTS	10/15/2019	Band Accessories	159.86	159.86
1632579	Nasco	10/15/2019	Supplies for FACS courses	444.92	444.92
1632580	Neuco Inc	10/15/2019	MISC MECHANICAL SUPPLIES	244.72	244.72
1632581	New Connections Acade	10/15/2019	AUGUST 2019 TUITION; 1	3,414.36	9,104.96

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			STUDENT SEPTEMBER 2019 TUITION; 1	5,690.60	
1632582	Nicor Gas Bill Paymen	10/15/2019	STUDENT 9/2/19-10/3/19 NATURAL GAS; GARAGE	34.86	2,913.11
			SEPTEMBER 2019 TRANSPORTATION CHGS	2,878.25	
1632583	Nissan Motor Acceptan	10/15/2019	DRIVERS ED CAR LEASE; ACCT #25008193621	162.71	162.71
1632584	Vendor Continued Void	10/15/2019			0.00
1632585	Office Depot	10/15/2019	Read 180 and Ready E, classroom supplies for students	323.73	865.05
			Read 180 and Ready E, classroom supplies for students	71.20	
			Read 180 and Ready E, classroom supplies for students	41.53	
			Misc office supplies order; Order #367824577-001	61.00	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Classroom supplies	33.80	
			Classroom supplies	34.99	
			science graphing notebooks for AP Chem and AP Bio to be sold in bookstore	347.75	
			Read 180 and Ready E, classroom supplies for students	-48.95	
			Classroom supplies for FACS and Business Education return credit	-32.97	
			Classroom supplies for FACS and Business Education	32.97	
1632586	Ombudsman Ed Services	10/15/2019	AUGUST 2019 OMBUDSMAN PLUS PROGRAM	12,923.68	12,923.68
1632587	ORIENTAL TRADING	10/15/2019	Counseling supplies; tickets and stampers	24.19	24.19
1632588	PACTT Learning Center	10/15/2019	AUGUST 2019 TUITION; 1 STUDENT	2,132.70	6,519.10
			SEPTEMBER 2019	4,386.40	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632589	Paddock Publications	10/15/2019	TUITION; 1 STUDENT BUDGET HEARING	52.90	52.90
1632590	PARKLAND PREPARATORY	10/15/2019	NOTICE SEPTEMBER 2019	4,025.00	4,025.00
1632591	PATER, DAVID	10/15/2019	TUITION; 1 STUDENT VOLLEYBALL PASS, SET, SPIKE TOURNAMENT HOSPITALITY 9-14-19	458.24	598.57
1632592	PEAPOD LLC/Billing	10/15/2019	TOURNAMENT HOSPITALITY INSTRUCTIONAL SUPPLIES; FACS INSTRUCTIONAL SUPPLIES; FACS INSTRUCTIONAL SUPPLIES; FACS INSTRUCTIONAL SUPPLIES; FACS	140.33 257.22 229.91 466.82 344.95	1,298.90
1632593	Pepper Construction	10/15/2019	2019/2020 ADDITION/REMODEL PROJECT; PYMT #10	2,747,883.25	2,747,883.25
1632594	Pit Stop	10/15/2019	9/26/19 PORT-O-LETS; ATHLETICS	282.02	282.02
1632595	Pitney Bowes Supplies	10/15/2019	POSTAGE METER INK, TAPE AND SEALER	1,079.40	1,079.40
1632596	PrintExperts.COM	10/15/2019	restock toner for printers	1,019.10	1,019.10

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632597	Professionals Associa	10/15/2019	9/23/19 PROFESSIONAL SERVICES	900.00	900.00
1632598	Proquest LLC	10/15/2019	ProQuest database renewal	5,043.95	5,043.95
1632599	Proven IT	10/15/2019	10/31/19-11/29/19 CONTRACT CHGS; CONTRACT #7212-01	1,542.62	1,542.62
1632600	PV Business Solutions	10/15/2019	OSHA JOURNAL FOR FACILITY SERVICES	298.50	298.50
1632601	Quest Management Serv	10/15/2019	OPEN HOUSE APPRECIATION BREAKFAST OPEN HOUSE REFRESHMENTS RETIREMENT OPEN HOUSE REFRESHMENTS SEPTEMBER 2019 MILK BREAKFAST MTG SUPPLIES	1,200.00 518.00 400.00 769.34 96.00	2,983.34
1632602	R & M Specialties	10/15/2019	SPIRIT Wear order; staff purchase ROAR Shirts for students and staff Miscellaneous items to be sold in the school bookstore	208.50 1,703.00 440.00	2,351.50
1632603	RAM Transport Inc	10/15/2019	SEPTEMBER 2019	3,150.00	3,150.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632604	Ramirez, Ferney	10/15/2019	TRANSPORTATION; 1 STUDENT 1 Parent workshop for 2 hours for BPAC	280.00	280.00
1632605	Reality Works	10/15/2019	Communication USB device to be used for mechanical babies in Child Development	211.00	211.00
1632606	Revtrak Inc	10/15/2019	SEPTEMBER 2019 MERCHANT FEES	360.68	360.68
1632607	Sased	10/15/2019	2019 SASSED ESY	11,919.20	11,919.20
1632608	Schoenbeck, Krysta	10/15/2019	INSTRUCTIONAL SUPPLIES; CHEMISTRY	16.77	16.77
1632609	Scholastic Books	10/15/2019	Magazine subscription for students in classroom	104.39	104.39
1632610	Scholastic Inc	10/15/2019	CLASSROOM PUBLICATION SUBSCRIPTION; GRANT	219.78	219.78
1632611	Schomig/reimbursement	10/15/2019	9/1/19-9/15/19 MILEAGE; HMBD TUTORS	12.76	12.76
1632612	School Health Corpora	10/15/2019	calibration of hearing and vision equipment CREDIT FOR DUPLICATE PAYMENT ON INVOICE	25.00 -16.24	1,800.76

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			#3551812-00 AED and Cabinet Wall Mount Waterproof; Reference Quote #3648455	1,513.80	
1632613	Schoolmart	10/15/2019	Supply order for the Health Office TI SmartView Calculator Emulator software for TI-30/34 Family Volume License (5 licenses)	278.20 240.00	240.00
1632614	Seal Of Illinois	10/15/2019	AUGUST 2019 TUITION; 6 STUDENTS SEPTEMBER 2019 TUITION; 6 STUDENTS	12,355.74 25,103.50	37,459.24
1632615	SEQUEL SCHOOLS LLC	10/15/2019	JUNE 2019 TUITION; 1 STUDENT AUGUST 2019 TUITION; 1 STUDENT SEPT 2019 TUITION; 1 STUDENT; ACCT #000188-1	1,699.80 2,379.72 3,229.62	7,309.14
1632616	Shaw, Lynda	10/15/2019	9/1/19-9/15/19 MILEAGE; HMBD	31.32	31.32

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632617	SPARE WHEELS TRANSPOR	10/15/2019	TUTORS SEPTEMBER 2019	5,000.00	5,000.00
1632618	SPECIAL EDUCATION SYS	10/15/2019	STUDENT TRANSPORTATION SEPTEMBER 2019	2,156.80	6,314.52
			TRANSPORTATION; 2 STUDENTS		
			SEPTEMBER 2019 TRANSPORTATION; 3 STUDENTS	3,274.40	
			SEPTEMBER 2019 LIFESKILLS TRANSPORTATION; 1 STUDENT	883.32	
1632619	Sports Imports	10/15/2019	Volleyball Nets Replacement of broken net and tightener bolt	354.25 431.64	785.89
1632620	St Andrews Golf & Cou	10/15/2019	UEC - ADs/Asst AD/ Assignor Yearly Luncheon	1,068.03	10,917.75
			WILDCAT BOYS VARSITY INVITATIONAL; MONDAY, SEPTEMBER 16, 2019	2,038.26	
			WILDCAT INVITATIONAL; WEDNESDAY, SEPTEMBER 18 2019	463.34	
			WILDCAT FROSH/SOPH INVITATIONAL	2,227.26	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Varsity Green Fees for UEC Tournament 10.2.19. 14 Full Rounds 8 - V and 6 - JV	392.00	
			2019 Wildcat Golf Invites, Varsity Girls, Varsity Boys and F/S Boys	4,728.86	
1632621	Streamwood High Schoo	10/15/2019	Yearly Upstate Eight Conference Dues	4,900.00	4,900.00
1632622	STREAMWOOD BEHAVIORAL	10/15/2019	9/16/19-10/2/19 TUTORING; 1 STUDENT	455.00	455.00
1632623	Sunrise Transportatio	10/15/2019	ESY AUGUST 2019 STUDENT TRANSPORTATION AUGUST 2019 TRANSPORTATION	593.00 55,356.04	55,949.04
1632624	Sycamore High School	10/15/2019	G Volleyball S Tournament 9.14.19	250.00	250.00
1632625	T S Specialties	10/15/2019	AUTOMOTIVE BATTERY VAN/TRACTOR REPAIR TRUCK REPAIR MOWER TIRE REPAIR VAN/TRACTOR REPAIR SVC	157.95 138.43 265.00 15.00 787.61	1,363.99
1632626	Technology Resource A	10/15/2019	TRA CHROME CARE	166.00	166.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			WARRANTY W/ACCIDENTAL DAMAGE PROTECTION; QUOTE #13095		
1632627	TeleSolutions Consult	10/15/2019	OCTOBER 2019	275.00	275.00
1632628	TIMEOUT SERVICES LLC	10/15/2019	ERATE PROGRAM FEE Service Call on the scoreboard in main gym. Solder joint failed, removed part, resolder install and tested	142.50	142.50
1632629	Tri-County Lock Inc	10/15/2019	KEY BLANKS	130.00	562.50
1632630	Tri-K Inc	10/15/2019	KEY BLANKS CUSTODIAL SUPPLIES MISC CUSTODIAL SUPPLIES	432.50 290.40 483.80	774.20
1632631	Uline	10/15/2019	A-FRAME LEG 55 GALLON DRUMS 55 GALLON DRUMS AND A-FRAME LEGS 4' LIGHTBULB RECYCLE BOX	150.31 983.52 482.91 303.74	1,920.48
1632632	Unique Products	10/15/2019	2 PLY TOILET TISSUE; 60 CASES 36" x 50" GARBAGE LINERS, 50 cases; 30" x 36" garbage liners; 25 cases PAPER TOWELS	2,230.80 500.51 449.70	3,181.01

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632633	United States Postal	10/15/2019	OCTOBER 2019 POSTAGE	2,600.00	2,600.00
1632634	Varitronics LLC	10/15/2019	Laminate Materials Ink and paper for poster printer	296.07 558.66	854.73
1632635	Warehouse Direct	10/15/2019	FOAM HAND SOAP; 20 CASES AND LIQUID FLOOR FINISH; 7 CASES	2,033.39	2,033.39
1632636	Waste Management West	10/15/2019	OCTOBER 2019 RECYCLING SVCS OCTOBER 2019 REFUSE SVC; DISTRICT OFFICE	259.98 96.26	356.24
1632637	WCCHS STUDENT ACTIVIT	10/15/2019	CY19 Dance Team Summer Camp Revenue Collected through RevTrak - Deposit to Acct. #527 DONATION AND DRAMA FEES	3,932.29 275.00	4,207.29
1632638	We Grow Dreams Inc	10/15/2019	SEPT 2019-DEC 2019 JOB TRAINING; 4 STUDENTS	2,975.00	2,975.00
1632639	West Chicago Printing	10/15/2019	DISTRICT OFFICE LETTERHEAD PAPER	347.00	347.00
1632640	West Chicago Fire Pro	10/15/2019	9/13/19 FB GAME AMBULANCE STANDBY	557.15	557.15
1632641	WEST CHICAGO POST OFF	10/15/2019	2019 presort standard mail &	470.00	470.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1632642	Willuweit, Lisa	10/15/2019	1st class presort permit; Permit #PI114 Reimbursement for conference registration-News Literacy Bootcamp 10/4/19 at the ROE.	50.00	50.00
1632643	WINZER CORPORATION	10/15/2019	MISC HARDWARE SUPPLIES	459.13	459.13
156	Computer		Check(s) For a Total of		3,300,071.41

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	156	Computer	Checks For a Total of	3,300,071.41
Total For	156	Manual, Wire Tran, ACH & Computer Checks		3,300,071.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,300,071.41

President

Date

Secretary

Date

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
 BOARD OF EDUCATION - BILL LISTING SUMMARY
 September 2019 Expenditures and October 15, 2019 Bill List

1

	(Taxes)Certificates Of Deposit, MM Dep. Purchased For The Month Of September-19	Net Payroll For The Month Of September-19	Operating Checks* Drawn During The Month Of September-19	Bill List Vouchers Paid In The Month Of September-19	Total	Bill List Vouchers Paid In The Month Of October-19
#10 EDUCATIONAL FUND	\$ 5,018,448.97	990,728.85	703,961.86	\$405,236.68	\$7,118,376.36	\$286,447.95
#20 OPERATIONS AND MAINTENANCE FUND	886,025.59	68,532.37	55,816.06	102,908.91	\$1,113,282.93	120,651.96
#30 DEBT SERVICES FUND	721,455.97			475.00	\$721,930.97	
#40 TRANSPORTATION FUND	236,992.59		250.56	63,801.28	\$301,044.43	90,318.25
#50 ILLINOIS MUNICIPAL RETIREMENT FUND	114,644.01		35,494.93		\$150,138.94	
#51 SOCIAL SECURITY AND MEDICARE FUND	108,172.17		43,238.57		\$151,410.74	
#60 CAPITAL IMPROVEMENTS 2017					\$0.00	
#65 CAPITAL IMPROVEMENTS 2018		5,674.20	2,904.90	2,816,222.26	\$2,824,801.36	2,802,653.25
#70 WORKING CASH FUND					\$0.00	
#80 TORT FUND	44,378.33				\$44,378.33	
TOTAL	\$ 7,130,117.63	\$1,064,935.42	\$841,666.88	\$3,388,644.13	\$12,425,364.06	\$3,300,071.41

* Payroll taxes, annuities, wage garnishments, insurance premiums, college savings plans
 TRS & IMRF pension contributions, charitable contributions, Imprest Fund & Petty Cash Fund
 reimbursement, lost & stale check replacement reviewed by Treasurer

The investments and payroll disbursements for the month of September 13, 2019 to October 10, 2019 to be paid September-19 and the regular accounts payable for the period October 15, 2015 Totaling: \$12,336,791.34.

I hereby certify that the expenditures listed as a part of this statement are legally payable from the budget category to which they are charged and are coded in conformance with the Illinois Office of Education Accounting Manual.

October 10, 2019
 Date

 Director of Business Services

TO THE TREASURER, COMMUNITY HIGH SCHOOL DISTRICT NO. 94, WEST CHICAGO, ILLINOIS

The Board of Education has approved the payment of the above listed invoices on this date and you are hereby authorized and directed to make payments thereof:

 Date

 President, Board of Education

 Secretary, Board of Education

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10E100 1500 6420 00 000000	090519	Hinsdale South High School	09/05/2019	1316288	Entry for LL regional game Bbb 2/26/18	-30.00
10E100 1500 3191 00 000000	IP0904	Benning, Matthew	09/04/2019	1317448	V FOOTBALL; 8/30/19; SOUTH ELGIN	77.00
10E100 1500 3191 00 000000	IP0904	Bjes, Ed	09/04/2019	1317449	V FOOTBALL; 8/30/19; SOUTH ELGIN	77.00
10E100 1500 3191 00 000000	IP0904	Bjes, Ed	09/04/2019	1317449	F/S FOOTBALL; 8/30/19; SOUTH ELGIN	59.00
10E100 1500 1504 00 000000	IP0904	Cheehy, Tom	09/04/2019	1317450	FR/SOPH & VARSITY FOOTBALL; SOUTH ELGIN; 8/30/19; STADIUM SCOREBOARD	60.00
10E100 1500 3191 00 000000	IP0904	GONZALES, JOSE	09/04/2019	1317451	VARSITY SOCCER; GLENBARD EAST; 8/28/19	65.00
10E100 1500 1504 00 000000	IP0904	Hughes, Barbara	09/04/2019	1317452	WILDCAT NIGHT; 8/23/19; STATS	40.00
10E100 1500 1504 00 000000	IP0904	Hughes, Barbara	09/04/2019	1317452	FOOTBALL; 8/30/19; SOUTH ELGIN; STATS	40.00
10E100 1500 1504 00 000000	IP0904	Hughes/game Worker, Dennis	09/04/2019	1317453	WILDCAT NIGHT; 8/23/19; STATS	40.00
10E100 1500 1504 00 000000	IP0904	Hughes/game Worker, Dennis	09/04/2019	1317453	FR/SOPH & VARSITY FOOTBALL; SOUTH ELGIN; 8/30/19; STATS	80.00
10E100 1500 1504 00 000000	IP0904	Hughes/game Worker, Ren	09/04/2019	1317454	WILDCAT NIGHT; FOOTBALL; 8/23/19; STATS	40.00
10E100 1500 1504 00 000000	IP0904	Hughes/game Worker, Ren	09/04/2019	1317454	FR/SOPH AND VARSITY FOOTBALL; 8/30/19; SOUTH ELGIN; STATS	80.00
10E100 1500 3191 00 000000	IP0904	King, Tim	09/04/2019	1317455	V FOOTBALL; 8/30/19; SOUTH ELGIN	77.00
10E100 1500 3191 00 000000	IP0904	Kostelny, Benjamin	09/04/2019	1317456	V FOOTBALL; 8/30/19; SOUTH ELGIN	77.00
10E100 1500 3191 00 000000	IP0904	Lucansky, Robert	09/04/2019	1317457	F/S FOOTBALL; 8/30/19; SOUTH ELGIN	59.00
10E100 1500 3191 00 000000	IP0904	Plattos, Nicholas	09/04/2019	1317458	F/S FOOTBALL; 8/30/19; SOUTH ELGIN	59.00
10E100 1500 3191 00 000000	IP0904	Reineke, Dave	09/04/2019	1317459	F/S FOOTBALL; 8/30/19; SOUTH ELGIN	59.00
10E100 1500 3191 00 000000	IP0904	Sands, Matthew	09/04/2019	1317460	V FOOTBALL; 8/30/19; SOUTH ELGIN	77.00
10E100 1500 3191 00 000000	IP0904	Slagel, Seth	09/04/2019	1317461	SOCCER; FROSH B; WWS; 8/28/19	61.00
10E100 1500 1504 00 000000	IP0904	Stone, Brian	09/04/2019	1317462	JV/V GVBL; 8/28/19; HOFFMAN ESTATES; BG STAT BOARD	60.00
10E100 1500 3191 00 000000	IP0904	Villagomez, Humberto	09/04/2019	1317463	V/JV SOCCER; GLENBARD EAST;	103.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
					8/28/19	
10E100 1500 3191 00 000000	IP0904	Weathersby, Keeyon	09/04/2019	1317464	F/S FOOTBALL; 8/30/19; SOUTH ELGIN	59.00
10E100 1500 3191 00 000000	IP0904	Zawislak, Rich	09/04/2019	1317465	V/JV SOCCER; GLENBARD EAST; 8/28/19	97.00
10E100 1500 3191 00 000000	IP0910	Alcaraz, Rigoberto	09/10/2019	1317466	BOYS SOCCER; EAST AURORA; 9/4/19	61.00
10E100 1500 3191 00 000000	IP0910	Barbato, Emil	09/10/2019	1317467	SWIM; FENTON; 8/28/19	92.00
10E100 1500 6430 00 000000	ip0910	BATAVIA HIGH SCHOOL	09/10/2019	1317468	Boys Varsity Batavia Invite - Pheasant Run Golf Course	300.00
10E100 1500 3191 00 000000	IP0910	Baughman, Mike	09/10/2019	1317469	SWIM; BARTLETT; 9/5/19	98.00
10E100 1500 3191 00 000000	IP0910	Bower, Peter	09/10/2019	1317470	BOYS SOCCER; ST FRANCIS; 9/3/19	61.00
10E100 1500 3191 00 000000	IP0910	Briestansky, Joe	09/10/2019	1317471	BOYS SOCCER; SOUTH ELGIN; 9/4/19	55.00
10E100 1500 3191 00 000000	IP0910	Brown, Ken	09/10/2019	1317472	SWIM; BARTLETT; 9/5/19	98.00
10E100 1500 3191 00 000000	IP0910	Cummins, Jay	09/10/2019	1317473	BOYS SOCCER; SOUTH ELGIN; 9/4/19	65.00
10E100 1500 3191 00 000000	IP0910	Dieball, Kevin	09/10/2019	1317474	VOLLEYBALL; EAST AURORA; 9/3/19	95.00
10E100 1500 3191 00 000000	IP0910	DOMINGUEZ, LORENZO	09/10/2019	1317475	BOYS SOCCER; SOUTH ELGIN; 9/6/19	61.00
10E100 1500 3191 00 000000	IP0910	Flowers, Michael	09/10/2019	1317476	VOLLEYBALL; HOFFMAN ESTATES; 8/28/19	88.00
10E100 1500 3191 00 000000	IP0910	Franklin, Jim	09/10/2019	1317477	BOYS SOCCER; SOUTH ELGIN; 9/4/19	65.00
10E100 1500 3191 00 000000	IP0910	Gabriel, Glen	09/10/2019	1317478	SWIM; YORK; 9/4/19	98.00
10E100 1500 3191 00 000000	IP0910	Ortiz, Mario	09/10/2019	1317479	BOYS SOCCER; SOUTH ELGIN; 9/6/19	61.00
10E100 1500 6430 00 000000	ip0910	PALATINE HIGH SCHOOL	09/10/2019	1317480	Boys JV Golf Palatine Invite 9.14.19 - Palatine Hills Golf Course	285.00
10E100 1500 3191 00 000000	IP0910	Plach, Ken	09/10/2019	1317481	VOLLEYBALL; HOFFMAN ESTATES; 8/28/19	95.00
10E100 1500 3191 00 000000	IP0910	Reese, Darren	09/10/2019	1317482	VOLLEYBALL; EAST AURORA; 9/3/19	95.00
10E100 1500 3191 00 000000	IP0910	Snyder, John	09/10/2019	1317483	BOYS SOCCER; SOUTH ELGIN; 9/4/19	97.00
10E100 1500 3191 00 000000	IP0910	Soller, David	09/10/2019	1317484	VOLLEYBALL; HOFFMAN ESTATES;	95.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10E100 1500 3191 00 000000	IP0910	Stratton, Gary	09/10/2019	1317485	8/28/19 VOLLEYBALL; EAST AURORA;	88.00
10E100 1500 3191 00 000000	IP0910	Surch, Doug	09/10/2019	1317486	9/3/19 SWIM; FENTON; 8/28/19	92.00
10E100 1500 3191 00 000000	IP0910	Witherspoon, Jacqueline	09/10/2019	1317487	SWIM; YORK; 9/4/19	98.00
40E000 2550 3302 00 000000	ip0917	Bono, Tracy	09/17/2019	1317488	Student transport August 2019	250.56
10E100 1500 3191 00 000000	IP0917	Chahmirzadi, Manou	09/17/2019	1317489	9/11/19 BOYS SOCCER; STREAMWOOD;	61.00
10E100 1500 3191 00 000000	IP0917	Dieball, Kevin	09/17/2019	1317490	9/12/19 WHEATON ACADEMY; SOPH/JV/VAR;	95.00
10E100 1500 3191 00 000000	IP0917	DOMINGUEZ, LORENZO	09/17/2019	1317491	9/10/19 BOYS SOCCER; LAKE PARK; FB;	61.00
10E904 2210 2001 00 904000	ip0917	Dorman, Linnette	09/17/2019	1317492	Annual fall meeting and luncheon for World Language department/division chairs of the western suburbs	28.00
10E100 1500 3191 00 000000	IP0917	Gasienica, Tommy	09/17/2019	1317493	BOYS SOCCER; GENEVA; 9/12/19	61.00
10E013 1130 6450 00 000000	ip0917	Office of Economic Education	09/17/2019	1317494	Economics conference 11/15/19 "Immigration and Entrepreneurship"; 1 staff member	50.00
10E100 1500 3191 00 000000	IP0917	Paisley, Sam	09/17/2019	1317495	09/09/19 BOYS SOCCER; WVHS; JV7II;	61.00
10E100 1500 3191 00 000000	IP0917	Pettitway, Ruth	09/17/2019	1317496	9/12/19 WHEATON ACADEMY; FROSH;	88.00
10E022 1220 3193 00 000000	IP0917	SECRETARY OF STATE/SAFE RIDE S	09/17/2019	1317497	BUS DRIVER PERMIT RENEWAL FEE; 1 STAFF MEMBER	4.00
10E100 1500 3191 00 000000	IP0917	Stone, Larry	09/17/2019	1317498	9/10/19 BOYS SOCCER; LAKE PARK JV7II;	61.00
20E000 2540 3401 00 000000	IP0917	VERIZON WIRELESS	09/17/2019	1317499	9/8/19-10/7/19 CELL PHONE; SUPT	92.57
10E100 1500 3191 00 000000	IP0917	Wilmot, Michael	09/17/2019	1317500	9/12/19; WHEATON ACADEMY; SOPH/JV/VAR	95.00
10E100 1500 3191 00 000000	IP0918	Baio, Anthony	09/20/2019	1317501	9/13/19; FOOTBALL; PRELIM; GLENBARD EAST	59.00
10E100 1500 1504 00 000000	IP0918	Cheehy, Tom	09/20/2019	1317502	9/13/19 FB; GLENBARD EAST; STADIUM SCOREBOARD;	60.00
10E100 1500 6410 00 000000	IP0918	Clark, Jeff	09/20/2019	1317503	TOURNAMENT VAR 6; 9/14/19	260.00
10E100 1500 3191 00 000000	IP0918	Coleman, Chris	09/20/2019	1317504	9/13/19; FOOTBALL; PRELIM;	59.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10E100 1500 3191 00 000000	IP0918	Daniels, Dan	09/20/2019	1317505	GLENBARD EAST FOOTBALL; VARSITY; 9/13/19;	77.00
10E100 1500 1504 00 000000	IP0918	Hughes, Barbara	09/20/2019	1317506	GLENBARD EAST FB; FENTON; STATISTICIAN; 9/6/19	40.00
10E100 1500 1504 00 000000	IP0918	Hughes, Barbara	09/20/2019	1317506	FB; GLENBARD EAST; STATISTICIAN; 9/13/19	40.00
10E100 1500 1504 00 000000	IP0918	Hughes/game Worker, Dennis	09/20/2019	1317507	FB; FENTON; STATISTICIAN; 9/6/19	80.00
10E100 1500 1504 00 000000	IP0918	Hughes/game Worker, Dennis	09/20/2019	1317507	FB; GLENBARD EAST; STATISTICIAN; 9/13/19	80.00
10E100 1500 1504 00 000000	IP0918	Hughes/game Worker, Ren	09/20/2019	1317508	FB; FENTON; STATISTIAIAN; 9/6/19	80.00
10E100 1500 1504 00 000000	IP0918	Hughes/game Worker, Ren	09/20/2019	1317508	FB; GLENBARD EAST; STATISTICIAN; 9/13/19	80.00
10E100 1500 3191 00 000000	IP0918	Kettleson, Jim	09/20/2019	1317509	FOOTBALL; VARSITY; 9/13/19; GLENBARD EAST	77.00
10E100 1500 6410 00 000000	IP0918	Krueger, Dan	09/20/2019	1317510	TOURNAMENT VAR 6; 9/14/19	260.00
10E100 1500 3191 00 000000	IP0918	Pauls/official, Bob	09/20/2019	1317511	FOOTBALL; VARSITY; 9/13/19; GLENBARD EAST	77.00
10E100 1500 6410 00 000000	IP0918	Plach, Corey	09/20/2019	1317512	TOURNAMENT VAR 6; 9/14/19	260.00
10E100 1500 6410 00 000000	IP0918	Plach, Ken	09/20/2019	1317513	TOURNAMENT VAR 6; 9/14/19	260.00
10E100 1500 3191 00 000000	IP0918	Rainey, Anthony	09/20/2019	1317514	FOOTBALL; PRELIM; 9/13/19; GLENBARD EAST	59.00
10E100 1500 1504 00 000000	IP0918	Reges, Craig	09/20/2019	1317515	WHEATON ACADEMY; GIRLS VOLLEYBALL; FH LIBERO TRACKER; 9/12/19	60.00
10E100 1500 3191 00 000000	IP0918	Schuman, David	09/20/2019	1317516	FOOTBALL; PRELIM; 9/13/19; GLENBARD EAST	59.00
10E100 1500 6410 00 000000	IP0918	Soller, David	09/20/2019	1317517	TOURNAMENT VAR 6; 9/14/19	260.00
10E100 1500 1504 00 000000	IP0918	Stone, Brian	09/20/2019	1317518	GIRLS VOLLEYBALL; EAST AURORA; BG STAT BOARD; 9/3/19	60.00
10E100 1500 1504 00 000000	IP0918	Stone, Brian	09/20/2019	1317518	GIRLS VOLLEYBALL; WHEATON ACADEMY; BG STAT BOARD; 9/12/19	60.00
10E100 1500 3191 00 000000	IP0918	Sutherland, Scot	09/20/2019	1317519	FOOTBALL; VARSITY; 9/13/19; GLENBARD EAST	77.00
10E100 1500 6410 00 000000	IP0918	Swart, Valerie	09/20/2019	1317520	TOURNAMENT VAR 6; 9/14/19	260.00
10E100 1500 3191 00 000000	IP0918	Taylor, Michael	09/20/2019	1317521	FOOTBALL; VARSITY; 9/13/19;	77.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	CHECK INVOICE DESCRIPTION	AMOUNT
					GLENBARD EAST	
10E100 1500 3191 00 000000	IP0924	Bajorek, Krzysztof	09/24/2019	1317522	BOYS SOCCER; LARKIN; 9-18-19	61.00
10E100 1500 6410 00 000000	IP0924	Cherwin, Kenneth	09/24/2019	1317523	SWIM INVITATIONAL; 9/21/19	135.00
10E100 1500 3191 00 000000	IP0924	Dieball, Kevin	09/24/2019	1317524	GAME #14993; JV/VAR; BARTLETT; 9/17/19	89.00
10L000 4001 0000 00 000000	IP0924	ESPINAL, MARIA	09/24/2019	1317525	LION'S CLUB PANCAKE BREAKFAST SERVER	120.00
10E100 1500 3191 00 000000	IP0924	Flynn Jr, John	09/24/2019	1317526	BOYS SOCCER; HOFFMAN ESTATES; PEPSI SHOWDOWN; 9/17/19	65.00
10E100 1500 3191 00 000000	IP0924	GEATI, Steve	09/24/2019	1317527	BOYS SOCCER; HOFFMAN ESTATES; PEPSI SHOWDOWN; 9-17-19	65.00
10E100 1500 3191 00 000000	IP0924	Herrera/official, Victor	09/24/2019	1317528	BOYS SOCCER; GLENBARD EAST; 9/16/19	61.00
10E100 1500 3191 00 000000	ip0924	Hitzeman, Dan	09/24/2019	1317529	GAME #15031; BARTLETT; 9/17/19	88.00
10E100 1500 6410 00 000000	IP0924	Kazonovitz, Bruce	09/24/2019	1317530	SWIM INVITATIONAL; 9/21/19	135.00
10E100 1500 3191 00 000000	IP0924	Knapik, Mariusz	09/24/2019	1317531	BOYS SOCCER; WWS; 9/21/19	61.00
10E100 1500 3191 00 000000	IP0924	McWhorter, Kathy	09/24/2019	1317532	SWIM/TRI LEVEL; SOUTH ELGIN; 9/17/19	98.00
10E100 1500 3191 00 000000	IP0924	Messina, Mason	09/24/2019	1317533	BOYS SOCCER; HOFFMAN ESTATES; PEPSI SHUTDOWN; 9-17-19	65.00
10E100 1500 3191 00 000000	IP0924	Reese, Darren	09/24/2019	1317534	GAME #14993; JV/VAR; BARTLETT; 9/17/19	89.00
10E100 1500 3191 00 000000	IP0924	Richardson, Tim	09/24/2019	1317535	BOYS SOCCER; ST CHARLES NORTH; 9/19/19	55.00
10E100 1500 6410 00 000000	IP0924	Surch, Doug	09/24/2019	1317536	SWIM INVITATIONAL; 9/21/19	135.00
10E070 2410 3410 00 000000	IP0924	WEST CHICAGO POST OFFICE	09/24/2019	1317537	2019/2020 PROGRESS GRADE MAILING #1	1,039.50
10E100 1500 3191 00 000000	IP0924	Wrobleski, Joe	09/24/2019	1317538	BOYS SOCCER; ST CHARLES NORTH; 9/19/19	55.00
10E100 1500 3191 00 000000	IP0924	Zajackowski, Tomasz	09/24/2019	1317539	BOYS SOCCER; GLENBARD EAST; 9/16/19	61.00
10E100 1500 3191 00 000000	IP0924	Zielinski, David	09/24/2019	1317540	SWIM; TRI LEVEL; SOUTH ELGIN; 9/17/19	98.00
10E100 1500 6410 00 000000	ip0925	Bartlett Hills Golf Club	09/25/2019	1317541	Regional Entry Fees for Boys Girls	270.00
10E100 1500 6430 00 000000	ip0925	BENEDICTINE UNIVERSITY	09/25/2019	1317542	Payment for Facility baseball field rental 5/23/20	150.00
10L000 4041 0000 00 000000	ip0925	Chsd94 Educational Foundation	09/25/2019	1317543	Donations, Dueling Pianos,	110.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	CHECK INVOICE DESCRIPTION	AMOUNT
					Silent Auction through Credit Card System	
10L000 4041 0000 00 000000	ip0925	Chsd94 Educational Foundation	09/25/2019	1317543	Donations, Dueling Pianos, Silent Auction through Credit Card System	610.00
10L000 4043 0000 00 000000	ip0925	Chsd94 Educational Foundation	09/25/2019	1317543	Donations, Dueling Pianos, Silent Auction through Credit Card System	80.00
10E062 2210 3110 00 000000	ip0925	Glenbard North High School	09/25/2019	1317544	Registration fee for Directors of Couseling and Student Serv. of Suburban Chicago Conference; 4 staff members	640.00
10E100 1500 6430 00 000000	ip0925	Highland Park High School	09/25/2019	1317545	Entry Fees for Swim/Dive Invite on 10.26.19	255.00
10E100 1500 6410 00 000000	IP0930	Barbato, Emil	09/30/2019	1317546	GAME #7562; NON-CONFERENCE SWIMMING; 9/28/19	145.00
10E100 1500 6410 00 000000	IP0930	Barbato, Emil	09/30/2019	1317546	GAME #7561; NON-CONFERENCE SWIMMING; 9/27/19	145.00
10E100 1500 3191 00 000000	IP0930	Briestansky, Joe	09/30/2019	1317547	BOYS SOCCER; GLENBARD SOUTH; 9/25/19	61.00
10E080 2510 3320 00 000000	IP0930	Forecast 5 Analytics Inc	09/30/2019	1317548	2019 NATIONAL CONFERENCE REGISTRATION; 1 STAFF	299.00
10E100 1500 3191 00 000000	IP0930	GONZALES, JOSE	09/30/2019	1317549	BOYS SOCCER; MORTON; 9/23/19	61.00
10E100 1500 3191 00 000000	IP0930	Hanley, Jordan	09/30/2019	1317550	BOYS SOCCER; MORTON; 9/23/19	61.00
10E100 1500 6410 00 000000	IP0930	Mariottini, Susan	09/30/2019	1317551	GAME #7562; NON-CONFERENCE SWIMMING; 9/28/19	145.00
10E100 1500 6410 00 000000	IP0930	Mariottini, Susan	09/30/2019	1317551	GAME #7561; NON-CONFERENCE SWIMMING; 9/27/19	145.00
10E100 1500 3191 00 000000	IP0930	Noss, Delvin JR	09/30/2019	1317552	GAME #15096; 9/26/19; FROSH A&B	88.00
10E100 1500 3191 00 000000	IP0930	Reese, Darren	09/30/2019	1317553	GAME #15095; 9/26/19; SOPHJV/V	95.00
10E100 1500 6430 00 000000	IP0930	Sycamore High School	09/30/2019	1317554	GIRLS SOPHOMORE VOLLEYBALL TOURNAMENT 9/14/19	250.00
10E100 1500 3191 00 000000	IP0930	Thobani, Namir	09/30/2019	1317555	BOYS SOCCER; GLENBARD WEST; 9/26/19	61.00
10E100 1500 6410 00 000000	IP0930	Todd, David	09/30/2019	1317556	GAME #7562; NON-CONFERENCE SWIMMING; 9/28/19	145.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10E100 1500 6410 00 000000	IP0930	Todd, David	09/30/2019	1317556	GAME #7561; NON-CONFERENCE SWIMMING; 9/27/19	145.00
10E100 1500 3191 00 000000	IP0930	Williams, Rhonda	09/30/2019	1317557	GAME #15095; 9/26/19; SOPHJV/VAR	95.00
10E100 1500 3191 00 000000	IP0930	Williams, Rhonda	09/30/2019	1317557	GIRLS VOLLEYBALL; LEHMAN VS BENJAMIN; 9/26/19	65.00
Totals for checks						14,184.63

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	ED FUND	920.00	0.00	12,921.50	13,841.50
20	OPER & MAINT	0.00	0.00	92.57	92.57
40	TRANSPORT	0.00	0.00	250.56	250.56
***	Fund Summary Totals ***	920.00	0.00	13,264.63	14,184.63

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

**COMMUNITY HIGH SCHOOL
DISTRICT 94
West Chicago, Illinois**

**TREASURER'S REPORT
FOR MONTH ENDING SEPTEMBER 2019**

FUND	CASH BALANCE Thru 8/31/2019	RECEIPTS Sep-19	DISBURSEMENTS Sep-19	CASH BALANCE Thru 9/30/2019	INVESTMENTS AT COST Thru 9/30/2019
EDUCATIONAL	\$ (750,045.67)	\$ 6,817,581.65	\$ 7,120,431.23	\$ (1,052,895.25)	\$ 16,132,461.39
OPERATIONS & MAINTENANCE	\$ (323,127.83)	\$ 1,441,405.63	\$ 1,114,254.64	\$ 4,023.16	\$ 3,610,463.72
DEBT SERVICES	\$ (17,465.07)	\$ 729,048.01	\$ 721,930.97	\$ (10,348.03)	\$ 2,145,495.59
TRANSPORTATION	\$ 86,529.88	\$ 237,510.46	\$ 301,044.43	\$ 22,995.91	\$ 1,073,742.52
I.M.R.F.	\$ 153,353.66	\$ 114,949.55	\$ 147,884.07	\$ 120,419.14	\$ 377,329.91
SOCIAL SECURITY/MEDICARE	\$ (48,758.29)	\$ 200,881.70	\$ 151,410.74	\$ 712.67	\$ 246,453.05
CAPITAL IMPROVEMENTS 2017	\$ -	\$ -	\$ -	\$ -	\$ 593.39
CAPITAL IMPROVEMENTS 2018	\$ (5,282.85)	\$ 2,768,553.27	\$ 2,824,801.36	\$ (61,530.94)	\$ 20,974,847.03
WORKING CASH	\$ 1,138,632.03	\$ -	\$ -	\$ 1,138,632.03	\$ 935,546.97
TORT	\$ (189,659.68)	\$ 119,615.99	\$ 44,378.33	\$ (114,422.02)	\$ 171,942.98
TOTAL	\$ 44,176.18	\$ 12,429,546.26	\$ 12,426,135.77	\$ 47,586.67	\$45,668,876.55
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 9/30/19 <i>(included in revenue and investment totals)</i>	\$ 1,660,715.67	20,268.08	-		\$ 1,680,983.75
PLUS INVESTMENTS				\$45,668,876.55	
TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF SEPTEMBER 30, 2019				\$ 45,716,463.22	

Daniel T. Morris, Treasurer

Date

**COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF POSITION
FINANCIAL REPORT
FOR PERIOD ENDING September 30, 2019**

Percent of Fiscal Year Complete: 25.00%

ASSETS	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	ADJUSTING ENTRY PENDING	TOTAL ASSETS
EDUCATIONAL	15,688	(1,052,895)	16,132,461			15,095,254
OPERATIONS & MAINTENANCE		4,023	3,610,464			3,614,487
DEBT SERVICES		(10,348)	2,145,496			2,135,148
TRANSPORTATION		22,996	1,073,743			1,096,737
MUNICIPAL RETIREMENT		120,419	377,330			497,749
SOCIAL SECURITY/MEDICARE		713	246,453			247,166
CAPITAL IMPROVEMENTS 2017/2018		(61,531)	20,975,440			20,913,909
WORKING CASH		1,138,632	935,547			2,074,179
TORT		(114,422)	171,943			57,521
TOTAL	15,688	47,587	45,668,877	-	-	45,732,152

LIABILITIES AND FUND EQUITY	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER PAYABLES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
EDUCATIONAL		(10,966)	286,448		14,819,772	15,095,254
OPERATIONS & MAINTENANCE		(19,335)	120,652		3,513,170	3,614,487
DEBT SERVICES					2,135,148	2,135,148
TRANSPORTATION			90,318		1,006,420	1,096,737
MUNICIPAL RETIREMENT					497,749	497,749
SOCIAL SECURITY/MEDICARE					247,166	247,166
CAPITAL IMPROVEMENTS 2017/2018		2,829	2,802,653		18,108,428	20,913,909
WORKING CASH					2,074,179	2,074,179
TORT					57,521	57,521
TOTAL	-	(27,471)	3,300,071	-	42,459,552	45,732,152

RECEIPTS	BUDGET 2019 - 2020	CURRENT REVENUES	Y.T.D. REVENUES	OTHER RECEIPTS	UNREALIZED BALANCE	PERCENT REALIZED
EDUCATIONAL	26,459,799	5,533,275	10,657,115		15,802,684	40.28%
OPERATIONS & MAINTENANCE	3,622,675	891,029	1,541,517		2,081,158	42.55%
DEBT SERVICES	2,798,655	721,456	1,246,540		1,552,115	44.54%
TRANSPORTATION	1,944,457	237,531	550,192		1,394,266	28.30%
MUNICIPAL RETIREMENT	491,605	114,644	206,243		285,362	41.95%
SOCIAL SECURITY/MEDICARE	465,717	108,172	195,062		270,655	41.88%
CAPITAL IMPROVEMENTS 2017/2018	1,060,000	22,793	108,497		951,503	100.00%
WORKING CASH	15,000	1,453	4,731		10,269	31.54%
TORT	260,936	44,378	76,682		184,254	29.39%
TOTAL	37,118,844	7,674,732	14,586,577	-	22,532,267	39.30%

DISBURSEMENTS	BUDGET 2019 - 2020	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	CURRENT ENCUMBERED	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
EDUCATIONAL	26,455,896	2,093,893	6,828,031	286,448	19,341,417	25.81%
OPERATIONS & MAINTENANCE	3,583,147	218,752	584,343	120,652	2,878,153	16.31%
DEBT SERVICES	2,667,725	475	950		2,666,775	0.04%
TRANSPORTATION	1,935,989	64,052	142,877	90,318	1,702,794	7.38%
MUNICIPAL RETIREMENT	400,821	33,240	96,962		303,859	24.19%
SOCIAL SECURITY/MEDICARE	500,433	43,239	126,921		373,513	25.36%
CAPITAL IMPROVEMENTS 2017/2018	24,934,867	2,888,861	7,939,081	2,802,653	14,193,133	31.84%
WORKING CASH	15,000				15,000	0.00%
TORT	260,230	-	230,505		29,725	88.58%
TOTAL	60,754,109	5,342,512	15,949,669	3,300,071	41,504,368	26.25%

FUND BALANCE	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	CURRENT ENCUMBERED	ADJUSTING ENTRY PENDING	CURRENT EQUITY
EDUCATIONAL	11,277,136	10,657,115	6,828,031	286,448		14,819,772
OPERATIONS & MAINTENANCE	2,676,648	1,541,517	584,343	120,652		3,513,170
DEBT SERVICES	889,558	1,246,540	950			2,135,148
TRANSPORTATION	689,424	550,192	142,877	90,318		1,006,420
MUNICIPAL RETIREMENT	388,468	206,243	96,962			497,749
SOCIAL SECURITY/MEDICARE	179,025	195,062	126,921			247,166
CAPITAL IMPROVEMENTS 2017/2018	28,741,665	108,497	7,939,081	2,802,653		18,108,428
WORKING CASH	2,069,448	4,731	-			2,074,179
TORT	211,344	76,682	230,505			57,521
TOTAL	47,122,714	14,586,577	15,949,669	3,300,071	-	42,459,552

**COMMUNITY SCHOOL DISTRICT 94
STATEMENT OF REVENUE AND EXPENDITURES**

PERCENT OF FISCAL YEAR COMPLETED:
25.00%

DISTRICT 94 REVENUE & EXPENDITURE REPORT
*Beginning Balances Adjusted by Audit Entries

YTD ENDING
September 30, 2019

September 30, 2019

FUND	*EDUCATION	*O & M	*DEBT SVC	*TRANSP	*IMRF	*SSM	*ALL CAP IMPRV	WRK CASH	*TORT	TOTAL ALL
BEGINNING FUND BALANCE	\$ 11,277,136	\$ 2,676,648	\$ 889,558	\$ 689,424	\$ 388,468	\$ 179,025	\$ 28,741,665	\$ 2,069,448	\$ 211,344	\$ 47,122,714
REVENUE BUDGET	\$ 26,459,799	\$ 3,622,675	\$ 2,798,655	\$ 1,944,457	\$ 491,605	\$ 465,717	\$ 1,060,000	\$ 15,000	\$ 260,936	\$ 37,118,844
RECEIPTS										
1. CORPORATE P. P. REPLACEMENT TAX	\$ 167,311	\$ 134	\$ 109	\$ 36	\$ 8,182	\$ 8,181			\$ 7	183,960
2. SUMMER PROGRAM FEES	16,203									16,203
3. EARNINGS ON TAXES/ INVESTMENTS	30,908	473	1	631			6	4,731		36,749
4. BOND PRINCIPAL AND INTEREST 2017/2018							107,517			107,517
5. PUPIL & COMMUNITY SERVICES	525,308									525,308
6. FACILITY RENTALS		10,189								10,189
7. IMPACT FEES/P.U.D/LAND CASH DONATE							974			974
8. EVIDENCE BASED FUNDING (EBF)	805,370									805,370
9. STATE/ CATEGORICAL AID /GRANTS FY19	94,672			139,264						233,937
10. ARRA AID/ARRA FEDERAL FUNDING										-
11. FEDERAL AID/GRANTS FY19 LATE PMTS	318,708									318,708
12. PROPERTY TAXES - ED. FUND-TORT	8,557,152	1,530,720	1,246,429	409,436	198,061	186,881			76,675	12,205,354
13. PROPERTY TAXES - SPEC'L EDUCATION	112,874									112,874
14. PERMANENT TRANSFER OF INTEREST/EQ										-
15. CURRENT YEAR LEVY-ADVANCED TAXES										-
16. FLOW-THRU/VENDOR REVENUE/MISC REV	28,609			825						29,434
TOTAL REVENUE REALIZED	\$ 10,657,115	\$ 1,541,517	\$ 1,246,540	\$ 550,192	\$ 206,243	\$ 195,062	\$ 108,497	\$ 4,731	\$ 76,682	\$ 14,586,577
<i>PERCENT REVENUE REALIZED (Actual/Budget)</i>	<i>40.28%</i>	<i>42.55%</i>	<i>44.54%</i>	<i>28.30%</i>	<i>41.95%</i>	<i>41.88%</i>	<i>10.24%</i>	<i>31.54%</i>	<i>29.39%</i>	<i>39.30%</i>
EXPENDITURE BUDGET	\$ 26,455,896	\$ 3,583,147	\$ 2,667,725	\$ 1,935,989	\$ 400,821	\$ 500,433	\$ 24,934,867	\$ 15,000	\$ 260,230	\$ 60,754,109
DISBURSEMENTS										
1. SALARIES	\$ 3,981,975	\$ 313,038					\$ 26,402			4,321,414.84
2. BENEFITS	856,394	52,002					3,579			911,976
3. EMPLOYER IMRF					96,962					96,962
4. EMPLOYER FICA						67,080				67,080
5. EMPLOYER MEDICARE						59,840				59,840
6. PURCHASED SERVICES/CONTRACTS REG	603,219	53,937		50,012						707,169
7. PURCHASED SERVICES/MINI BUSES										-
8. PURCHASED SERVICES/SPECIAL ED				84,919						84,919
9. PURCHASED SERVICES/TCD				5,347						5,347
10. FUEL ADJ/EARLY DISMISSAL/FIELD TRIP				2,599						2,599
12 UNEMPLOYMENT INSURANCE										-
13.SCHOOL BOND FINANCIAL SERVICES										-
14. TREASURER BOND										-
15. WORKERS COMPENSATION									107,420	107,420
16. GENERAL LIABILITY INSURANCE									121,763	121,763
17. STUDENT ACCIDENT INSURANCE									1,322	1,322
18. UTILITIES		128,503								128,503
19. SUPPLIES & MATERIALS	230,420	34,390								264,810
20. TAX PAYMENTS										-
21. CAPITAL/NON-CAPITAL EQUIPMENT/FURN	125,563	2,472								128,034
22. CAPITAL CONTRACTS/ IMPROVEMENTS							7,909,100			7,909,100
23 CAPITAL LEASE EXPENSE										-
24 BOND INTEREST EXPENSE										-
25. DUES, FEES AND INVESTMENT COSTS	28,549		950							29,499
26. REDEMPTION OF PRINCIPAL										-
27. PERMANENT TRANSFERS - INTEREST/EQ										-
28 TUITION & SPEC ED COST/(TUITION RFND)	1,001,911									1,001,911
29 RETIREMENT BENEFITS/OTHER										-
TOTAL EXPENDITURES DISBURSED	\$ 6,828,031	\$ 584,343	\$ 950	\$ 142,877	\$ 96,962	\$ 126,921	\$ 7,939,081	\$ -	\$ 230,505	\$ 15,949,669
<i>Encumbered Expenditures</i>	<i>\$ 286,448</i>	<i>\$ 120,652</i>	<i>\$ -</i>	<i>\$ 90,318</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,802,653</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 3,300,071</i>
<i>PERCENT DISBURSED PLUS ENCUMBERED(Total/Budget)</i>	<i>25.81%</i>	<i>19.68%</i>	<i>0.04%</i>	<i>12.05%</i>	<i>24.19%</i>	<i>25.36%</i>	<i>43.08%</i>	<i>0.00%</i>	<i>88.58%</i>	<i>31.68%</i>
EXCESS OF REVENUE/(EXPENDITURES)	\$ 3,829,084	\$ 957,174	\$ 1,245,590	\$ 407,315	\$ 109,281	68,141	\$ (7,830,584)	\$ 4,731	\$ (153,823)	\$ (1,363,092)
ENDING FUND BALANCE	\$ 14,819,772	\$ 3,513,170	\$ 2,135,148	\$ 1,006,420	\$ 497,749	\$ 247,166	\$ 18,108,428	\$ 2,074,179	\$ 57,521	\$ 42,459,552
FUND	EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	ALL CAP IMPRV	WRK CSH	TORT	TOTAL ALL

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

September 30, 2019

DEPARTMENT/SUMMARY	FUND	#	DEPT	17 ACTUAL	18 ACTUAL	19 BUDGET	% CHANGE	19 ACTUAL	FY20 BUDGET	% CHANGE	FY20 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	126,695	116,151	491,000	-76.34%	170,122	258,698	-52.07%	31,040	12.00%
HMBD TUTORS	10	2	TTL	37,400	41,222	52,200	-21.03%	38,519	59,450	-54.34%	1,979	3.33%
ART	10	3	TTL	252,079	249,992	239,459	4.40%	238,082	250,057	-5.03%	55,835	22.33%
SCIENCE	10	4	TTL	1,288,187	1,374,937	1,419,781	-3.16%	1,375,917	1,482,546	-7.75%	397,133	26.79%
DRIVER'S ED	10	5	TTL	153,727	256,757	345,704	-25.73%	321,065	294,375	8.31%	54,031	18.35%
ENGLISH	10	6	TTL	1,552,387	1,614,499	1,592,063	1.41%	1,550,845	1,608,353	-3.71%	375,378	23.34%
FOREIGN LANG	10	7	TTL	633,862	689,929	797,308	-13.47%	780,022	770,911	1.17%	168,676	21.88%
HEALTH ED	10	8	TTL	1,688	160	3,125	-94.87%	424	3,125	-637.06%	-	0.00%
MATHEMATICS	10	9	TTL	1,537,793	1,611,821	1,617,421	-0.35%	1,635,546	1,673,903	-2.35%	399,721	23.88%
MUSIC	10	10	TTL	239,732	265,098	303,007	-12.51%	291,276	312,190	-7.18%	63,020	20.19%
MUSIC INITIATIVE	10	10	TTL	24,999	4,475	3,000	49.17%	3,306	-	100.00%	-	0.00%
PHYSICAL DEV	10	11	TTL	1,227,552	1,094,134	984,800	11.10%	967,716	906,675	6.31%	229,159	25.27%
SOC STUDIES	10	13	TTL	1,465,961	1,588,194	1,517,236	4.68%	1,545,164	1,543,415	0.11%	390,772	25.32%
TECHNOLOGY	10	14	TTL	903,063	1,046,174	1,321,795	-20.85%	1,170,385	1,363,985	-16.54%	270,045	19.80%
MCCORMICK DEMOC	10	16	TTL	-	455	-	0.00%	2,176	630	71.03%	-	0.00%
FOREIGN EXCHANGE	10	20	TTL	-	-	5,000	-100.00%	43,168	25,414	41.13%	8,112	31.92%
DEV LEARNING	10	22	TTL	4,122,903	4,411,264	4,767,970	-7.48%	5,057,700	5,301,986	-4.83%	1,546,234	29.16%
SUMR ADLT ED	10	29	TTL	6,457	19,451	-	0.00%	-	-	0.00%	-	0.00%
BUSINESS ED	10	30	TTL	484,521	533,641	567,425	-5.95%	554,577	560,972	-1.15%	135,032	24.07%
FACS	10	32	TTL	257,571	232,520	234,493	-0.84%	229,327	232,124	-1.22%	50,991	21.97%
IND ARTS-TECH ED	10	34	TTL	133,908	88,590	89,224	-0.71%	86,547	86,675	-0.15%	20,086	23.17%
B T I	10	35	TTL	-	-	150	-100.00%	-	150	0.00%	-	0.00%
SUMMER SCH/R	10	40	TTL	67,248	96,555	87,300	10.60%	95,167	94,087	1.13%	7,459	7.93%
SUMMER SPORTS CA	10	41	TTL	47,564	41,986	45,000	-6.70%	37,746	30,269	19.81%	38,681	127.79%
BILINGUAL	10	45	TTL	492,596	509,750	615,325	-17.16%	615,944	623,525	-1.23%	134,461	21.56%
SOCIAL WORKE	10	50	TTL	201,735	207,852	256,412	-18.94%	218,983	199,094	9.08%	47,465	23.84%
GUIDANCE DEP	10	51	TTL	683,429	716,774	705,382	1.61%	717,592	709,556	1.12%	175,671	24.76%
SCHOOL NURSE	10	52	TTL	175,876	180,777	186,179	-2.90%	180,341	193,579	-7.34%	47,168	24.37%
PSYC SERVICE	10	53	TTL	170,537	152,128	168,532	-9.73%	166,998	173,560	-3.93%	40,136	23.13%
AVID PROGRAM	10	54	TTL	186,780	200,799	221,402	-9.31%	222,060	225,179	-1.40%	47,584	21.13%
SPEECH PATH/AUDIC	10	55	TTL	64,303	67,746	58,012	16.78%	58,928	59,467	-0.91%	13,999	23.54%
LEARNING RES	10	61	TTL	248,928	257,054	271,005	-5.15%	265,018	248,037	6.41%	77,944	31.42%
STAFF & CURR DEV	10	62	TTL	264,787	188,004	216,504	-13.16%	248,635	254,455	-2.34%	55,552	21.83%
ASST PRINCIPAL	10	69	TTL	1,016,334	1,130,820	1,052,392	7.45%	1,087,943	1,189,987	-9.38%	321,983	27.06%
PRINCIPAL	10	70	TTL	743,203	762,607	740,284	3.02%	757,885	759,651	-0.23%	181,135	23.84%
SUPT OFFICE	10	71	TTL	331,123	333,761	337,879	-1.22%	344,531	338,272	1.82%	104,948	31.02%
DIR OF PRSNL	10	72	TTL	224,279	238,422	232,856	2.39%	227,015	249,841	-10.05%	59,614	23.86%
COMM RELATIONS	10	73	TTL	59,057	61,270	100,285	-38.90%	88,733	102,687	-15.73%	26,400	25.71%
ED FOUNDATIO	10	74	TTL	1,372	14,094	2,500	463.76%	8,809	2,500	71.62%	-	0.00%
BOARD OF ED	10	75	TTL	167,319	223,053	184,125	21.14%	162,678	187,415	-15.21%	72,663	38.77%
DIR OF BUSIN	10	80	TTL	145,341	159,221	143,195	11.19%	162,421	157,911	2.78%	58,776	0.33%
CAFETERIA	10	82	TTL	11,454	8,861	75,500	-88.26%	7,659	76,500	-898.80%	515	0.67%
EMP BENEFITS	10	83	TTL	37,545	8,659	57,261	-84.88%	29,585	44,237	-49.52%	7,017	15.86%
FISCAL SVCS	10	85	TTL	294,099	291,698	300,225	-2.84%	299,926	309,690	-3.26%	77,458	25.01%
MIS	10	90	TTL	313,285	323,476	335,643	-3.63%	321,573	352,104	-9.49%	88,573	25.16%
PMT OTH DIST	10	97	TTL	437,969	803,814	483,253	66.33%	532,204	537,000	-0.90%	227,812	42.42%

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

September 30, 2019

DEPARTMENT/SUMMARY	FUND	#	DEPT	17 ACTUAL	18 ACTUAL	19 BUDGET	% CHANGE	19 ACTUAL	FY20 BUDGET	% CHANGE	FY20 ACTUAL	YTD %
ATH/INTERSCH	10	100	TTL	830,543	825,828	897,640	-8.00%	946,821	1,085,541	-14.65%	337,521	31.09%
INTERSCHOLAS	10	104	TTL	227,398	220,492	270,825	-18.59%	262,457	255,074	2.81%	75,154	29.46%
ADULT ED - STATE	10	902	TTL	92,565	97,580	-	0.00%	-	-	0.00%	-	0.00%
CTEIG	10	903	TTL	46,226	46,167	-	0.00%	44,007	45,788	-4.05%	-	0.00%
BILING TBE	10	904	TTL	106,798	119,453	111,400	7.23%	128,572	123,919	3.62%	47,575	38.39%
A E & L	10	905	TTL	29,996	32,200	-	0.00%	-	-	0.00%	-	0.00%
C PERKINS	10	906	TTL	38,995	28,735	40,000	-28.16%	33,757	34,251	-1.46%	6,709	19.59%
TITLE 1-LOW	10	908	TTL	357,360	309,374	357,100	-13.36%	311,976	345,652	-10.79%	107,073	30.98%
TITLE IVA - SSAE	10	913	TTL	-	-	-	0.00%	16,424	-	100.00%	-	100.00%
ISLG GRANT	10	925	TTL	1,177	1,275	1,500	-14.98%	1,526	1,500	1.67%	-	0.00%
MEDICAID DIRECT D	10	929	TTL	72,148	65,784	50,000	31.57%	161,226	71,317	55.77%	25,203	35.34%
IDEA 94-142 FLOW-TH	10	930	TTL	462,861	402,398	483,660	-16.80%	459,633	506,655	-10.23%	76,945	15.19%
ADM OUTREACH	10	931	TTL	20,173	15,066	15,000	0.44%	15,888	15,892	-0.02%	5,738	36.11%
TEACHER QUALITY	10	932	TTL	27,836	53,514	42,999	24.45%	42,495	33,416	21.36%	6,412	19.19%
CEIS	10	936	TTL	-	-	-	0.00%	-	40,000	100.00%	24,905	62.26%
FED ADULT ED	10	944	TTL	77,550	150	-	0.00%	-	-	0.00%	-	0.00%
LIPLEPS	10	950	TTL	11,746	23,526	11,747	100.27%	25,734	42,654	-65.75%	4,536	10.63%
BILINGUAL - IEP	10	951	TTL	3,539	7,267	3,000	142.25%	2,475	-	100.00%	-	0.00%
O&M FUND	20	0	TTL	3,610,425	3,031,551	3,244,652	-6.57%	2,925,938	3,583,147	-22.46%	584,343	16.31%
DEBT SVC FND	30	0	TTL	2,742,875	3,014,697	2,737,500	10.13%	4,720,604	2,667,725	43.49%	950	0.04%
TRANSPORTATION	40	0	TTL	1,291,882	1,258,373	1,483,000	-15.15%	1,806,518	1,844,989	-2.13%	140,278	7.60%
SCIENCE	40	4	TTL	(487)	441	-	0.00%	(134)	-	100.00%	-	0.00%
ENGLISH	40	6	TTL	(505)	-	-	0.00%	-	-	0.00%	-	0.00%
FOREIGN EXCH	40	7	TTL	623	452	-	0.00%	358	1,000	-179.06%	-	0.00%
MUSIC	40	10	TTL	-	-	-	0.00%	-	-	0.00%	-	0.00%
PHYSICAL DEV	40	11	TTL	-	-	-	0.00%	-	-	0.00%	-	0.00%
SOCIAL STUDIES	40	13	TTL	(122)	185	-	0.00%	229	-	100.00%	-	0.00%
FOREIGN EXCH	40	20	TTL	-	-	-	0.00%	1,867	-	100.00%	-	0.00%
SPECIAL ED	40	22	TTL	-	-	-	0.00%	-	-	0.00%	-	0.00%
BUSINESS ED	40	30	TTL	-	-	-	0.00%	-	-	0.00%	-	0.00%
FACS	40	32	TTL	-	-	-	0.00%	-	-	0.00%	-	0.00%
PHOTOGRAPHY	40	36	TTL	-	-	-	0.00%	-	-	0.00%	-	0.00%
ATH/INTERSCH	40	100	TTL	60,270	72,096	80,000	-9.88%	97,360	90,000	7.56%	2,499	2.78%
PEP BUS	40	104	TTL	6,714	400	-	0.00%	1,296	-	100.00%	100	0.00%
IMRF	50	0	TTL	468,364	459,570	480,415	-4.34%	389,147	400,821	-3.00%	96,962	24.19%
SOC SEC & MEDCAR	51	0	TTL	474,178	480,820	472,754	1.71%	479,556	500,433	-4.35%	126,921	25.36%
CAP PROJ 2017	60	0	TTL	5,165,980	2,418,179	6,839,120	-64.64%	7,356,162	-	100.00%	-	0.00%
CAP PROJ 2018	65	0	TTL	5,165,980	15,449	6,430,880	-99.76%	1,714,483	24,934,867	-1354.37%	7,939,081	0.00%
W/C	70	0	TTL	4,649	11,385	12,000	-5.13%	18,750	15,000	20.00%	-	0.00%
TORT FUND	80	0	TTL	229,720	208,214	233,325	-10.76%	297,484	260,230	12.52%	230,505	88.58%
TOTALS				\$ 42,464,104	\$ 35,439,265	\$ 47,527,129	-9.06%	\$ 45,182,864	\$ 60,754,109	3.25%	\$ 15,949,669	26.25%

**COMMUNITY HIGH SCHOOL
DISTRICT 94
REVENUE AND EXPENDITURE REPORT
LOCAL, STATE, AND FEDERAL GRANTS
Ending September 30, 2019**

GRANT REVENUE & EXPENDITURE SUMMARY
SEPTEMBER 2019

Percentage of Fiscal Year:
25.00%

NAME	SOURCE	CODE	DEPT	CURRENT BUDGET	PRIOR YEAR REVENUE	FY 20 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
DuPage Foundation - Music Initiative	Local	199900	10	\$ 3,000		\$ 3,000			\$ 3,000	0%
Education Foundation/Leadership Mini	Local	199990	74	\$ 2,500					\$ -	100%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 45,788					\$ -	100%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 123,919			\$ 47,575	\$ 891	\$ (48,466)	100%
State Library Grant	State	380000	925	\$ 1,500				\$ 1,538	\$ (1,538)	100%
Title 1 Low Income NCLB	Federal	430000	908	\$ 345,652	\$ 68,395		\$ 107,073		\$ (107,073)	100%
Title IVA - SSAE	Federal	440000	913	\$ -	\$ 16,413				\$ -	0%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 506,655	\$ 146,885		\$ 76,945	\$ 1,847	\$ (78,793)	100%
Coordinated Early Intervening Svcs	Federal	462000	936	\$ 40,000			\$ 24,905		\$ -	100%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 34,251			\$ 6,709	\$ 1,543	\$ (8,253)	100%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 71,317	\$ 52,072		\$ 25,203		\$ (25,203)	100%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 15,892	\$ 4,967		\$ 5,738	\$ 450	\$ (6,188)	100%
Bilingual - IEP	Federal	490500	951	\$ -					\$ -	0%
Title III LIPLEPS	Federal	490900	950	\$ 42,654	\$ 3,647		\$ 4,536	\$ 1,909	\$ (6,444)	100%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 33,416	\$ 26,329		\$ 6,412		\$ (6,412)	100%
TOTAL				\$ 1,266,543	\$ 318,708	\$ 3,000	\$ 305,096	\$ 8,179	\$ (310,274)	99.8%

Amended Revenue activity may occur throughout FY19/20 impacting expenditure activity

** Special Ed Grants

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

LOCAL, STATE, FEDERAL GRANTS
Ending September 30, 2019

Percent of Fiscal Year
25.00%

September 2019
GRANT REVENUE

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	PRIOR YR REVENUE	FY19 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
DuPage Foundation - Music Initiative	Local	199900	10	\$ 3,000		\$ 3,000	\$ -	0%	100%
Education Foundation/Leadership M	Local	199990	74	\$ 2,500			\$ 2,500	100%	0%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 45,788			\$ 45,788	100%	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 123,919			\$ 123,919	100%	0%
State Library Grant	State	380000	925	\$ 1,500			\$ 1,500	100%	0%
Title 1 Low Income NCLB	Federal	430000	908	\$ 345,652	\$ 68,395		\$ 345,652	100%	0%
Title I IVA SSAE	Federal	440000	913	\$ -	\$ 16,413		\$ -	0%	0%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 506,655	\$ 146,885		\$ 506,655	100%	0%
Coordinated Early Intervening Svcs	Federal	462000	936	\$ 40,000			\$ 40,000	100%	0%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 34,251			\$ 34,251	100%	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 71,317	\$ 52,072		\$ 71,317	100%	0%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 15,892	\$ 4,967		\$ 15,892	100%	0%
Bilingual IEP	Federal	490500	951	\$ -			\$ -	0%	0%
Title III LIPLEPS	Federal	490900	950	\$ 42,654	\$ 3,647		\$ 42,654	100%	0%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 33,416	\$ 26,329		\$ 33,416	100%	0%
TOTAL				\$ 1,266,543	\$ 318,708	\$ 3,000	\$ 1,263,543	99.8%	0.2%

Amended Revenue activity may occur throughout FY19/20 impacting expenditure activity

GRANT EXPENDITURES

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
DuPage Foundation - Music Initiative	Local	199900	10	\$ 3,000			\$ 3,000	0%	0%
Education Foundation/Leadership M	Local	199990	74	\$ 2,500			\$ 2,500	100%	0%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 45,788			\$ 45,788	100%	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 123,919	47,575	\$ 891	\$ 75,453	61%	39%
State Library Grant	State	380000	925	\$ 1,500		\$ 1,538	\$ (38)	-3%	103%
Title 1 Low Income NCLB	Federal	430000	908	\$ 345,652	107,073		\$ 238,579	69%	31%
Title IVA SSAE	Federal	440000	913	\$ -			\$ -	0%	0%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 506,655	76,945	\$ 1,847	\$ 427,862	84%	16%
Coordinated Intervening Svcs	Federal	462000	936	\$ 40,000	24,905		\$ 15,095	38%	62%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 34,251	6,709	\$ 1,543	\$ 25,998	76%	24%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 71,317	25,203		\$ 46,114	65%	35%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 15,892	5,738	\$ 450	\$ 9,704	61%	39%
Bilingual IEP	Federal	490500	951	\$ -			\$ -	0%	0%
Title III LIPLEPS	Federal	490900	950	\$ 42,654	4,536	\$ 1,909	\$ 36,210	85%	15%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 33,416	6,412		\$ 27,004	81%	19%
TOTAL				\$ 1,266,543	\$ 305,096	\$ 8,179	\$ 953,269	75%	25%

** Special Ed Grants

**COMMUNITY HIGH SCHOOL
DISTRICT 94
PETTY CASH FUND
SEPTEMBER 30, 2019**

This listing represents payments from the High School Cash Fund for September 30, 2019. Reimbursement for the following paid from this fund is hereby requested from the Board of Education of Community High School District 94, West Chicago, Illinois at its regular meeting on October 15, 2019.

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
	NONE		
		Grand Total All Checks	<u>\$ -</u>

Director of Business Services

October 10, 2019
Date

LOC	LOC	September 2019-20 Beginning Balance	September 2019-20 Debits	September 2019-20 Credits	September 2019-20 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
505	CHESS	1,525.22CR				1,525.22CR
506	SPED RECYC/SHRD	1,224.39CR				1,224.39CR
507	BEST BUDDIES	6,857.87CR	21.98	310.29	-288.31	7,146.18CR
508	CRTE ENT	541.24CR				541.24CR
511	ART COLLECTION	111.08CR				111.08CR
513	INTL CLUB	1,745.59CR	131.09		131.09	1,614.50CR
514	CHRONICLE	2,099.64CR				2,099.64CR
515	CHEERLEADING	9,285.41CR	494.76	935.87	-441.11	9,726.52CR
516	DANCE PROD	1,560.56CR				1,560.56CR
517	SPEECH	1,869.33CR				1,869.33CR
518	FBLA	322.64CR				322.64CR
520	GERMAN CLUB	22.05CR				22.05CR
521	FICA-SKILLS	1,612.77CR	540.00		540.00	1,072.77CR
523	MATH TEAM	55.57CR				55.57CR
524	HORTICULTURE	5,180.87CR				5,180.87CR
526	PEP CLUB	281.20CR				281.20CR
527	POMS	1,331.89CR		264.30	-264.30	1,596.19CR
528	SNOWBALL	3,384.26CR		167.45	-167.45	3,551.71CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	5,714.82CR				5,714.82CR
531	SPANISH CLUB	3,685.43CR				3,685.43CR
533	STUDENT COUNCIL	9,957.29CR	1,308.00	500.00	808.00	9,149.29CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	8,730.47CR	413.60	16,460.77	-16,047.17	24,777.64CR
536	VOCATIONAL SIGN	1,836.54CR				1,836.54CR
537	YEARBOOK	3,162.50CR	36.93		36.93	3,125.57CR
538	BAND-JAZZ	4,792.03CR	953.30	5,647.00	-4,693.70	9,485.73CR
539	CHORAL-CHOIR	7,399.89CR	4,859.00	6,347.00	-1,488.00	8,887.89CR
540	ORCHESTRA	7,765.67CR	5,200.00	9,137.00	-3,937.00	11,702.67CR
541	INTERACT CLUB	3,887.13CR		1,750.00	-1,750.00	5,637.13CR
542	ANL	2,013.73CR				2,013.73CR
543	WEGO CARES	939.97CR				939.97CR
544	SCHOLASTIC BOWL	975.79CR				975.79CR
545	PHOTGRAPHY	58.01CR				58.01CR
547	NHS	1,885.91CR	78.00		78.00	1,807.91CR
548	GSA	1,104.62CR				1,104.62CR
549	CREATIVE WRITNG	453.60CR				453.60CR
550	ACTIVE DIR ACCT	1,121.88CR				1,121.88CR

LOC	LOC	September 2019-20 Beginning Balance	September 2019-20 Debits	September 2019-20 Credits	September 2019-20 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
551	TRANSITION CTR	2,859.89CR	548.10		548.10	2,311.79CR
552	TRI M	49.50CR				49.50CR
553	HAGGERTY FORD	859.97CR				859.97CR
554	OLA'AS	834.27CR	119.52		119.52	714.75CR
555	COMPASS	43.24CR				43.24CR
556	BOOK CLUB	704.00CR	88.23		88.23	615.77CR
560	WEGO 2 AFR	32.52CR				32.52CR
561	SLC9 2 AFRICA	3,921.89CR		2,387.30	-2,387.30	6,309.19CR
562	PRESCHOOL	2,737.82CR	973.97	1,076.50	-102.53	2,840.35CR
563	Teen Mom	119.87CR				119.87CR
564	HUMANITIES/SSS	2,200.00CR	1,000.00		1,000.00	1,200.00CR
566	ROAR	637.35CR		413.03	-413.03	1,050.38CR
570	ADAMS EXPRESS	152.42CR				152.42CR
572	SPORTSFEST	3,129.63CR				3,129.63CR
573	TARGET	111.48CR				111.48CR
576	OUT/BD AT RISK	0.57CR				0.57CR
580	LOUIS RANSOM AR	44.00CR				44.00CR
582	STEP PROJECT	250.29CR				250.29CR
583	STEPPERS	2,398.59CR				2,398.59CR
584	GREEN CLUB	1,014.26CR		297.27	-297.27	1,311.53CR
585	FRENCH CLUB	894.17CR				894.17CR
586	LRC BOOK CLUB	128.46CR				128.46CR
589	CONSUMER ED	1.84CR				1.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,716.84CR				1,716.84CR
601	BADMINTON	1,348.57CR		107.00	-107.00	1,455.57CR
602	BASEBALL	6,894.17CR	2,519.18		2,519.18	4,374.99CR
603	BOY'S BB	5,835.53CR				5,835.53CR
604	BOY'S CROSS CTY	147.17CR		620.00	-620.00	767.17CR
605	BOY'S SOCCER	1,172.75CR		6,000.00	-6,000.00	7,172.75CR
606	BOY'S TENNIS	20.23CR				20.23CR
607	BOY'S TRACK	2,557.19CR				2,557.19CR
608	GIRL'S FDR BB	398.11CR				398.11CR
609	FOOTBALL	3,459.82CR	624.38		624.38	2,835.44CR
610	GIRL'S BASKETBL	1,726.98CR				1,726.98CR
611	GIRL'S CROSS CT	2,345.24CR	1,708.00		1,708.00	637.24CR
612	GIRL'S SOCCER	2,186.03CR		540.00	-540.00	2,726.03CR

LOC	LOC	September 2019-20 Beginning Balance	September 2019-20 Debits	September 2019-20 Credits	September 2019-20 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
613	GIRL'S TENNIS	2,741.77CR				2,741.77CR
614	GIRL'S TRACK	2,418.00CR				2,418.00CR
615	BOYS GOLF	2,157.33CR				2,157.33CR
616	MUSIC	5,007.11CR				5,007.11CR
617	SOFTBALL	2,202.87CR	1,200.00	8,436.00	-7,236.00	9,438.87CR
618	BOYS SWIM TEAM	527.00CR				527.00CR
619	GIRLS V-BALL	4,394.98CR	4,642.38	525.00	4,117.38	277.60CR
620	GIRL'S FDR VB	539.97CR				539.97CR
621	WRESTLING	2,238.60CR				2,238.60CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	5,804.56CR	5,081.00		5,081.00	723.56CR
624	GIRLS GOLF	1,825.93CR				1,825.93CR
625	BOYS V-BALL	970.62CR				970.62CR
---	*STUDENT ACTIVI	191,672.71CR	32,541.42	61,921.78	-29,380.36	221,053.07CR
Grand Equity To		191,672.71CR	32,541.42	61,921.78	-29,380.36	221,053.07CR

Number of Accounts: 89

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

Community High School District 94

Vendor List Update

September 30, 2019

Flag Lady's Flag Store

Heartsmart.com



Daniel Oberg, Director of Business Services

10-10-19

Date

**COMMUNITY HIGH SCHOOL DISTRICT 94
CAPITAL IMPROVEMENTS
BOND REFERENDUM SERIES 2017 + 2018
FINANCIAL STATEMENT
YTD ENDING SEPTEMBER 30, 2019**

SOURCE OF FUNDS	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2018	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017 & 2018
BEGINNING BALANCE	\$ -	\$ -	\$ -
REVENUE BUDGET	\$ 9,203,000	29,000,000	38,203,000
RECEIPTS			
1. BOND PRINCIPAL - BONDS SOLD	\$ 9,290,561	\$ 29,788,389	\$ 39,078,950.38
2. BOND INTEREST - BONDS SOLD	\$ 131,700	\$ 658,669	790,369
3. ISSUANCE COSTS RESERVE - REFUND INVESTED	\$ 14,611	\$ 11,384	25,995
4. ISSUANCE COSTS RESERVE - RETURNED TO R. JAMES	\$ (11,611)	\$ -	(11,611)
TOTAL REVENUE REALIZED	\$ 9,425,261	\$ 30,458,442	\$ 39,883,704
<i>PERCENT REVENUE REALIZED (Actual/Budget)</i>	<u>102.42%</u>	<u>105.03%</u>	<u>104.40%</u>
EXPENDITURE BUDGET	\$ 8,000,000	\$ 30,203,000	\$ 38,203,000
DISBURSEMENTS			
1. EARNINGS	\$ 122,313	\$ 55,626	\$ 177,939
2. INSURANCE	16,733	(11,487)	5,246
3. EMPLOYER IMRF	12,985	5,418	18,403
4. EMPLOYER FICA	7,583	3,449	11,032
5. EMPLOYER MEDICARE	1,774	807	2,581
6. PURCHASED SERVICES - BOND ISSUANCE	78,950	176,334	255,284
7. CAPITAL 2018 RENOVATIONS	6,922,925	660,661	7,583,586
8. CAPITAL 2018 GYM BLEACHERS	287,166	-	287,166
9. CAPITAL 2018 TENNIS COURT	49,099	5,740	54,839
10 CAPITAL 2019 - 2020 ADDITION-REMODELING	1,925,140	9,119,257	11,044,397
TOTAL EXPENDITURES DISBURSED	\$ 9,424,668	\$ 10,015,804.55	\$ 19,440,472
<i>Encumbered Expenditures 10-15-19</i>	-	2,802,653	2,802,653
<i>PERCENT DISBURSED PLUS ENCUMBERED(Total/Budget)</i>	<u>117.81%</u>	<u>42.44%</u>	<u>58.22%</u>
EXCESS OF REVENUE/(EXPENDITURES)	\$ 593	\$ 17,639,985	\$ 17,640,580
ENDING BALANCE	\$ 593	\$ 17,639,985	\$ 17,640,580
SOURCE OF FUNDS	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2018	CAPITAL IMPROVEMENTS - BOND REFERENDUM 2017 & 2018

**COMMUNITY HIGH SCHOOL DISTRICT 94
BOND REFERENDUM SERIES 2017 + 2018
CAPITAL IMPROVEMENTS EXPENDITURE DETAILS
YTD ENDING SEPTEMBER 30, 2019**

EARNINGS - Building Operations	\$177,939	BENEFITS - Life, LTD, Dental, Health Ins.	5,246	BENEFITS - IMRF, FICA, Medicare	32,016
Monthly = \$10,449		Monthly = \$1,455		IMRF - Employer Pd IMRF Rate 12.04%	
Director Dec 2017 \$10,449 x 63%	6,583	Director Dec 2017 \$1,455 x 63% = \$917	917	Earnings thru June 2018 \$46,602 x 12.04%	5,611
Director Jan 2018 \$10,449 x 23%	2,403	Director Jan 2018 \$1,455 x 23% = \$335	335	FICA - Employer Pd FICA Rate 6.2%	
Director Feb 2018 \$10,449 x 42%	4,389	Director Feb 2018 \$1,455 x 42% = \$611	611	Earnings thru June 2018 \$46,602 x 6.2%	2,889
Director Mar 2018 \$10,449 x 82%	8,568	Director Mar 2018 \$1,455 x 82% = \$1,193	1,193	MEDICARE - Employer Pd Medicare Rate 1.45%	
Director Apr 2018 \$10,449 x 72%	7,523	Director Apr 2018 \$1,455 x 72% = \$1,048	1,048	Earnings thru June 2018 \$46,602 x 1.45%	676
Director May 2018 \$10,449 x 71%	7,419	Director May 2018 \$1,455 x 71% = \$1,033	1,033	FY18-19	
Director June 2018 \$10,449 x 93%	9,718	Director June 2018 \$1,455 x 93% = \$1,353	1,353	IMRF - Employer Pd IMRF Rate 9.74%	
Monthly = \$10,722		Monthly = \$1,451		Earnings thru June 2019 \$104,936 x 9.74%	10,221
Director, July 2018 \$10,722 x 100%	10,722	Director July 2018 \$1,451 x 100% = \$1,451	1,451	FICA - Employer Pd FICA Rate 6.2%	
Director, August 2018 \$10,722 x 100%+	10,722	Director August 2018 \$1,451 x 100% = \$1,451	1,451	Earnings thru June 2019 \$104,936 x 6.2%	6,506
Director, September 2018 \$10,722 x 49%	5,254	Director September 2018 \$1,451 x 49% = \$711	711	MEDICARE - Employer Pd Medicare Rate 1.45%	
Director, October 2018 \$10,722 x 75%	8,042	Director October 2018 \$1,451 x 75% = \$1,088	1,088	Earnings thru June 2019 \$104,936 x 1.45%	1,522
Director, November 2018 \$10,722 x 88%	9,435	Director November 2018 \$1,451 x 88% = \$1,277	1,277		
Director, December 2018 \$10,722 x 89%	9,543	Director December 2018 \$1,451 x 89% = \$1,291	1,291		
Director, January 2019 \$10,722 x 83%	8,899	Director January 2019 \$1,451 x 83% = \$1,204	1,204		
Director, February 2019 \$10,722 x 80%	8,578	Director February 2019 \$1,451 x 80% = \$1,161	1,161		
Director, March 2019 \$10,722 x 42%	4,517	Director March 2019 \$1,451 x 42% = \$609	609		
Director, April 2019 \$10,722 x 50%	5,361	Director April 2019 \$1,451 x 50% = \$726	726		
Director, May 2019 \$10,722 x 50%	5,361	Director May 2019 \$1,451 x 50% = \$726	726		
Director, June 2019 \$10,722 x 100%	10,722	(Credit Balance Applied)	(16,518)		
Director, Mar-Apr-May Adj (55%, 80%, 80%) (FY19 80% Average)	7,782				
80 Percent Salary cost will be paid in FY20		80 Percent of insurance costs will be paid in FY20		FY20 Benefit Costs calculated on 80 percent salary in FY20	
Director, July 2019 \$11,000 x 80%	8,800	Director July 2019 \$1,491 x 80% = \$1,193	1,193	FY19-20	
Director, August 2019 \$11,000 x 80%	8,800	Director August 2019 \$1,491 x 80% = \$1,193	1,193	IMRF - Employer Pd IMRF Rate 9.74%	
Director, September 2019 \$11,000 x 80%	8,800	Director Sep. 2019 \$1,491 x 80% = \$1,193	1,193	Earnings thru September 2019 \$26,400 x 9.74%	2,571
				FICA - Employer Pd FICA Rate 6.2%	
				Earnings thru September 2019 \$26,400 x 6.2%	1,637
				MEDICARE - Employer Pd Medicare Rate 1.45%	
				Earnings thru September 2019 \$26,400 x 1.45%	383

**COMMUNITY HIGH SCHOOL DISTRICT 94
BOND REFERENDUM SERIES 2017 + 2018
CAPITAL IMPROVEMENTS EXPENDITURE DETAILS
YTD ENDING SEPTEMBER 30, 2019**

PURCHASED SERVICES -	243,900	CAPITAL 2018 RENOVATIONS	7,583,586	CAPITAL 2018 GYM BLEACHERS	\$287,166
Issuance Costs 2017 Bond Series:		DLA Architects, Ltd Jun 2017 1926 Bld	2,313	DLA Architects, Ltd Aug 2017 Replacement	7,560
Bond council - Chapman & Cutler	32,500	DLA Architects, Ltd Jul 2017	12,933	DLA Architects, Ltd Sep 2017 Replacement	3,240
Disclosure Counsel, Chapman & Cutler	21,000	DLA Architects, Ltd Aug 2017	58,609	DLA Architects, Ltd Oct 2017 Replacement	5,400
Rating Agency, Moodys	14,000	DLA Architects, Ltd Sep 2017	87,583	DLA Architects, Ltd Nov 2017 Replacement	5,456
Issuer Counsel, Hauser Izzo LLC	5,000	DLA Architects, Ltd Oct 2017	104,012	Interkal Req #1	238,959
Preliminary/Final Official Statement Printing	2,500	DLA Architects. Ltd. Nov 2017	53,811	Interkal 2018 Bleacher Replacement Proj, #2 Final	26,551
Bond Registrar/Paying Agent, Amalgamated	950	Advance Mechanical - Sewer System	10,430		
Treasurer's Surety Bond	2,000	Hygieneering, Inc - Plaster Ceiling Inspec.	2,019		
Filing and Fedex and Other Expenses	1,000	LJ Morse Construction Co. General Remodel #1	74,054		
Sub-total	78,950	DLA Architects, Ltd Dec 2017	136,406		
		DLA Architects, Ltd Nov 2017	(3,623)		
Issuance Costs 2018 Bond Series:	164,950	LJ Morse Construction Co. General Remodeling #2	55,170		
Bond council - Chapman & Cutler	74,000	DLA Architects, Ltd Nov 2017	3,623		
Disclosure Counsel, Chapman & Cutler	45,000	DLA Architects, Ltd March 2018 Services	13,013		
Rating Agency, Moodys	28,500	LJ Morse Construction Co. Gen Remodeling #3	272,345		
Issuer Counsel, Hauser Izzo LLC	14,000	Hygieneering, Inc-Fieldhse Upgrades Prof. Svcs. Feb.	2,685		
Preliminary/Final Official Statement Printing	2,500	DLA Architects, LTD April 2018 Services	7,521		
Bond Registrar/Paying Agent, Amalgamated	950	DLA Architects, LTD May 2018 Renovation	12,943		
Treasurer's Surety Bond	7,000	LJ Morse Construction Co, General Remodeling #4	234,610		
Contingency	4,384	LJ Morse Construction Co. General Remodeling #5	559,562		
Sub-total	176,334	DLA Architects, LTD June Services	34,631		
		LJ Morse Construction Co. General Remodeling #6	2,367,876		
Refunded -		DLA Architects, Ltd July Services	24,504		
Treasurer Surety Bond Fee	(7,000)	Hygieneering, Inc Proj#2018-4878, Room 127 Abatement	17,291		
Contingency	(4,384)	LJ Morse Construction Co. General Remodeling #7	1,934,116		
Total 2018 Issuance Costs	164,950	High Efficiency Prof Abatement Rooms 127 & 128	35,850		
		High Efficiency Prof. Abatement Auditorium Stage	18,100		
GRAND TOTAL 2017 + 2018 Bond Issuance Fees	243,900	Amazon.com - Pool Lobby t.v. mounts/chromebooks	779		
		Harris Bank P-card - courtyard landscaping	1,026		
		Harris Bank P-card - pool lobby TV Monitors	2,100		
		DLA Architects, Ltd August 2018 Renovations Project	23,160		
		LJ Morse Construciton Co, 20218 Gen'l Remodel #8	412,940		
		Hygieneering Inc Lead Inspections & Abatement, Auditorium	6,874		
		DLA Architects, Ltd Sept. 2018 Renovations Project 2018	7,718		
		Uline Shelving, Posts, Frames	11,979		
		LJ Morse Gen Remodeling Project #9	320,749		
		Greenhouse Megastore Shutters, Motors, Cooling Pads	3,216		
		LJ Morse Gen Remodeling Project Pmt #10 (4-22-19)	497,888		
		DLA Architechts. LTD May 2019 Renovations Project 2018	13,957		
		LJ Morse Gen Remodeling Project Pmt#11 Final	148,816		
		October 15, 2019 Bill List		October 15, 2019 Bill List	
		None		None	

**COMMUNITY HIGH SCHOOL DISTRICT 94
BOND REFERENDUM SERIES 2017 + 2018
CAPITAL IMPROVEMENTS EXPENDITURE DETAILS
YTD ENDING SEPTEMBER 30, 2019**

CAPITAL 2018 TENNIS COURT	\$54,839	CAPITAL 2019 - 2020 ADDITION-REMODELING	\$11,044,397	PHASE 4 - AS NEEDED	\$0	GRAND TOTAL	\$19,429,088
OZ Engineering, LLC Resurface Investigation	5,520	DLA Architects, Ltd Nov 2017 Begin Project	32,172				
W-T Group, LLC Survey Services	3,250	DLA Architects, Ltd Dec 2017 Begin Project	32,098				
W-T Group, LLC Survey Services	6,000	DLA Architects, Ltd Jan 2018 Begin Project	96,000				
DLA Architects, Ltd Aug 2017 Reconstruct	2,240	DLA Architects, Ltd Feb 2018 Begin Project	64,791				
DLA Architects, Ltd Sep 2017 Reconstruct	2,435	DLA Architects, Ltd Mar 2018 - FY19 Project	112,418				
DLA Architects, Ltd Oct 2017 Reconstruct	5,950	DLA Architects, Ltd Apr 2018 - FY19 Project	46,800				
DLA Architects, Ltd Nov 2017 Reconstruct	8,500	DLA Architects, Ltd. May 18 - 19 Project	131,087				
DLA Architects, Ltd Jan 2018 Reconstruct	4,278	DLA Architects, LTD June Svcs 18-19 Addition	140,400				
DLA Architects, Ltd Feb 2018 Reconstruct	8,690	DLA Architects, LTD July Svcs 18-19 Addition/Remodel	188,065				
DLA Architects, Ltd Mar 2018 Reconstruct	2,237	DLA Architects, Ltd Aug 18-19 Addition/Remodel	225,829				
Midwest Sports, 9Ft Custom Windscreen	5,611	DLA Architects, Ltd 2019 Add/Remodel Proj Sep Fees	150,955				
YRC Freight - Windscreen Delivery cost	129	Pepper Const. 2019 Capital Additions/Remodel #1	27,182				
		DLA Architects, Ltd. October 2018 Services 2019 Add/Remodel	114,014				
		DLA Architects, Ltd Nov 2018 Svcs 2019 Add & Remodel	79,072				
		DLA Architects, Ltd Dec 2018 Svcs 2019 Add/Remodel	409,788				
		DLA Architects, Ltd. Jan. 2019 Svcs Add/Remodeling	58,500				
		Pepper Const. 2019 Capital Additions/Remodel #2	12,818				
		City of West Chicago Special Use & Variance	422				
		3-28-19 AJ's Custom Cabinetry and Counter Tops	1,900				
		3-29-19 Pepper Const 19/20 Additions/Renovations #3	371,916				
		4-03-19 Pepper Const 19/20 Additions/Renovations #4	321,156				
		Geocon Prof Svcs, Geotech Engineering	4,300				
		Geocon Prof Svcs, Geotech Investigation	2,300				
		Hygieneering Inc - 2019 Inspection & Design	5,453				
		Pepper Construction 19/20 Additions/Remodels #5	507,954				
		Professional Assoc. Construction Layout Apr. 2019/5-31	4,350				
		DLA Architects, LTD Addition & Remodeling Apr	10,011				
		DLA Architects, LTD Addition & Remodeling May	42,715				
		Uline Barrier Posts, Sign Frames, Storage Carts	3,108				
		GeoCon Professional Services (6-30-19)	497				
		DLA Architects, LTD June 2019 Services	18,748				
		Pepper Construction Bill #6 (pd 7-31-19)	350,075				
		Pepper Construction Bill #7 (pd 7-31-19)	2,416,409				
		DLA Architects, LTD July 2019 Svcs	28,080				
		Prof Assoc. Construction Layout (and Survey)	1,800				
		Pepper Construction Bill #8	2,214,991				
		CDWG Projectors \$2,300.99 + Mounts \$222.99	2,524				
		Pepper Construction Bill #9	2,753,577				
		Smith Seckman Reid Inc Commissioning Svcs thru 6-28-19	3,163				
		DLA architects, LTD Aug 2019 Add/Remodel	46,800				
		Professionals Associated Construction Layout, Aug 2019	1,350				
		Geocon professional Services thru 7-31-10	8,809				
October 15, 2019 Bill List		October 15, 2019 Bill List		October 15, 2019 Bill List		Oct 15, 2019	2,802,653
None		Pepper Construction 19/20 Addition/Remodel Bill #10	2,747,883	DLA Architects, LTD Turf/Track Replace 19,305			
		DLA Sept Svcs 19/20 Addition/Remodeling	33,005				
		Professionals Assoc. Const Layout 19/20 Svcs	900			TOTAL ALL	\$22,231,741
		Geocon Professional Svcs through 8-31-19	1,560				

FY 2019/2020 Board Travel and Conference Expenses

Conference Description	Pymt Date	# Bd Mbrs	Costs
IASB Conference Workshop	10/15/2019	1	\$ 288.40

Office of Human Resources – Personnel Report
10/15/19 – Board of Education Meeting

NAME	POSITION	DIVISION	EFFECTIVE DATE	FTE	ACTION
SEPARATION OF EMPLOYMENT					
Miles Pauli	Personal Care Assistant	Special Education	12/20/19	1.0	Acceptance of Resignation
LEAVE OF ABSENCE					
Helen Cortez	Teacher	Special Education	9/11/19 – Intermittent FMLA	1.0	Approve
Victor Estanislao	Program Assistant	Special Education	01/06/20 - 05/07/20 - Unpaid	1.0	Approve
Miles Pauli	Personal Care Assistant	Special Education	10/30/19 – 11/12/19 - FMLA	1.0	Approve
Maria Perez	Program Assistant	World Language	08/09/19 – 10/31/19 - FMLA	1.0	Approve
Anne Marie Salazar	Teacher	World Language	02/14/20 – End of School Year 2020 – FMLA & LOA	1.0	Approve
COACHING/ACTIVITY SPONSORS RECOMMENDATIONS					
Troy Murray	Head Coach	Boys Swimming	11/25/19		Approve Employment
Christina Sladek	Head Sponsor	GSA	19/20 School Year		Approve Employment

Community High School
District 94
West Chicago, Illinois

To: Members of the Board of Education

From: Rich Nagel, Gary Saake

Subject: Semi-Annual Review of Closed Session Minutes

Date: October 15, 2019

We recommend that the Board of Education approve the proposed disposition of the following Closed Session minutes of the Board of Education. Recordings can be destroyed for those meeting minutes prior to March 1, 2018 that have approved written Minutes.

Disposition of Closed Session Minutes by Date(s)/Time(s) of Board Meeting(s) and Selection(s):

Date	Time	Disposition
January 28, 2019	6:04 - 8:21 p.m.	Release
February 13, 2019	7:06 - 8:36 p.m.	Release
February 19, 2019	8:39 - 9:06 p.m.	Release
April 16, 2019	8:12 - 8:23 p.m.	Hold
July 16, 2019	7:39 - 9:13 p.m.	Hold
August 29, 2019	6:35 - 7:44 p.m.	Release

Document Status: 5-Year-Review - Needs Review

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a super majority vote of five (5) members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract.

LEGAL REF.:

[105 ILCS 5/10-20.5](#).

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs a Building Principal as the chief administrator and instructional leader of the school. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. The Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for the Principal that complies with [Section 24A-15](#) of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate the Building Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

[10 ILCS 5/4-6.2.](#)

[105 ILCS 5/2-3.53a](#), [5/10-20.14](#), [5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), and [5/24A-15](#).

[105 ILCS 127/.](#)

[23 Ill.Admin.Code Parts 35](#) and [50](#), Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

4:90 Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20](#) and [100.80](#).

CROSS REF.: 4:80 (*Accounting and Audits*), 7:325 (*Student Fundraising Activities*)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek. Exempt employees will be compensated on a salaried basis.

Overtime

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

[820 ILCS 105/4a.](#)

Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#), [29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.](#)

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

Americans With Disabilities Act, [42 U.S.C. §12101 et seq.](#); [29 C.F.R. §1630.1 et seq.](#), amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#).

Rehabilitation Act of 1973, [29 U.S.C. §791](#); [34 C.F.R. §104.1 et seq.](#)

Department of Public Health Act, [20 ILCS 2305/6](#).

[105 ILCS 5/24-5](#).

Personnel Record Review Act, [820 ILCS 40/](#).

Control of Communicable Diseases, [77 Ill.Admin.Code Part 690](#).

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

~~ADOPTED: April 30, 2019~~

Document Status: 5-Year-Review - Needs Review

5:130 Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:

Family Educational and Privacy Rights Act, [20 U.S.C. §1232g](#).

Uses and Disclosures of Protected Health Information; General Rules, [45 C.F.R. §164.502](#).

Ill. Freedom of Information Act, [5 ILCS 140/](#).

Local Records Act, [50 ILCS 205/](#).

[105 ILCS 10/](#).

Personnel Record Review Act, [820 ILCS 40/](#).

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: April 30, 2019

Document Status: 5-Year-Review - Needs Review

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.](#)

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

~~ADOPTED: April 30, 2019~~

Document Status: 5-Year-Review - Needs Review

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:

[740 ILCS 115/](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

~~ADOPTED: April 30, 2019~~

Document Status: Draft Update

2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student ~~behavior discipline~~ [PRESSPlus1](#) policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board of Education members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

105 ILCS ~~5/2-3.25d~~, 5/10, 5/17-1, and 5/27-1.

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115 ILCS 5/, ~~Illinois~~, Educational Labor Relations Act.

(School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a 5-year review to align with SB 100. **Issue 100, February/March 2019**

Document Status: Draft Update

BOARD OF EDUCATION

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. ~~Focus the Board meeting agendas on appropriate content and p~~Preside at all Board meetings; [PRESSPlus1](#)
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official authority [PRESSPlus2](#) for the District;
6. Arrange public inspection of the budget before adoption;

9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:150 \(Committees\)](#), 2:210 (Organizational School Board Meeting), [2:220 \(School Board Meeting Procedure\)](#)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. The duties in #s 1 and 2 are separated into two items to distinguish between them. Of the listed duties, only the following are imposed by law: #1, preside at meetings; #6, sign minutes and sign certificate of tax levy; #7, call special meetings; and #8, serve as *head of the public body* for OMA and FOIA purposes. **Issue 101, June 2019**

PRESSPlus 2. Updated to align with a 2014 change to 105 ILCS 5/9-2 and 10 ILCS 5/1-3, reassigning the duties of the local election authority official. **Issue 101, June 2019**

Document Status: District Use Only

BOARD OF EDUCATION

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. ~~In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board quorum.~~

The Superintendent or designee shall: ~~e~~Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Education, and If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, unless authorized by the Board or otherwise stated in policy, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum. [PRESSPlus1](#)

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED: April 30, 2019

PRESSPlus Comments

[PRESSPlus 1](#). This paragraph is moved from above, and the phrase "through electronic communications" is added for clarity. **Issue 101, June 2019**

Document Status: Draft Update

4:100 Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; Board of Education members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: [PRESSPlus1](#)

Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §§100Q1, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.

105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.

215 ILCS 5/, Ill. Insurance Code.

750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.

820 ILCS 305/, Workers' Compensation Act.

ADOPTED: April 30, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated with a correction and minor style updates. **Issue 100, February/March 2019**

Document Status: Draft Update

4:110 Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) ~~if adequate public transportation is not available,~~ within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to ~~either (a) vehicular traffic or rail crossing, and adequate public transportation is not available, or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/.~~ PRESSPlus1 The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Assistant Principal or designee and shall be altered only with the Assistant Principal's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

Each contract between the District and a private sector school bus company must require the company to have a pre-trip and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must require, at a minimum, that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act, ~~20 U.S.C. §6312(c)(5)(B)~~.

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

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15 and /1-17.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, ~~5/12-813~~, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.750; Part 120.

CROSS REF.:4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate an amendment to 105 ILCS 5/29-3, amended by P.A. 100-1142. The Ill. Streetgang Terrorism Omnibus Prevention Act defines *course or pattern of criminal activity* as two or more gang-related criminal offenses committed in whole or in part within Illinois when: (1) one or more of the offenses was committed after 1-1-93, (2) both offenses were committed within five years of each other; and (3) at least one offense involved a felony or forcible felony under the Ill. Criminal Code of 1961 or 2012. 740 ILCS 147/10. It also includes criminal defacement of property that includes a streetgang sign or symbol. Id. The determination as to what constitutes a *serious safety hazard* due to a *course or pattern of criminal activity* under 105 ILCS 5/29-3 is made by the board, in accordance with guidelines determined by local law enforcement, in consultation with the State Superintendent of Education. **Issue 100, February/March 2019**

Document Status: Draft Update

4:150 Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, ~~and~~ (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code. [PRESSPlus1](#)

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the ~~Ill. Illinois~~ State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

LEGAL REF.:

42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63 ~~60 (P.A. 100-163, final citation pending)~~, and 5/17-2.11.

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

820 ILCS 130/, Prevailing Wage Act.

23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

CROSS REF.:2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: April 30, 2019

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement to incorporate the 10-year life safety survey requirement for school buildings. 105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a 10-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process. **Issue 100, February/March 2019**

Document Status: Draft Update

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

LEGAL REF.:

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.~~300(e)~~.700(b). [PRESSPlus1](#)

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/10-20.17a; 5/10-20.48; ~~135/~~; and,

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330, ~~Toxic Materials Training.~~

CROSS REF.:4:150 (Facility Management and Building Programs), 4:170 (Safety)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. The prior citation was repealed and renumbered. **Issue 100, February/March 2019**

Document Status: Draft Update

5:180 Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an licensed advanced practice registered nurse, who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

LEGAL REF.:

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

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

~~Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965) 60 Ill.App.2d 56 (1st Dist. 1965).~~

~~School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987) 154 Ill.App.3d 375 (1st Dist. 1987).~~

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A.s 99-173 and 100-513. **Issue 101, June 2019**

Document Status: Draft Update

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 13 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum allowed under IMRF, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered PRESSPlus1 nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation, Holidays, Personal Leave

Please refer to the applicable collective bargaining agreement(s).

Employees not covered by this agreement receive vacation, holidays, and personal leave on the same terms and conditions as those covered by the applicable collective bargaining agreement(s).

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave
5. Leave to serve as an election judge.

820 ILCS 147 ~~and 180~~, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.:5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 100-513. **Issue 100, February/March 2019**

Document Status: Draft Update

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with ~~See-105 ILCS 5/2-3.153 of the School Code,~~ annually administer at least biennially a climate survey of ~~learning conditions~~ on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, ~~5/2-3.25d,~~ 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.:6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

~~ADOPTED: April 30, 2019~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.153, amended by P.A. 100-1046, requiring that school climate surveys be administered annually rather than biennially to students in grades 4-12. **Issue 100, February/March 2019.**

Document Status: Draft Update

6:40 Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106. [PRESSPlus1](#)

105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: April 30, 2019

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/and guardians of students. [PRESSPlus1](#) Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.~~

~~Illinois School Student Records Act, 105 ILCS 10/, Illinois School Student Records Act.~~

105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

~~ADOPTED: April 30, 2019~~

Questions and Answers:

***Required Question 1. See PRESSPlus Comments. Has the Board adopted the additional text "and to the community"? Type yes or no.

Answer:

PRESSPlus Comments

PRESSPlus 1. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community." See **Questions** to indicate whether this additional text has been adopted by the Board. **Issue 101, June 2019**

Document Status: Draft Update - New

4:190 Targeted School Violence Prevention Program

New/Unpublished Section

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. [PRESSPlus1](#) Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. [PRESSPlus2](#) The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s). [PRESSPlus3](#)
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors. [PRESSPlus4](#)

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.

105 ILCS 128/, School Safety Drill Act.

745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.

29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 7:140 (Search and Seizure), 6:270 (Guidance and Counseling Program), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. This policy is optional. It contains items from *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Second Edition (August 2016), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/threat-assessment-model-policies-procedures-and-guidelinespdf.pdf. *Threat Assessment in Virginia Public Schools* is based upon a synthesis of established research and recognized standards of practice regarding threat assessment and management in school and workplace settings, including *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, a 2002 publication of the U.S. Secret Service and the U.S. Dept. of Education, at: www.secretservice.gov/data/protection/ntac/ssi_guide.pdf.

Boards are authorized to adopt a policy on targeted school violence prevention programs even though State and federal law provide little guidance. Adopting a policy that addresses targeted school violence prevention provides (a) a way for boards to monitor that it is being done, and (b) an opportunity for each board and the superintendent to examine all current policies,

conditions and resources and current practices will support full implementation of this policy and its accompanying administrative procedures. Its goals and program will be most effective when they reflect local conditions and circumstances. Please see the Issue 100 PRESS Update Memo for more information and for a complete listing of the accompanying sample procedures and exhibits for this policy. **Issue 100, February/March 2019**

PRESSPlus 2. Ensuring school safety begins with establishing a comprehensive targeted school violence prevention program, which "includes forming a multidisciplinary threat assessment team, establishing central reporting mechanisms, identifying behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders." *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf. **Issue 100, February/March 2019**

PRESSPlus 3. The establishment of threat assessment teams in K-12 public schools is Recommendation #1 of the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, presented to the Office of the Governor on 4-5-18, at: www.iasb.com/safety/. Illinois higher education institutions have required threat assessment teams since the passage of the Campus Security Enhancement Act of 2008 (110 ILCS 12/20(b)(2), eff. 1-1-09) in response to the shootings that took place at Virginia Polytechnic Institute and State University on 4-16-07 and Northern Illinois University on 2-14-08. **Issue 100, February/March 2019**

PRESSPlus 4. **Consult the board attorney for guidance concerning liability in this area.** Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act (TIA) likely protects districts from liability for failure to properly identify and/or respond to a student's behavior that results in injury or suicide. See 745 ILCS 10/3-108 and *Grant v. Board of Trustees of Valley View School Dist. No. 365-U*, 286 Ill.App.3d 642 (3rd Dist. 1997). Every situation is fact specific, and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases and ensuring other policies are followed.

In addition to the TIA, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. For further discussion, see f/n 13 in policy 7:290, *Suicide and Depression Awareness and Prevention*. **Issue 100, February/March 2019**

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board.

Ad Hoc Committees

The Board may appoint ad hoc advisory committees as it deems necessary to discern the needs and desires of the District and its residents. Such committee may be comprised of staff, students, and community members in any combination the Board deems appropriate. The President of the Board may also establish ad hoc committees comprised of Board members. The central purpose of all such committees is to contribute to the overall educational program by conducting studies, identifying problems, and developing recommendations that will enhance the effectiveness of the decision-making process. To focus their work the Board shall define the goals and objectives of the ad hoc committee. The ultimate authority to make decisions will continue to reside with the Board. Board-appointed committees are subject to the requirements of the Open Meetings Act regardless of the number of board members on the committee.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Policy Committee: Review, propose, and maintain district policies and review Administrative Procedures to ensure they comply with Board Policy.
- ~~2. Parent Teacher Advisory Committee: Recommend to the Board student behavior policy and procedure. Committee is composed of parents/guardians, staff and personnel with school discipline experience.~~
- ~~3. Behavioral Interventions Committee: Recommends to the Board the development of and monitoring of procedures for using behavioral interventions.~~
- ~~4. Education Committee: Curricular, co-curricular, and extracurricular programs of the District.~~
- ~~5. Facilities Committee: Physical assets of the District in the delivery and support of the institution's mission and purpose.~~
- ~~6. Human Resources Committee: Employee recruitment, retention, compensation, evaluation, and professional development.~~
- ~~7. Communications Committee: Internal and external communications, community outreach and engagement.~~

2. *Finance Committee: Fiscal operations of the District including budgeting, reporting, risk management, forecasting, investments and facilities management.*
3. *Monitoring and Planning Committee: monitors and plans for curricular, co-curricular, extra-curricular and operational, and community outreach programs and services of the school and district.*

The President shall appoint Board members, and Superintendent shall appoint District personnel to serve on Ad hoc/standing committees. ~~The Superintendent and President shall be members of each committee of which they are not appointed members.~~ A chairperson may be selected by committee members.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

5 ILCS 120.

105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: April 30, 2019

8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board of Education.

It shall be the policy of Community High School District 94 to make its facilities available, at reasonable charges, for use by local non-profit civic and service groups for the purpose of providing cultural, recreational, informational, and educational opportunities for the District 94 community. The following four classifications will be used in reviewing facility rental requests.

<i>Classification</i>
<i>A. Official school-sponsored activities and organizations conducting activities to directly support District 94. (Education Foundation, Boosters, Athletic Conference Meetings, etc.). No rental fee is charged.</i>
<i>B. Organizations and/or Government units serving the District which offer an equitable exchange of services and/or facilities and are supported by local taxes. (Park District, Police and Fire, Federal Agencies, etc.) Rental fees charged according to district approved fee schedule.</i>
<i>C. Non-profit, social, civic, religious, educational, and/or athletic organizations primarily serving District residents and whose purposes in some degree parallel those of District 94. (i.e. Feeder Groups not directly sponsored by the park district) Rental fees charged according to district approved fee schedule.</i>
<i>D. Any organization not included in the above. Rental fees charged according to district approved fee schedule.</i>

LEGAL REF.:

Boy Scouts of America Equal Access Act, [20 U.S.C. §7905](#).

[10 ILCS 5/19-2.2](#).

105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: April 30, 2019

4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

Contract Approvals

The Board of Education delegated approval and signature authority to the Superintendent, or his/her designee, for contracts that meet each of the following criteria: are in an amount of \$5,000 or less; are included in an approved budget; do not exceed one year in length; and do not include automatic renewal provisions. Should any criteria not be met, Board approval is required.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must

comply with [105 ILCS 5/10-20.21](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy [4:70](#), *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9](#)(c) and [5/21B-80](#)(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80](#)(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with [105 ILCS 5/24-5](#): (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.
9. *Therefore, all contracts for supplies, materials, or work involving an expenditure of \$25,000 or more shall be let to the lowest responsible bidder after due advertisement, except contracts that are specifically exempted from competitive bidding by the Illinois School Code. At least three (3) written competitive quotations will be obtained for purchases of \$5,000 but less than \$25,000. Written quotations shall be maintained on file for all such purchases. In addition, verbal competitive quotations shall be sought and a record maintained for items of this nature costing less than \$5,000.*

Further, the bidding threshold for exemptions defined as "contracts for repair, maintenance, remodeling, renovation or construction, or a single

project...not involving a change or increase in the size, type, or extent of an existing facility” is set at not to exceed \$50,000. At least three (3) written competitive quotations will be obtained for purchases of \$10,000. Written quotations shall be maintained on file for all such contracts. In addition, verbal competitive quotations shall be sought and a record maintained for all items of this nature costing less than \$10,000.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

ADOPTED: April 30, 2019



October 15, 2019 Board of Education Meeting

Learning Resource Center Furniture Proposal

The current second story construction space includes a new Learning Resource Center (LRC). The new LRC is planned to provide a learning environment for our students which includes collaborative learning areas, meeting rooms and flexible learning areas. To ensure that these spaces meet these expectations, new furniture will be needed for our students. Administration developed a group of administrators, LRC staff and District architects to review and research options. This group compiled a list of acceptable furniture options for the new LRC.

With the LRC planned to open in January, to account for quantity needed and lead time of furniture manufacturers, administration and the District's architect preferred to secure multiple quotes through cooperative purchasing. Cooperative Purchasing allows government entities to leverage the benefit of procuring necessary goods and services by aggregating volume purchases, securing best pricing, and reducing administrative time and expenses. The State of Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01, et seq.) affords school districts the opportunity to use cooperative purchasing.

With oversight from the District, the District's architect created a bid package for release to vendors. The package was sent to 10 vendors. District 94's Business Office received pricing from 6 vendors who utilized various purchasing cooperatives. Although many of the vendors utilize purchasing cooperatives for the bid process and to comply with legal requirements, many provided pricing more aggressive than the cooperative pricing.

After review of the pricing, considering installation costs and evaluating incentives provided by vendors, the Business Office is recommending Warehouse Direct who utilized the purchasing cooperative National Cooperative Purchasing Alliance (NCPA) for the bid process. Warehouse Direct provided the lowest total bid, including installation of \$161,097.32 and they bid on all items but four. The four items they did not bid on has an estimated cost of \$1,750 and would be ordered at a later date. Additionally, Warehouse Direct has offered, for this LRC project, an additional 1% rebate to West Chicago Community High School District 94 for a purchase order of between \$50,000 and \$150,000. With a purchase order over \$150,000, a 2% rebate will be paid to West Chicago Community High School. Additionally Warehouse Direct has offered an additional 12 month rebate based on all items purchased thru Warehouse Direct from December 1, 2019 thru December 1, 2020 including this LRC furniture project with a minimum spend of \$150,000.

Recommendation: District 94 released a cooperative purchasing package on October 3, 2019 to ten vendors for LRC furniture pricing. District 94 received 6 proposals on October 9, 2019. These proposals have been reviewed by DLA Architects. The Business Office recommends Warehouse Direct for the lowest proposal of \$161,097.32, including installation.

PROPOSAL SPREADSHEET

DEALERS/VENDORS

Furniture Item Number:	Manufacturer	Description	QTY	Larson Equipment and Furniture, Schaumburg, IL	Warehouse Direct, Des Plaines, IL	IFB, Batavia, IL	KDI, Geneva, IL	Forward Space, Chicago, IL	Frank Cooney, Wooddale, IL	Minimum for each item
FN-1	Steelcase	Student Chair	32			4,753.92		4,911.04		4,753.92
FN-1AL11	Sit On It	Student Chair	32		3,515.84	3,646.72	3,647.00	3,767.36	3,729.60	3,515.84
FN-1AL12	Hon	Student Chair	32	7,715.86	3,276.80	3,761.60		No Bid	3,857.92	3,276.80
FN-2	Steelcase	Student Upholstered Chair	10			1,643.00				1,592.70
FN-2AL11	Sit On It	Student Upholstered Chair	10		1,490.00	1,557.60	1,558.00	1,609.10	1,593.00	1,490.00
FN-2AL12	Hon	Student Upholstered Chair	10	3,176.80	1,349.00	1,548.70		No Bid	1,588.40	1,349.00
FN-3	Steelcase	Student Upholstered Stool	12			3,182.40		3,309.04		3,182.40
FN-3AL11	Sit On It	Student Upholstered Stool	12		2,546.40	2,661.12	2,661.00	2,749.08	2,721.60	2,546.40
FN-3AL12	Hon	Student Upholstered Stool	12	2,529.12	2,148.00	2,465.88		No Bid	2,599.12	2,148.00
FN-4	Hon	Student Task Chair	4	929.28	791.60	902.00		No Bid	929.28	791.60
FN-5	Hon	Student Task Stool	12	3,083.52	2,626.44	3,006.48		No Bid	3,083.52	2,626.44
FN-6		Staff Task Chair	5					180		
FN-7	National	Single Lounge Seat	12		12,767.76	12,117.60		10,740.60	11,848.32	10,740.60
FN-7AL11	JSI	Single Lounge Seat	12	9,377.50	8,990.40	8,767.92	8,768.00	9,057.84	9,858.72	8,767.92
FN-8	National	Side Table	6		4,175.88	3,963.60		3,513.18	3,875.52	3,513.18
FN-9	National	Lounge Chair	2		2,259.56	2,458.22		2,291.65	2,442.88	2,259.56
FN-9AL11	JSI	Lounge Chair	2	1,405.55	1,297.60	1,772.36	1,750.00	1,924.56	2,513.22	1,297.60
FN-10	National	Lounge Chair	2		1,945.00	2,159.22		2,028.70	2,150.72	1,945.00
FN-10AL11	JSI	Lounge Chair	2	1,246.40	1,175.74	1,542.68	1,519.00	1,659.46	2,167.26	1,175.74
FN-11	National	Lounge Chair	2		2,259.34	2,458.22		2,291.54	2,442.88	2,259.34
FN-11AL11	JSI	Lounge Chair	2	2,035.01	1,297.60	1,772.36	2,339.00	1,924.56	2,513.22	1,297.60
FN-12	National	Lounge Table	4		2,258.36	2,143.80		2,059.72	2,059.16	2,059.72
FN-12AL11	JSI	Lounge Table	4	1,761.41	1,595.76	1,646.92	1,647.00	1,701.36	1,851.80	1,595.76
FN-13	Steelcase	Lounge Table/ Table	2			661.82		683.70		661.82
FN-14	JSI	Single Seat with Tablet	12	6,944.61	6,395.34	6,493.20	12,987.00	6,707.88	7,300.98	6,395.34
FN-15	JSI	Single Seat with Tablet	12	6,944.61	6,395.34	6,493.20	12,987.00	6,707.88	7,300.98	6,395.34
FN-16	JSI	Coffee Table	2	2,014.44	1,883.54	1,883.54	1,884.00	1,945.78	2,117.82	1,883.54
FN-17	National	Coffee Table	3		2,486.97	2,361.15		2,092.83	2,308.68	2,092.83
FN-18	JSI	Lounge Seat	12	9,500.89	8,867.64	8,883.36	8,884.00	9,177.00	9,988.44	8,867.64
FN-19	Steelcase	Rocking Ottoman	2		305.92			316.02		305.92
FN-20	ORF	Round Ottoman	2		1,347.96	1,406.80	1,630.00	1,453.30	1,193.64	1,193.64
FN-21	ORF	Hexagon Ottoman	2		1,139.82	1,190.98	1,392.00	1,230.34	1,010.52	1,010.52
FN-22	National	Single Sided Booth Seat	2		2,595.86	2,821.74		3,100.58	3,252.04	2,595.86
FN-23	National	Double Sided Booth Seat	4		7,083.52	7,416.42		8,078.08	8,625.32	7,083.52
FN-24	Global	Booth Table	10		3,930.90	3,715.20	4,048.00	4,197.20	4,648.00	3,715.20
FN-24AL11	Steelcase	Booth Table	10			6,472.50		6,660.00		6,472.50
FN-25	National	Work Table	8		3,735.36	3,548.16		3,145.04	3,469.31	3,145.04
FN-25AL11	Steelcase	Work Table	8			2,184.64		1,922.56		1,922.56
FN-26	National	Media Table	1		1,418.97	1,347.75		1,194.59	1,317.80	1,194.59
FN-27	National	Café Height Media Table	2		3,755.76	3,567.60		3,162.18	3,488.32	3,162.18
FN-28	Steelcase	Student Upholstered Café Stool	16		4,243.20	4,243.20		4,403.36		4,243.20
FN-28AL11	Sit On It	Student Upholstered Café Stool	16		3,407.52	3,548.16	3,548.00	3,665.44	3,628.80	3,407.52
FN-28AL12	Hon	Student Upholstered Café Stool	16	3,372.16	2,879.36	3,287.84		No Bid	3,372.16	2,879.36
FN-29	National	U Shaped Lounge	2		5,091.74	4,836.60		4,314.11	4,729.12	4,314.11
FN-30	National	U Shaped Lounge	6		15,659.88	14,863.50		13,255.83	14,533.20	13,255.83
FN-31	National	U Shaped Lounge	2		861.90	2,046.00		816.06	900.24	816.06
FN-32	JSI	Lectern	1		634.97	434.70	663.00	385.31	425.04	385.31
FN-32AL11	National	Lectern	1	709.04	457.95	662.95		684.86	745.42	457.95
FN-33	Hon	Student Task Chair	8		1,858.56	1,812.08		No Bid	1,858.56	1,858.56
FN-34	Hon	Computer Table	2	2,486.22	2,101.96	4,332.08		No Bid	2,265.78	2,101.96
FN-34AL11	National	Computer Table	2		3,233.96	2,635.86			1,501.72	1,445.89
FN-34AL12	Steelcase	Computer Table	2			5,225.72		2,131.06		2,131.06
FN-35	Aurora	Double Sided Bookshelf	35	25,151.52	18,463.00	25,227.97		24,385.43	30,841.90	18,463.00
FN-35 A			35	7,308.38					7,308.38	7,308.38



October 10, 2019

Mr. Dan Oberg
Community High School District 94
157 West Washington Street
West Chicago, Illinois 60185

Dear Mr. Oberg,

**Community High School District 94
West Chicago Community High School
2019 Learning Resource Center Furniture Package – Proposal Recommendation**
DLA Project No. 2017.41

Proposals were received on October 9th, 2019 at 11:00 a.m. for the 2019 Learning Resource Center Furniture Package at West Chicago Community High School. The furniture package includes, but is not limited to, student and staff chairs, stools, work tables, computer tables, side tables, booth seating, lounge seating, ottomans, lecterns, and library shelving to furnish the newly constructed Learning Resource Center. Along with our baseline selections, alternate pieces of furniture were listed on the proposal as accepted equals to ensure that all vendors would be able to participate in the proposal request.

Out of Ten (10) Furniture Vendors solicited, Six (6) Furniture Vendors submitted proposals based on Cooperative Purchasing pricing. Of the proposals received, the lowest vendor was Warehouse Direct with a total price of **\$161,097.32** including the cost of furniture, delivery, and installation. Several Alternate pieces of furniture were included as part of this proposal and found to be acceptable by the District. Also, additional incentives were offered by the vendor including rebates on this order and future purchases within one year. Please see the attached proposal sheet that shows all submitted proposal values.

Following a review of the Proposals with the District, **our office recommends the Board accept the Proposal and award the project to Warehouse Direct for the total combined amount of \$161,097.32.** Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Peter Pontarelli'.

Peter Pontarelli, AIA

c: Moses Cheng, WCCHS
Gordon Cole, WCCHS

PROPOSAL SPREADSHEET

Furniture Item Number:	Manufacturer	Description	QTY	DEALERS/VENDORS						
				Larson Equipment and Furniture	Warehouse Direct	IFB	KDI	Forward Space	Frank Cooney	Minimum for each item
FN-1	Steelcase	Student Chair	32			4,753.92		4,911.04		4,753.92
FN-1ALT1	Sit On It	Student Chair	32		3,515.84	3,646.72	3,647.00	3,767.36	3,729.60	3,515.84
FN-1ALT2	Hon	Student Chair	32	7,715.86	3,276.80	3,761.60		No Bid	3,857.92	3,276.80
FN-2	Steelcase	Student Upholstered Chair	10			1,643.00		1,592.70		1,592.70
FN-2ALT1	Sit On It	Student Upholstered Chair	10		1,490.00	1,557.60	1,558.00	1,609.10	1,593.00	1,490.00
FN-2ALT2	Hon	Student Upholstered Chair	10	3,176.80	1,349.00	1,548.70		No Bid	1,588.40	1,349.00
FN-3	Steelcase	Student Upholstered Stool	12			3,182.40		3,309.04		3,182.40
FN-3ALT1	Sit On It	Student Upholstered Stool	12		2,546.40	2,661.12	2,661.00	2,749.08	2,721.60	2,546.40
FN-3ALT2	Hon	Student Upholstered Stool	12	2,529.12	2,148.00	2,465.88		No Bid	2,529.12	2,148.00
FN-4	Hon	Student Task Chair	4		929.28	791.60		No Bid	929.28	791.60
FN-5	Hon	Student Task Stool	12	3,083.52	2,626.44	3,006.48		No Bid	3,083.52	2,626.44
FN-6		Staff Task Chair	5					TBD		-
FN-7	National	Single Lounge Seat	12		12,767.76	12,117.60		10,740.60	11,848.32	10,740.60
FN-7ALT1	JSI	Single Lounge Seat	12	9,377.50	8,990.40	8,767.92	8,768.00	9,057.84	9,858.72	8,767.92
FN-8	National	Side Table	6		4,175.88	3,963.60		3,513.18	3,875.52	3,513.18
FN-9	National	Lounge Chair	2		2,259.56	2,458.22		2,291.65	2,442.88	2,259.56
FN-9ALT1	JSI	Lounge Chair	2	1,405.55	1,297.60	1,772.36	1,750.00	1,924.56	2,513.22	1,297.60
FN-10	National	Lounge Chair	2		1,945.00	2,159.22		2,026.70	2,150.72	1,945.00
FN-10ALT1	JSI	Lounge Chair	2	1,246.40	1,175.74	1,542.68	1,519.00	1,659.46	2,167.26	1,175.74
FN-11	National	Lounge Chair	2		2,259.34	2,458.22		2,291.54	2,442.88	2,259.34
FN-11ALT1	JSI	Lounge Chair	2	2,035.01	1,297.60	1,772.36	2,339.00	1,924.56	2,513.22	1,297.60
FN-12	National	Lounge Table	4		2,258.36	2,143.80		2,059.72	2,096.16	2,059.72
FN-12ALT1	JSI	Lounge Table	4	1,761.41	1,595.76	1,646.92	1,647.00	1,701.36	1,851.80	1,595.76
FN-13	Steelcase	Lounge Table Table	2			661.82		683.70		661.82
FN-14	JSI	Single Seat with Tablet	12	6,944.61	6,395.34	6,493.20	12,987.00	6,707.88	7,300.98	6,395.34
FN-15	JSI	Single Seat with Tablet	12	6,944.61	6,395.34	6,493.20	12,987.00	6,707.88	7,300.98	6,395.34
FN-16	JSI	Coffee Table	2	2,014.44	1,863.54	1,883.50	1,884.00	1,945.78	2,117.82	1,863.54
FN-17	National	Coffee Table	3		2,486.97	2,361.15		2,092.83	2,308.68	2,092.83
FN-18	JSI	Lounge Seat	12	9,500.89	8,867.64	8,883.36	8,884.00	9,177.00	9,988.44	8,867.64
FN-19	Steelcase	Rocking Ottoman	2			305.92		316.02		305.92
FN-20	OFS	Round Ottoman	2		1,347.96	1,406.80	1,630.00	1,453.30	1,193.64	1,193.64
FN-21	OFS	Hexagon Ottoman	2		1,139.82	1,190.98	1,392.00	1,230.34	1,010.52	1,010.52
FN-22	National	Single Sided Booth Seat	2		2,595.86	2,821.74		3,100.58	3,252.04	2,595.86
FN-23	National	Double Sided Booth Seat	4		7,083.52	7,416.42		8,078.08	8,625.32	7,083.52
FN-24	Global	Booth Table	10		3,930.90	3,715.20	4,048.00	4,197.20	4,648.00	3,715.20
FN-24ALT1	Steelcase	Booth Table	10			6,472.50		6,660.00		6,472.50
FN-25	National	Work Table	8		3,735.36	3,548.16		\$ 3,145.04	3,469.31	\$ 3,145.04
FN-25ALT1	Steelcase	Work Table	8			2,184.64		\$ 1,922.56		\$ 1,922.56
FN-26	National	Media Table	1		1,418.97	1,347.75		\$ 1,194.59	1,317.80	\$ 1,194.59
FN-27	National	Café Height Media Table	2		3,755.76	3,567.60		\$ 3,162.18	3,488.32	\$ 3,162.18
FN-28	Steelcase	Student Upholstered Café Stool	16			4,243.20		\$ 4,403.36		\$ 4,243.20
FN-28ALT1	Sit On It	Student Upholstered Café Stool	16		3,407.52	3,548.16	3,548.00	3,665.44	3,628.80	3,407.52
FN-28ALT2	Hon	Student Upholstered Café Stool	16	3,372.16	2,879.36	3,287.84		No Bid	3,372.16	2,879.36
FN-29	National	U Shaped Lounge	2		5,091.74	4,836.60		\$ 4,314.11	4,729.12	\$ 4,314.11
FN-30	National	U Shaped Lounge	6		15,659.88	14,863.50		\$ 13,255.83	14,533.20	\$ 13,255.83
FN-31	National	U Shaped Lounge	2		861.90	2,046.00		\$ 816.06	900.24	\$ 816.06
FN-32	JSI	Lectern	1		634.97	434.70	663.00	\$ 385.31	425.04	\$ 385.31
FN-32ALT1	National	Lectern	1	709.04	457.95	662.95		\$ 684.86	745.42	\$ 457.95
FN-33	Hon	Student Task Chair	8	1,858.56	1,582.80	1,812.08		No Bid	1,858.56	1,582.80
FN-34	Hon	Computer Table	2	2,486.22	2,101.96	4,332.08		No Bid	2,265.78	2,101.96
FN-34ALT1	National	Computer Table	2		3,233.96	2,635.86		\$ 1,445.89	1,501.72	\$ 1,445.89
FN-34ALT2	Steelcase	Computer Table	2			5,225.72		\$ 2,131.06		\$ 2,131.06
FN-35	Aurora	Double Sided Bookshelf	35	25,151.52	18,463.00	25,227.97		24,385.43	30,841.90	18,463.00
FN-35 Vendor Alt			35							7,308.30
FN-35 A										7,308.38
FN-35 B										5,002.25
FN-36	Aurora	Single Sided Bookshelf	15	2,428.30	6,316.00			6,106.45	7,708.00	6,106.45
FN-36 A				8,024.00						8,024.00
FN-36 B				145.35						145.35
FN-36 C				210.28						210.28
FN-36 D				29.35						29.35
FN-37	Smith Systems	Single sided book cart	2		479.96	413.60		\$ 427.28	482.80	\$ 413.60
FN-38	Smith Systems	Single sided book cart	1		239.98	221.65		\$ 228.89	258.70	\$ 221.65
FN-39	Smith Systems	Single sided book cart	2		633.74	625.90		\$ 646.60	730.60	\$ 625.90
FN-40	Smith Systems	Single sided book cart	1		316.87	244.20		\$ 252.27	285.00	\$ 244.20
FN-41	Cramer	Step Stool	2			187.00		\$ 88.18	97.00	\$ 88.18
MISC-1	Aurora	Slanted Shelves	28	1,309.00	1,244.88	1,300.88		\$ 1,257.48	1,590.40	\$ 1,244.88
MISC-2	Aurora	Bookend	307	2,052.75	5,036.00	5,233.20		\$ 5,055.20	5,587.40	\$ 2,052.75
INSTALLATION PRICE:				26,764.76	19,989.50	18,150.00	4,227.00	18,365.00	12,500.00	32,489.50
Note: Installation price assumes no access to elevator										
TOTAL PRICE FOR ALL ITEMS BID INCLUDING INSTALLATION:				153,020.22	197,416.03	236,536.78	76,139.00	206,819.15	213,856.83	249,457.23
Lowest Priced Options				126,255.46	141,107.82	151,666.09	71,912.00	141,190.72	166,170.19	130,134.19
Lowest Priced Options Plus Installation (Highlighted in Blue)				153,020.22	161,097.32	169,816.09	76,139.00	159,555.72	178,670.19	162,623.69
Amount of items bid on out of 40				22.00	3.00	1.00	23.00	4.00	3.00	-
Approximate Cost of items Not Bid On or Additional Installation Cost				50,000.00	1,500.00	250.00	90,000.00	7,000.00	1,000.00	32,489.50

Cooperatives Used	Cooperatives Used	Cooperatives Used	Cooperatives Used	Cooperatives Used	Cooperatives Used
OMNIA/NIHP/HON	NCPA	Omnia	Omnia	Vizient	Vizient GPO
NCPA				E&I	NCPA
JSI				Sourcwell	Omnia
				National IPA/Omnia	

Notes:
 Ten vendors were provided proposals, six vendors provided pricing.
 Going with the lowest priced items between all vendors will save dollars, but after payment to multiple vendors for installation, cost is expected to exceed the lowest bidder with one installation charge.
 Warehouse Direct has the lowest overall bid, taking into account rebates, additional items to order and installation charge. Those items are highlighted in blue.
 FN-6, FN-13, FN-19, FN-41 will be removed from the list and ordered separately at a later date.

Warehouse Direct Workplace Solutions Furniture Proposal										
Dealer Name:										
Furniture Item Number:	Cooperative Name:	Cooperative Name:	Cooperative Name:	Cooperative Name:	Dealer's best price if applicable (Non-CoOp):	List Price	Qty	Sell	UOM	Total
Please fill in pricing total per line item (i.e. FN-1: \$ x Qty Needed = Total)										
FN-1					Not Available From WD				Each	
FN-1ALT1						\$ 259.00	32	\$ 109.87	Each	\$ 3,515.84
FN-1ALT2						\$ 274.00	32	\$ 102.40	Each	\$ 3,276.80
FN-2					Not Available From WD				Each	\$ -
FN-2ALT1						\$ 354.00	10	\$ 149.00	each	\$ 1,490.00
FN-2ALT2						\$ 361.00	10	\$ 134.90	each	\$ 1,349.00
FN-3					Not Available From WD				Each	\$ -
FN-3ALT1						\$ 504.00	12	\$ 212.20	Each	\$ 2,546.40
FN-3ALT2						\$ 479.00	12	\$ 179.00	Each	\$ 2,148.00
FN-4						\$ 528.00	4	\$ 197.90	Each	\$ 791.60
FN-5						\$ 584.00	12	\$ 218.87	Each	\$ 2,626.44
FN-6					Not Available From WD				Each	\$ -
FN-7						\$ 2,244.00	12	\$ 1,063.98	Each	\$ 12,767.76
FN-7ALT1						\$ 1,748.00	12	\$ 749.20	Each	\$ 8,990.40
FN-8						\$ 1,468.00	6	\$ 695.98	Each	\$ 4,175.88
FN-9						\$ 2,384.00	2	\$ 1,129.78	Each	\$ 2,259.56
FN-9ALT1						\$ 1,572.00	2	\$ 648.80	Each	\$ 1,297.60
FN-10						\$ 2,062.00	2	\$ 972.50	Each	\$ 1,945.00
FN-10ALT1						\$ 1,394.00	2	\$ 587.87	Each	\$ 1,175.74
FN-11						\$ 2,384.00	2	\$ 1,129.67	Each	\$ 2,259.34
FN-11ALT1						\$ 1,572.00	2	\$ 648.80	Each	\$ 1,297.60
FN-12						\$ 1,192.00	4	\$ 564.59	Each	\$ 2,258.36
FN-12ALT1						\$ 985.00	4	\$ 398.94	Each	\$ 1,595.76
FN-13					Not Available From WD				Each	\$ -
FN-14						\$ 2,589.00	6	\$ 1,065.89	Each	\$ 6,395.34
FN-15						\$ 2,589.00	6	\$ 1,065.89	Each	\$ 6,395.34
FN-16						\$ 2,253.00	2	\$ 931.77	Each	\$ 1,863.54
FN-17						\$ 1,749.00	3	\$ 828.99	Each	\$ 2,486.97
FN-18						\$ 1,771.00	12	\$ 738.97	Each	\$ 8,867.64
FN-19					Not Available From WD				Each	\$ -
FN-20						\$ 1,421.00	2	\$ 673.98	Each	\$ 1,347.96
FN-21						\$ 1,203.00	2	\$ 569.91	Each	\$ 1,139.82
FN-22						\$ 2,740.00	2	\$ 1,297.93	Each	\$ 2,595.86
FN-23						\$ 3,737.00	4	\$ 1,770.88	Each	\$ 7,083.52
FN-24						\$ 906.00	10	\$ 393.09	Each	\$ 3,930.90
FN-24ALT1					Not Available From WD				Each	\$ -
FN-25						\$ 985.60	8	\$ 466.92	Each	\$ 3,735.36
FN-25ALT1					Not Available From WD				Each	\$ -
FN-26						\$ 2,995.00	1	\$ 1,418.97	Each	\$ 1,418.97
FN-27						\$ 3,964.00	2	\$ 1,877.88	Each	\$ 3,755.76
FN-28					Not Available From WD				Each	\$ -
FN-28ALT1						\$ 504.00	16	\$ 212.97	Each	\$ 3,407.52
FN-28ALT2						\$ 479.00	16	\$ 179.96	Each	\$ 2,879.36
FN-29						\$ 5,374.00	2	\$ 2,545.87	Each	\$ 5,091.74
FN-30						\$ 5,505.00	6	\$ 2,609.98	Each	\$ 15,659.88
FN-31						\$ 1,023.00	2	\$ 430.95	Each	\$ 861.90
FN-32						\$ 1,586.00	1	\$ 634.97	Each	\$ 634.97
FN-32ALT1						\$ 966.00	1	\$ 457.95	Each	\$ 457.95
FN-33						\$ 528.00	8	\$ 197.85	Each	\$ 1,582.80
FN-34						\$ 3,767.00	2	\$ 1,050.98	Each	\$ 2,101.96
FN-34ALT1						\$ 3,415.00	2	\$ 1,616.98	Each	\$ 3,233.96
FN-34ALT2					Not Available From WD				Each	\$ -
FN-35						\$39,505.20	1	\$18,463	Each	\$ 18,463.00
FN-36						\$ 13,434.20	1	\$6,316	Each	\$ 6,316.00
FN-37						\$ 442.00	2	\$ 239.98	Each	\$ 479.96
FN-38						\$ 442.00	1	\$ 239.98	Each	\$ 239.98
FN-39						\$ 582.00	2	\$ 316.87	Each	\$ 633.74
FN-40						\$ 582.00	1	\$ 316.87	Each	\$ 316.87
FN-41					Not Available From WD				Each	\$ -
MISC-1						\$ 2,766.44	1	\$ 1,244.88	Each	\$ 1,244.88
MISC-2						\$ 11,125.00	1	\$ 5,036.00	Each	\$ 5,036.00
Installation Price: (Installation price should be based on all products being awarded to one dealer)										\$ 19,989.50
TOTAL PRICE FOR ENTIRE PACKAGE: (Price based on best pricing available per product, including installation, etc.)										\$ 197,416.03

