

SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
July 28, 2020
7:00 PM

REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS GEORGE WASHINGTON MIDDLE SCHOOL, ROOM 130, 8101 OGDEN AVE., LYONS, ILLINOIS 60534, AT 7:00 PM.

DISASTER PROCLAMATION

On June 26, 2020, Governor JB Pritzker continued the Gubernatorial Disaster Declaration declaring the State of Illinois and all Counties in Illinois a disaster area due to the Covid-19 pandemic. Given the current Covid-19 pandemic situation and IDPH/ISBE safety guidance, Board President Torres and Superintendent Rivera have determined that in-person attendance at the July 28, 2020 Board meeting is not practical or prudent and that in person attendance is **limited to ten persons** as indicated in the Resolution Authorizing Modifications to Lyons School District 103 BOE Meetings Occurring during the Covid-19 Pandemic adopted March 17, 2020. **PERSONS IN ATTENDANCE MUST WEAR FACE MASKS.**

MEETING CALL IN INFORMATION

Due to Gubernatorial Disaster Declaration limiting in person capacity at a meeting to ten persons, remote access will be available to the public. The public may access the meeting remotely via 1) telephone by dialing (440) 462-3262 PIN: 693 529 149#, or 2) Google Meets by logging into <https://meet.google.com/ipq-jjvw-yxu>. Please contact Char Latronica at (708) 783-4109 with questions about remote participation. For public comment participation, see the Public Comment section of the agenda below.

AGENDA

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Reading of Communications**
- V. **Public Comment**

6

Due to the public access meeting being remote, public comment shall be by email and written correspondence or remotely via Google Meets. Persons interested in making written public comment must email their public comment to latronicac@sd103.com or deliver written public comment to the District Office by July 28, 2020 at 4:00 p.m. Emailed and written

public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.

VI. <u>Year-to-Date Financials</u>	7
VII. <u>Presentation of FY 2020-2021 Tentative Budget</u>	20
VIII. <u>Consent Agenda</u>	
A. Approval of Minutes	
1. Regular Minutes of June 23, 2020	67
2. Public Hearing Minutes of June 30, 2020	72
3. Special Minutes of June 30, 2020	75
B. Authorize Payment of Monthly Bills for July, 2020	85
C. Approval of Employment	
1. Certified Personnel	
a. Math Academy	
1) Jennifer Egan, Kindergarten Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
2) Nikki Hondropolus, Kindergarten Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20	
3) Deidre Mutters, 1st Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
4) Abby Spankroy, 1st Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
5) Vasti Carrera, 2nd Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
6) Christine Collucci, 2nd Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
7) Carrie Litto, 3rd Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20	
8) Kelly Daeschler, 3rd Grade Math Academy Teacher, \$30.00/hr,7/27/20- 8/7/20	
9) Colleen O'Meara, 4th Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
10) Lauren Bahena, 5th Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
11) Tabitha Coleman, 5th Grade Math Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
12) Erin Berg, 5-7 Grade Math Academy Teacher, \$30.00/hr, 7/27/20-8/7/20	
b. Reading Academy	
1) Megan Guerrero, Kindergarten Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20	
2) Jennifer Egan, Kindergarten Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20	
3) Sofia Carmona, 1st Grade Reading Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20	
4) Amanda Zalewski, 1st Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20	

- 5) Emelia Zarenana, 2nd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 6) Suzanne Smith, 2nd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20
- 7) Flor Ramirez, 3rd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20
- 8) Angela Gonzalez, 3rd Grade Reading Academy Teacher, \$30.00/hr, 7/27/20-8/7/20
- 9) Kasey McNair, 4th Grade Reading Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20
- 10) Melissa Migala, 5th Grade Reading Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20
- 11) Omar Torres, 5-7th Grade Reading Academy Teacher, \$30.00/hr, 7/27/20- 8/7/20
- c. Kimberly Blake, Cross Categorical 8th Grade Teacher, GWMS, \$48,304.73, 8/13/20
- d. Kelly Pavloski, 4th Grade Teacher, Edison, \$47,652.82, 8/13/20
- e. Support Personnel
 - 1) Dawn Lewis, District School Nurse/School Nurse, Costello, \$65,000, 8/13/20
- f. Approval of Leave
 - 1) Elizabeth Freund, 2nd Grade Teacher, Home, 8/13/20-2/22/21
 - 2) Meggie Lund, ESL Teacher, GWMS, 8/13/20-approx. 7 weeks
- g. Approval of Resignations
 - 1) Laura Koprowski, Lunch Aide, Home, 7/21/20
 - 2) Morgan Mueller, Special Education Teacher, GWMS, 8/1/20
 - 3) Dolores Collins, Lunch Aide, Home, 7/8/20
 - 4) Linda Inicis, Lunch Aide, Home, 7/12/20
 - 5) Greg Durant, Math Interventionist, Lincoln, 7/24/20
 - 6) Nina Henke, 6th Grade Science Teacher, GWMS, 6/17/20
 - 7) Lindsey Grimes, 8th Grade Math Teacher, GWMS, 6/17/20

IX. Board Reports

A. First Reading of Policies

- 1. Press Plus Five Year Review Policies
 - a. Policy 4:50 - Payment Procedures 115
 - b. Policy 7:40 - Nonpublic School Students, Including Parochial and Home-School Students 116
 - c. Policy 7:130 - Student Rights and Responsibilities 117
 - d. Policy 7:325 - Student Fundraising Activities 118
 - e. Policy 8:80 - Gifts to the District 119
- 2. Press Plus Draft Updates
 - a. Policy 2:125 - Board Member Compensation; Expenses 120

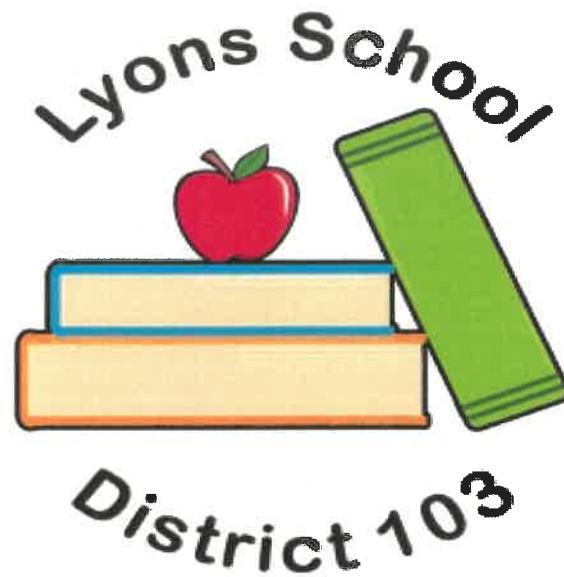
b. Policy 2:125-E1- Board Member Expense Reimbursement Form	122
c. Policy 2:220-E2 - Motion to Adjourn to Closed Meeting	124
d. Policy 3:40-E - Checklist for the Superintendent Employment Contract Negotiation Process	126
e. Policy 5:60-E1 - Employee Expense Reimbursement Form	135
f. Policy 5:60-E2 - Employee Estimated Expense Approval Form	137
g. Policy 2:125 - Board Member Compensation; Expenses	139
h. Policy 2:125-E1 - Board Member Expense Reimbursement Form	143
i. Policy 2:125-E2 - Board Member Estimated Expense Approval Form	145
j. Policy 2:140-E -Guidance for Board Member Communications, Including Email Use	147
k. Policy 2:160 - Board Attorney	149
l. Policy 2:160-E - Checklist for Selecting a Board Attorney	150
m. Policy 2:220 - Board of Education Meetings Procedure	154
n. Policy 4:180 - Pandemic Preparedness; Management; and Recovery	158
o. Policy 5:60 - Expenses	162
p. Policy 5:150 - Personnel Records	165
q. Policy 5:280 - Duties and Qualifications	166
r. Policy 5:290 - Employment Termination and Suspensions	168
s. Policy 6.135 - Accelerated Placement Program	170
t. Policy 6:280 - Grading and Promotion	171
u. Policy 7:70 - Attendance and Truancy	172
v. Policy 7.190 - Student Behavior	174
w. Policy 7:340 - Student Records	179
x. Policy 7:345 - Use of Educational Technologies; Student Data Privacy and Security	181
y. Policy 8:10 - Connection with the Community	184
z. Policy 2:70-E - Checklist for Filling Board Vacancies by Appointment	186
aa. Policy 2:220-E9 - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration	190
bb. Policy 5:20-E - Resolution to Prohibit Sexual Harassment	193
cc. Policy 2:220-E6 - Log of Closed Meeting Minutes	195
dd. Policy 5:220 - Substitute Teachers	197

X. Action Item

A. Resolution for Displaying and Publishing Notice of District Budget Hearing on September 22, 2020	198
B. Approval of Resolution Authorizing Elimination of District Technology Employment Positions and Honorable Dismissal	199
C. Approval of Resolution Eliminating Positions and Authorizing Paraprofessional/Aides Reduction in Force	204
D. Approval of Director of Early Childhood Education, Kim West, \$92,000, 7/29/20	
XI. <u>Adjournment</u>	

June 3, 2020 – William Beitler (National Investigations) - A request for copies under the Illinois Freedom of information Act for the following:

- Documentation showing when the special meeting was posted to the public for the board meeting on 6/3/20;
- Documentation who was informed of the special meeting and when;
- Documents presented to the board meeting for decision to cancel the contract with National Investigations, Inc.;
- The vote count for cancellation;
- The yah/nah's of each Board Member;
- Why National Investigations, Inc. was not informed of this special meeting for the board meeting on 6/30/20; and
Why was there such short notice for the special meeting for the board meeting on 6/30/20.



Working Together to Expand Student Opportunities

Serving the communities of Brookfield, Forest View, Lyons,
McCook and Stickney.

Un-audited June YTD Financials

Fiscal Year 2020

Presented to BOE
7/28/2020

**Lyons School District 103
EDUCATION FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	YTD as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 14,196,966	48.9%	\$ -	\$ 15,484,974	109.1%
Corporate Per. Prop. Replacement Taxes	\$ 2,419,161	8.3%	\$ -	\$ 2,281,765	94.3%
State Evidence Based Funding (EBF)	\$ 8,367,060	28.8%	\$ 851,551	\$ 8,367,060	100.0%
Categorical State Aid	\$ 531,719	1.8%	\$ 176,170	\$ 881,850	165.8%
State Early Childhood Block Gran	\$ 733,697	2.5%	\$ 137,391	\$ 704,343	96.0%
Federal Nutrition Program	\$ 593,107	2.0%	\$ 125,198	\$ 838,409	141.4%
Federal Title 1	\$ 734,594	2.5%		\$ 947,214	128.9%
Other Federal	\$ 535,534	1.8%	\$ 21,839	\$ 848,258	158.4%
Earnings on Investments	\$ 110,948	0.4%	\$ 30,542	\$ 103,789	93.5%
Food Service	\$ 112,312	0.4%	\$ 1,071	\$ 90,062	80.2%
Fees	\$ 45,999	0.2%		\$ 45,262	98.4%
Before School Care & Camps	\$ 272,452	0.9%	\$ 7,592	\$ 186,514	68.5%
Other Revenue	\$ 375,147	1.3%	\$ 14	\$ 3,585	1.0%
Total Revenue	\$ 29,028,696	100.0%	\$ 1,351,368	\$ 30,783,085	106.0%

EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	YTD as of 6/30/2020	Percent of Budget Expended
Salaries	\$ 18,510,574	60.3%	\$ 3,093,435	\$ 18,364,180	99.2%
Benefits	\$ 5,071,466	16.5%	\$ 644,122	\$ 5,241,751	103.4%
Purchased Services	\$ 1,998,500	6.5%	\$ 169,355	\$ 3,365,758	168.4%
Supplies	\$ 913,769	3.0%	\$ 5,027	\$ 906,797	99.2%
Capital Outlay	\$ 117,021	0.4%	\$ -	\$ 13,254	11.3%
Special Ed Tuition	\$ 3,807,810	12.4%	\$ 38,884	\$ 2,037,616	53.5%
Dues&Fees/Tuition/Contingency	\$ 256,202	0.8%	\$ 850	\$ 236,644	92.4%
Total Expenditures	30,675,342	100.0%	3,951,672	30,166,000	98.3%

Surplus/(Deficit)	(1,646,646)		(2,600,304)	617,085	
--------------------------	--------------------	--	--------------------	----------------	--

**Lyons School District 103
OPERATIONS AND MAINTENANCE FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 1,819,282	61.5%	\$ -	\$ 1,972,546	108.4%
General State Aid	\$ 1,000,000	33.8%		\$ 1,000,000	100.0%
Federal Aid	\$ -	0.0%		\$ -	0.0%
Earnings on Investments	\$ 30,971	1.0%	\$ 8,727	\$ 44,365	143.2%
Rentals	\$ 108,770	3.7%	\$ -	\$ 739	0.7%
Maintenance Grant	\$ -	0.0%		\$ -	0.0%
Other Revenue Sources	\$ -	0.0%	\$ -	\$ -	0.0%
Total Revenue	\$ 2,959,023	100.0%	\$ 8,727	\$ 3,017,650	102.0%
EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Salaries	\$ 1,423,885	39.0%	\$ 95,099	\$ 1,307,287	91.8%
Benefits	\$ 324,718	8.9%	\$ 17,732	\$ 255,175	78.6%
Purchased Services	\$ 1,190,202	32.6%	\$ 20,222	\$ 693,088	58.2%
Supplies	\$ 541,409	14.8%	\$ 22,764	\$ 422,786	78.1%
Capital Outlay	\$ 163,917	4.5%	\$ 5,250	\$ 370,445	226.0%
Dues&Fees/Contingency	\$ 4,586	0.1%		\$ 2,889	63.0%
Total Expenditures	\$ 3,648,717	100.0%	\$ 161,067	\$ 3,051,670	83.6%
Surplus/(Deficit)	(689,694)		\$ (152,340)	(34,020)	

**Lyons School District 103
TRANSPORTATION FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 1,378,585	59.6%	\$ -	\$ 1,370,858	99.4%
Categorical State Aid	\$ 854,110	37.0%	\$ 237,473	\$ 939,457	110.0%
Earnings on Investments	\$ 56,836	2.5%	\$ 10,914	\$ 52,068	91.6%
Other Revenue	\$ 21,672	0.9%	\$ -	\$ 16,472	76.0%
Total Revenue	\$ 2,311,203	100.0%	\$ 248,387	\$ 2,378,855	102.9%

EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Salaries	\$ 31,323	1.6%	\$ 1,015	\$ 24,213	77.3%
Benefits	\$ 7,909	0.4%	\$ 837	\$ 8,918	112.8%
Purchased Services	\$ 1,873,607	97.9%	\$ 71,251	\$ 1,626,190	86.8%
Supplies	\$ -	0.0%	\$ -	\$ -	0.0%
Capital Outlay	\$ -	0.0%	\$ -	\$ -	0.0%
Dues&Fees/Contingency	\$ -	0.0%	\$ -	\$ -	0.0%
Total Expenditures	\$ 1,912,839	100.0%	\$ 73,103	\$ 1,659,321	86.7%

Surplus/(Deficit)	398,364	175,284	719,534
--------------------------	----------------	----------------	----------------

Lyons School District 103
IMRF/SS/Medicare
Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 1,055,514	88.8%	\$ 7,211	\$ 900,520	85.3%
Corp. Pers. Property Repl. Tax	\$ 105,000	8.8%		\$ 105,000	100.0%
Earnings on Investments	\$ 28,254	2.4%		\$ 28,380	100.4%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
Total Revenue	\$ 1,188,768	100.0%	\$ 7,211	\$ 1,033,900	87.0%

EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Benefits	\$ 999,297	100.0%	\$ 99,946	\$ 953,102	95.4%
Purchased Services	\$ -	0.0%		\$ -	0.0%
Total Expenditures	\$ 999,297	100.0%	\$ 99,946	\$ 953,102	95.4%

Surplus/(Deficit)	189,471		(92,735)	80,798	
--------------------------	----------------	--	-----------------	---------------	--

**Lyons School District 103
TORT
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 354,856	95.5%	\$ 3,827	\$ 241,378	68.0%
Earnings on Investments	\$ 16,709	4.5%		\$ 13,227	79.2%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
Total Revenue	\$ 371,565	100.0%	\$ 3,827	\$ 254,605	68.5%
EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Salaries	\$ -	0.0%	\$ -	\$ -	0.0%
Purchase Services	\$ 245,312	100.0%	\$ -	\$ 243,553	99.3%
Total Expenditures	\$ 245,312	100.0%	\$ -	\$ 243,553	99.3%
Surplus/(Deficit)	126,253		3,827	11,052	

**Lyons School District 103
WORKING CASH FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 113,108	80.5%	\$ 6,468	\$ 82,457	72.9%
Earnings on Investments	\$ 27,408	19.5%		\$ 23,046	84.1%
Total Revenue	\$ 140,516	100.0%	\$ 6,468	\$ 105,503	75.1%

EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Interfund Transfer	\$ -	0.0%	\$ -	\$ -	0.0%
Total Expenditures	\$ -	0.0%	\$ -	\$ -	0.0%

Surplus/(Deficit)	140,516		6,468	105,503	
--------------------------	----------------	--	--------------	----------------	--

Lyons School District 103
Total Operating Funds
Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 18,918,311	52.6%	\$ 17,506	\$ 20,052,733	106.0%
Corporate Pers. Prop. Replacement Taxes	2,524,161	7.0%	0	2,386,765	94.6%
General State Aid	9,367,060	26.0%	851,551	9,367,060	100.0%
Categorical State Aid	1,385,829	3.8%	413,643	1,821,307	131.4%
State Early Childhood Block Grant	733,697	2.0%	137,391	704,343	96.0%
Federal Nutrition Program	593,107	1.6%	125,198	838,409	141.4%
Federal Title 1	734,594	2.0%	-	947,214	128.9%
Other Federal	535,534	1.5%	21,839	848,258	158.4%
Earnings on Investments	271,126	0.8%	50,184	264,875	97.7%
Food Service	112,312	0.3%	1,071	90,062	80.2%
Fees	45,999	0.1%	-	45,262	98.4%
Before School Care, Camps	272,452	0.8%	7,592	186,514	68.5%
Rentals	108,770	0.3%	-	739	0.7%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	396,819	1.1%	14	20,057	5.1%
Total Revenue	\$ 35,999,771	100.0%	\$ 1,625,988	\$ 37,573,598	104.4%

EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Salaries	\$ 19,965,782	53.3%	\$ 3,189,549	\$ 19,695,680	98.6%
Benefits	5,404,093	14.4%	662,691	5,505,844	101.9%
IMRF/FICA/SS/Medicare	999,297	2.7%	99,946	953,102	95.4%
Purchased Services	5,307,621	14.2%	260,828	5,928,589	111.7%
Supplies	1,455,178	3.9%	27,791	1,329,583	91.4%
Capital Outlay	280,938	0.7%	5,250	383,699	136.6%
Special Ed Tuition	3,807,810	10.2%	38,884	2,037,616	53.5%
Dues&Fees/Contingency	260,788	0.7%	850	239,533	91.8%
Total Expenditures	\$ 37,481,507	100.0%	\$ 4,285,788	\$ 36,073,646	96.2%

Surplus/(Deficit)	\$ (1,481,736)		\$ (2,659,800)	\$ 1,499,952	
--------------------------	-----------------------	--	-----------------------	---------------------	--

**Lyons School District 103
DEBT SERVICE FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 959,848	98.1%	\$ -	\$ 1,000,443	104.2%
Earnings on Investments	\$ 18,629	1.9%	\$ 3,911	\$ 16,276	87.4%
Total Revenue	\$ 978,477	100.0%	\$ 3,911	\$ 1,016,719	103.9%
EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Debt Service	\$ 1,043,175	100.0%	\$ -	\$ 923,750	88.6%
Total Expenditures	\$ 1,043,175	100.0%	\$ -	\$ 923,750	88.6%
Surplus/(Deficit)	(64,698)		3,911	92,969	

**Lyons School District 103
CAPITAL PROJECTS FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Earnings on Investments	\$ 9	100.0%	\$ -	\$ 5	55.6%
Total Revenue	\$ 9	100.0%	\$ -	\$ 5	55.6%

EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Capital Outlay	\$ -	0.0%	\$ -	\$ -	0.0%
Total Expenditures	\$ -	0.0%	\$ -	\$ -	0.0%

Surplus/(Deficit)	9		-	5	
--------------------------	----------	--	----------	----------	--

**Lyons School District 103
LIFE SAFETY FUND
Y-T-D REVENUE and EXPENSE by SOURCE**

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 226,217	93.0%	\$ -	\$ 194,921	86.2%
Earnings on Investments	\$ 17,009	7.0%	\$ 4,820	\$ 20,636	121.3%
Other Revenue	\$ 50,000	20.6%	\$ 50,000	\$ 50,000	100.0%
Total Revenue	\$ 243,226	100.0%	\$ 54,820	\$ 215,557	88.6%
EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Purchased Services	\$ 159,740	100.0%	\$ -	\$ -	0.0%
Total Expenditures	\$ 159,740	100.0%	\$ -	\$ -	0.0%
Surplus/(Deficit)	83,486		54,820	215,557	

Lyons School District 103
Total All Funds
Y-T-D REVENUE and EXPENSE by SOURCE

30-Jun-20

REVENUES	Revised Budget FY 2020	% Of Total Revenue	Monthly June	Actual as of 6/30/2020	Percent of Budget Realized
Property Taxes	\$ 20,104,385	53.9%	\$ 17,506	\$ 21,248,097	105.7%
Corporate Pers. Prop. Replacement Taxes	2,524,161	6.8%	\$ -	2,386,765	94.6%
General State Aid	9,367,060	25.1%	851,551	9,367,060	100.0%
Categorical State Aid	1,385,829	3.7%	413,643	1,821,307	131.4%
State Early Childhood Block Grant	733,697	2.0%	137,391	704,343	96.0%
Federal Nutrition Program	593,107	1.6%	125,198	838,409	141.4%
Federal Title 1	734,594	2.0%	-	947,214	128.9%
Other Federal	535,534	1.4%	21,839	848,258	158.4%
Earnings on Investments	306,764	0.8%	58,915	301,787	98.4%
Food Service	112,312	0.3%	1,071	90,062	80.2%
Fees	45,999	0.1%	-	45,262	98.4%
Before School Care, Camps	272,452	0.7%	7,592	186,514	68.5%
Rentals	108,770	0.3%	-	739	0.7%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	446,819	1.2%	50,014	70,057	15.7%
Total Revenue	\$ 37,271,483	100.0%	\$ 1,684,719	\$ 38,855,874	104.3%

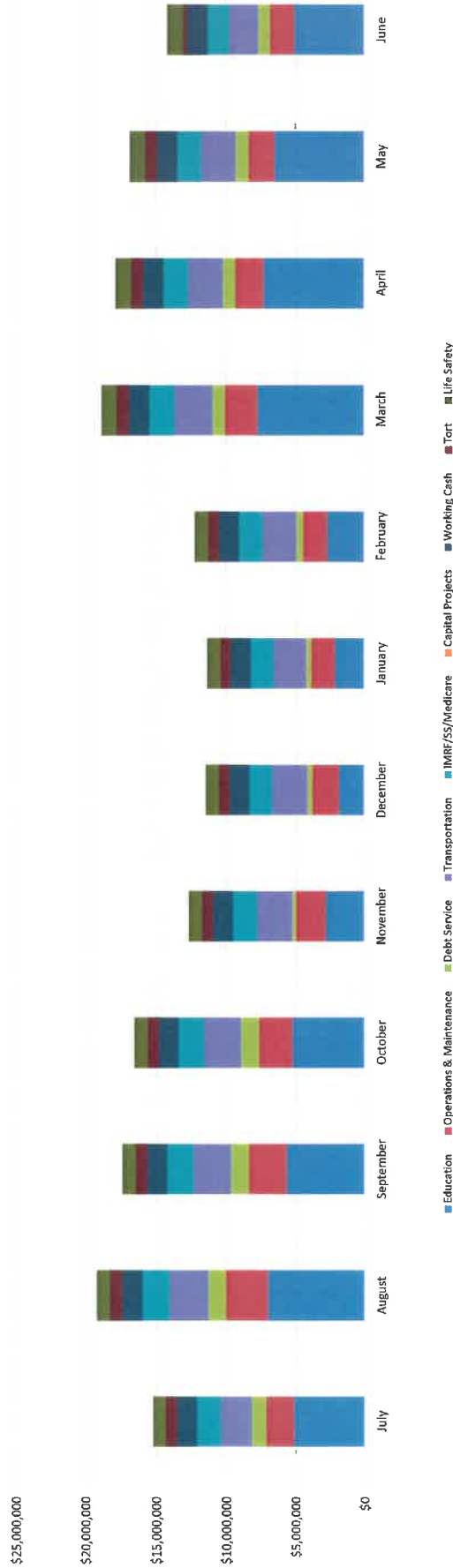
EXPENDITURES	Revised Budget FY 2020	% Of Total Expense	Monthly June	Actual as of 6/30/2020	Percent of Budget Expended
Salaries	\$ 19,965,782	51.6%	\$ 3,189,549	\$ 19,695,680	98.6%
Benefits	5,404,093	14.0%	662,691	5,505,844	101.9%
IMRF/FICA/SS/Medicare Fund	999,297	2.6%	99,946	953,102	95.4%
Debt Service Fund	1,043,175	2.7%	-	923,750	88.6%
Life Safety Fund	159,740	0.4%	-	-	0.0%
Purchased Services	5,307,621	13.7%	260,828	5,928,589	111.7%
Supplies	1,455,178	3.8%	27,791	1,329,583	91.4%
Capital Outlay	280,938	0.7%	5,250	383,699	136.6%
Special Ed Tuition	3,807,810	9.8%	38,884	2,037,616	53.5%
Dues&Fees/Contingency	260,788	0.7%	850	239,533	91.8%
Total Expenditures	\$ 38,684,422	100.0%	\$ 4,285,788	\$ 36,997,396	95.6%

Surplus/(Deficit)	\$ (1,412,939)		\$ (2,601,069)	\$ 1,858,478	
--------------------------	-----------------------	--	-----------------------	---------------------	--

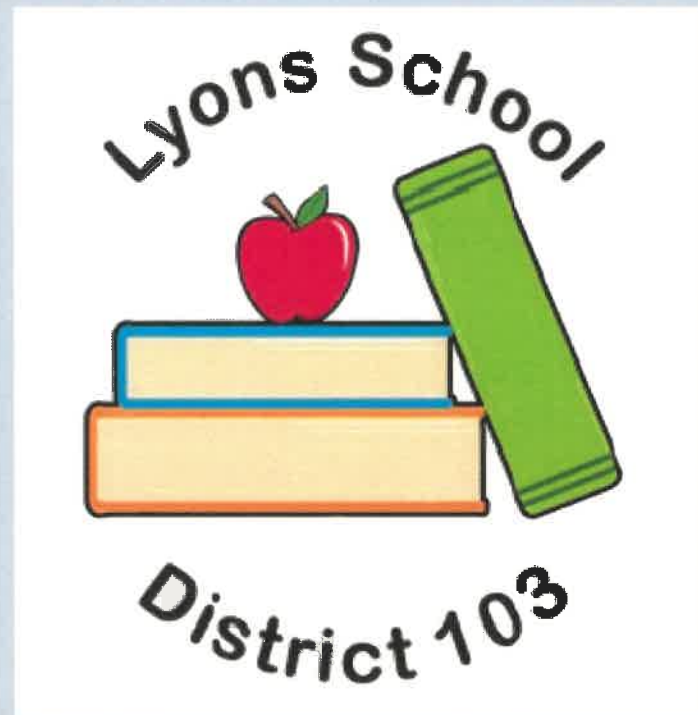
Lyons Elementary School District 103
Fiscal Year 2019-2020 Fund Balance
Source: Lyons Elementary School District 103 Monthly Reports

Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	\$ 5,132,433.66	\$ 6,994,090.67	\$ 5,658,086.69	\$ 5,225,712.10	\$ 2,815,610.93	\$ 1,840,749.50	\$ 2,124,336.06	\$ 2,698,339.06	\$ 7,723,940.73	\$ 7,262,210.71	\$ 6,471,447.23	\$ 5,071,143.29
Operations & Maintenance	1,991,674.52	3,011,939.77	2,695,804.14	2,399,241.41	2,141,218.20	1,929,408.59	1,720,346.92	1,730,332.51	2,324,451.56	2,058,688.87	1,906,442.56	1,754,102.88
Debt Service	1,029,428.91	1,261,855.54	1,266,168.92	1,283,358.12	280,178.00	365,985.23	369,182.66	486,369.93	869,453.36	881,130.64	895,542.22	827,702.78
Transportation	2,204,334.60	2,772,037.19	2,707,213.10	2,639,271.94	2,510,076.65	2,501,389.14	2,313,427.92	2,419,775.76	2,696,098.18	2,472,196.40	2,486,456.70	2,061,740.45
IMRF/SS/Medicare	1,739,456.52	1,947,874.18	1,878,800.00	1,816,822.40	1,737,386.51	1,659,867.00	1,673,102.46	1,713,564.52	1,843,338.04	1,760,525.78	1,673,060.70	1,580,325.27
Capital Projects	437.86	437.86	437.86	439.68	439.68	439.68	442.73	442.73	442.73	445.02	-	446.98
Working Cash	1,387,455.80	1,404,731.81	1,404,969.08	1,411,563.01	1,411,619.94	1,411,463.88	1,421,256.96	1,429,904.69	1,460,564.91	1,468,667.08	1,469,788.88	1,476,256.60
Tort	850,498.54	875,097.79	849,875.81	829,008.79	802,791.39	778,037.65	740,538.60	768,705.32	859,058.19	865,078.99	873,674.40	277,501.50
Life Safety	919,491.45	954,043.48	954,518.01	959,997.85	960,111.71	959,799.58	966,466.38	983,761.84	1,085,578.27	1,093,069.56	1,096,824.12	1,151,644.21
Total	\$ 15,255,211.86	\$ 19,222,108.29	\$ 17,415,873.61	\$ 16,565,415.30	\$ 12,659,433.01	\$ 11,447,140.25	\$ 11,329,100.69	\$ 12,231,196.36	\$ 18,862,925.97	\$ 17,862,013.05	\$ 16,873,236.81	\$ 14,200,863.96

2019-2020 Fund Balance by Fund



Tentative Budget 2020-21



Local Revenue



- Real Estate Taxes
- Corporate Replacement Taxes
- Interest Income
- Food Service Sales
- Student Fees
- Sports
- Rental Fees

State Revenue



- General State Aid/Evidence Based Funding (EBF)
- Special Education Aid
- Early Childhood
- Bilingual
- School Breakfast
- Library
- Transportation

Federal Revenue



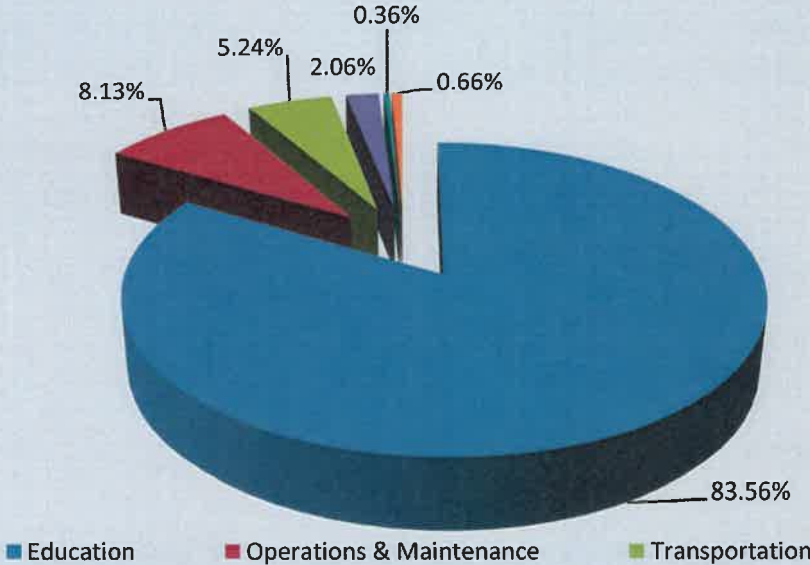
- **Title I – Improving Achievement** - The purpose of this grant is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.
- **Title II** – The purpose of the program is to increase academic achievement by improving teacher and principal quality.
- **Title III** – designed to improve the education of Limited English Proficient (LEP) students by helping them learn English and meet challenging state academic content and student academic achievement standards.
- **Food Subsidies – National School Lunch Program**
- **Medicaid** – Physical Therapy, Occupational Therapy, Nursing Services
- **IDEA** – Special ED Grant
- **Elementary and Secondary School Emergency Relief Grant (ESSER)**
– designed to provide emergency relief funds to assist with COVID-19

Revenue by Fund - Operating



Fund	Estimated 2020-2021 Revenue	% of Total
Education	31,078,851	83.56%
Operations & Maintenance	\$3,022,114	8.13%
Transportation	\$1,949,610	5.24%
IMRF/SS	\$765,583	2.06%
Working Cash	\$132,136	0.36%
Tort	\$245,489	0.66%
	<u>\$37,193,783</u>	<u>100.00%</u>

Estimated 2020-2021 Revenue

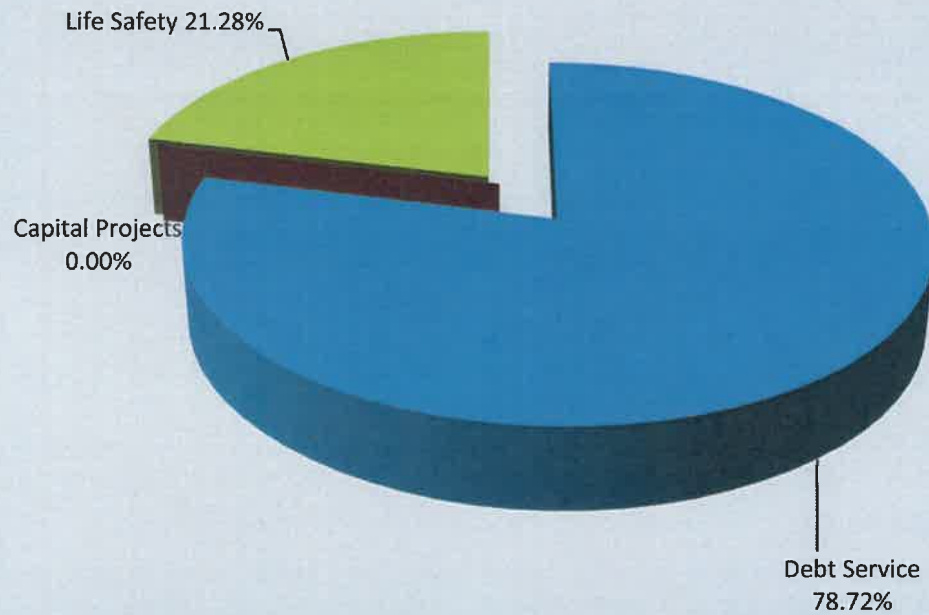


Revenue by Fund – Non-Operating



Estimated 2020-2021 Revenue

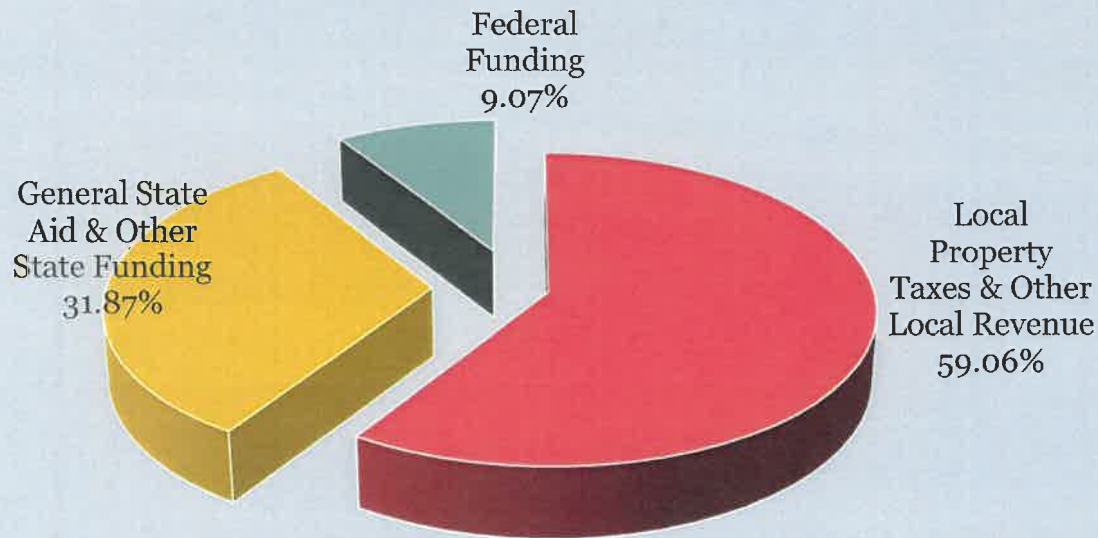
Fund	Estimated 2020 - 2021 Revenue	% of Total
Debt Service	\$990,973	78.72%
Capital Projects	\$5	0.00%
Life Safety	<u>\$267,913</u>	<u>21.28%</u>
	<u><u>\$1,258,891</u></u>	<u><u>100.00%</u></u>



Revenue by Source - Operating



District Percentages



- Local Property Taxes & Other Local Revenue
- General State Aid & Other State Funding
- Federal Funding

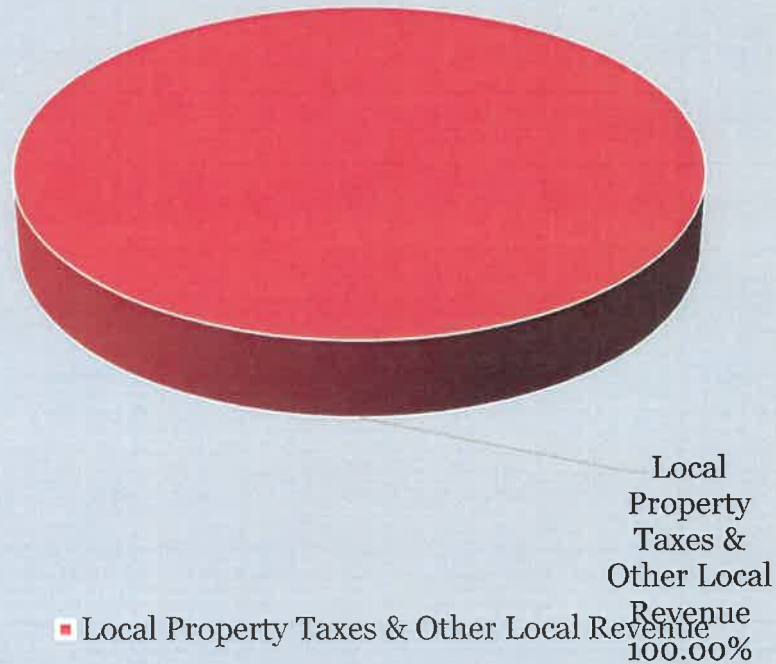
	FY 2021 Estimated	District Percent
Local Property Taxes & Other Local Revenue	\$18,354,281	59.06%
General State Aid & Other State Funding	\$9,905,140	31.87%
Federal Funding	\$2,819,430	9.07%
	<u>\$31,078,851</u>	<u>100.00%</u>

Revenue by Source – Non-Ops



	FY 2021 Estimated	District Percent
Local Property Taxes & Other Local Revenue	\$1,258,891	100.00%
	<u>\$1,258,891</u>	<u>100.00%</u>

District Percentages

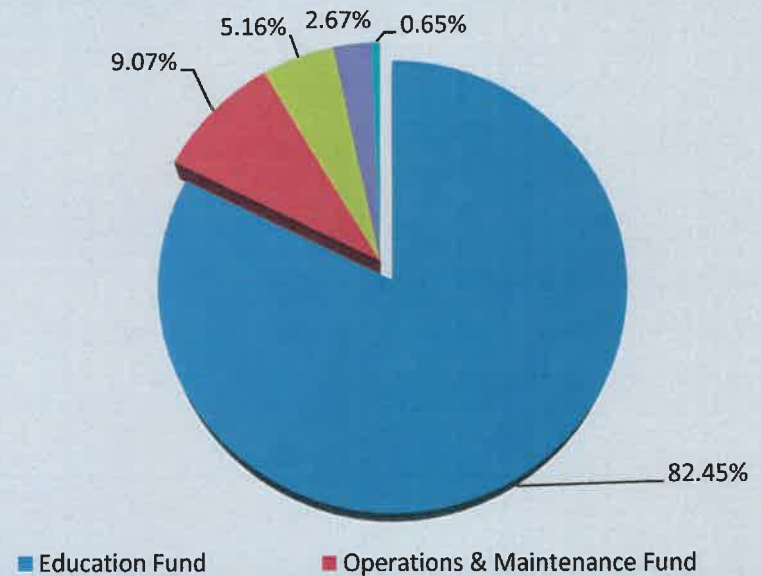


Expenditures by Fund - Operating



Fund	Estimated 2020-2021 Expenditures	% of Total
Education Fund	\$30,897,547	82.29%
Operations & Maintenance Fund	\$3,398,367	9.05%
Transportation	\$1,935,522	5.16%
IMRF	\$999,297	2.66%
Tort	\$315,312	0.84%
	\$37,546,045	100.00%

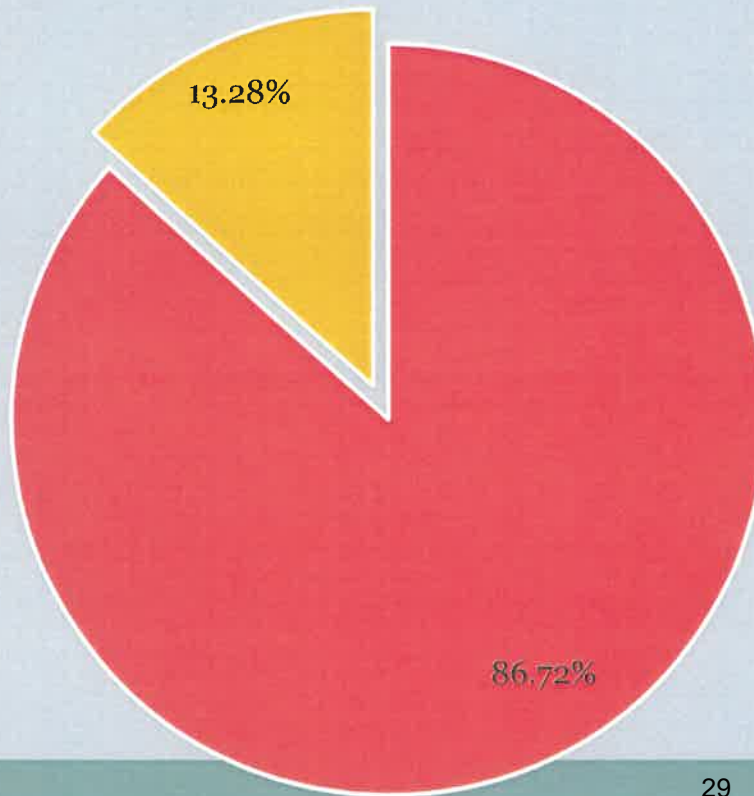
Estimated 2020-2021 Expenditures



Expenditures by Fund – Non-Ops



Estimated 2020-2021 Expenditures

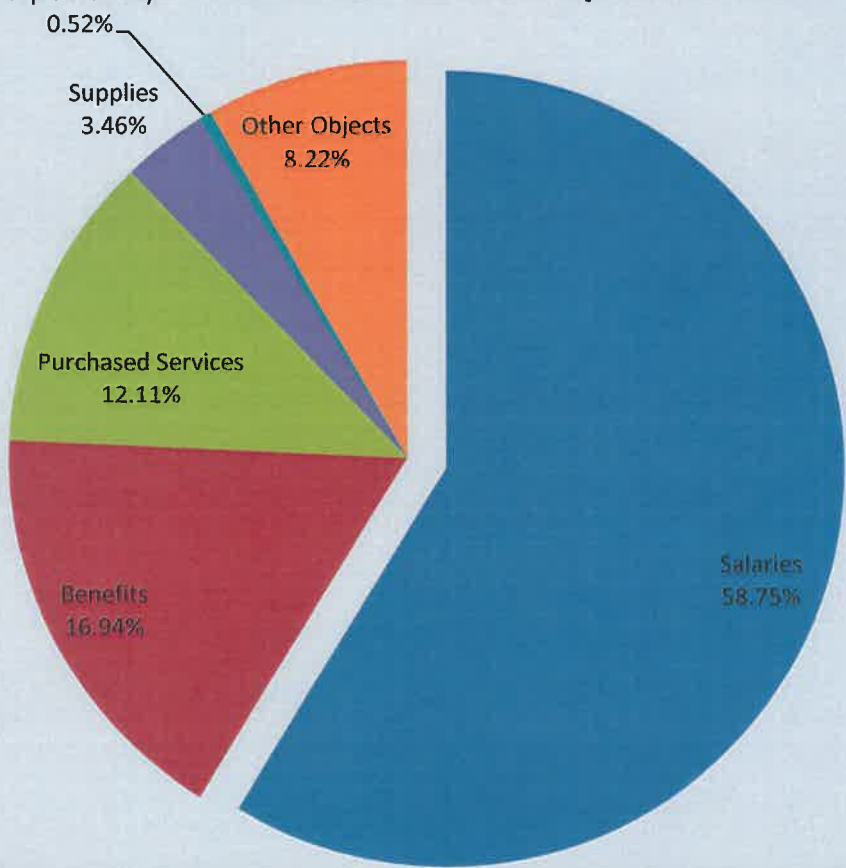


Fund	Estimated 2020-2021 Expenditures	% of Total
Debt Service	\$1,043,175	86.72%
Life Safety	\$159,740	13.28%
	\$1,266,955	100.00%

Expenditures by Object – Operating



Estimated 2020-2021 Expenditures



Fund	Estimated 2020-2021 Expenditures	% of Total
Salaries	\$18,104,035	58.75%
Benefits	\$5,220,843	16.94%
Purchased Services	\$3,730,768	12.11%
Supplies	\$1,065,873	3.46%
Capital Outlay	\$161,140	0.52%
Other Objects	\$2,532,048	8.22%
	\$30,814,707	100.00%

Fund Balance



Un-Audited Fund Balance – 06/30/20

Projected Fund Balance – 06/30/21

Fund#	Fund	Un-Audited Fund Balances
		6/30/2020
10	Education	\$5,071,143
20	Op's & Maint.	\$1,754,103
40	Transportation	\$2,061,740
70	Working Cash	\$1,476,257
Subtotal		\$10,363,243
50	IMRF	\$1,580,325
80	TORT	\$277,502
Subtotal Operating Funds		\$12,221,070
30	Debt Service	\$827,703
60	Capital Projects	\$447
90	Life Safety	\$1,151,644
Subtotal of Other Funds		\$1,979,794
Total of All Funds		\$14,200,864

Fund #	Fund	Projected Fund Balance
		6/30/2021
10	Education	\$5,252,447
20	Op's & Maint	\$1,377,850
40	Transportation	\$2,075,829
70	Working Cash	\$1,608,393
Subtotal		\$10,314,519
50	IMRF	\$1,346,611
80	TORT	\$207,679
Subtotal Operating Funds		\$11,868,809
30	Debt Service	\$775,501
60	Capital Projects	\$452
90	Life Safety	\$1,259,817
Subtotal of Other Funds		\$2,035,770
Total of All Funds		\$13,064,204

Fiscal Year 2020 Revenue & Expense



Fund	Revenue	Expense	Difference
Education	\$29,028,696	\$30,675,342	\$ (1,646,646)
O & M	\$ 2,959,023	\$ 3,358,717	\$ (399,694)
Transport.	\$ 2,311,203	\$ 1,912,839	\$ 398,364
IMRF	\$ 1,188,768	\$ 999,297	\$ 189,471
Working Cash	\$ 140,516	\$ 0	\$ 140,516
Tort	\$ 371,565	\$ 245,312	\$ 126,253
Debt	\$ 978,477	\$ 1,043,175	\$ (64,698)
Capital	\$ 9	\$ 0	\$ 9
Life Safety	\$ 243,226	\$ 0	\$ 243,226
TOTAL	\$37,221,483	\$38,234,682	\$ (1,013,199)

Fiscal Year 2021 Revenue & Expense



Fund	Revenue	Expense	Difference
Education	\$31,078,851	\$30,897,547	\$ 181,304
O & M	\$ 3,022,114	\$ 3,398,367	\$ (376,253)
Transport.	\$ 1,949,610	\$ 1,935,522	\$ 14,088
IMRF	\$ 765,583	\$ 999,297	\$ (233,714)
Working Cash	\$ 132,136	\$ 0	\$ 132,136
Tort	\$ 245,489	\$ 315,312	\$ (69,823)
Debt	\$ 990,973	\$ 1,043,175	\$ (52,202)
Capital	\$ 5	\$ 0	\$ 5
Life Safety	\$ 267,913	\$159,740	\$ 108,173
TOTAL	\$38,452,675	\$38,748,960	\$ (296,285)



Summary & Assumptions

- Due to stagnant funding and uncertainties', conservative budget (anticipate decrease in grant funding)
- Categoricals/Block grants were kept flat (same as received)
- Federal grants were kept flat (same as received ytd) with a few exceptions
- Levy – scheduled to receive anticipated amount, but unsure how tax collection will be impacted
- Does not anticipate revenue for a few local accounts



Summary & Assumptions

- Unsure how tax collection will be impacted by the closures and COVID-19
- Assumed no increase in activities (winter, summer, spring camp, athletic fees, sports, etc.)
- Teachers 3% salary increase
- Aides 2.75% salary increase
- Benefits 5% increase
- Replaced positions (few higher increases)
- Adjusted salary for mid-year hires
- Added funds for QNS (technology)
- Increased transportation by 3%
- Increased Food Service 3%
- Increased tuition 5%
- Kept most of the revenue same as vouchered or received

Summary



- For the 20/21 fiscal year, D103 has decreased the budget deficit by approximately \$1m (bringing the Ed Fund to a surplus)
 - Adjustments & decisions that contributed to addressing the short fall
- Streamlined staffing to manage costs
- Restructured – staff taking on additional duties
- Renegotiated contracts to cut costs
- Thorough review of budget (identified discrepancies)
- Leveraged consultants (outsourced services)
- Received ESSER funds for Chromebooks and other expenses

1	A	B	C	D	E	F	G	H	I	J	K	L
	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE July 1, 2020 ¹ (without Student Activity Funds)		5,071,143	1,754,103	827,703	2,061,740	1,580,325	447	1,476,257	277,502	1,151,644	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	18,354,281	2,022,114	990,973	1,247,627	765,583	5	132,136	245,489	217,913	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000										
7	STATE SOURCES	3000	9,905,140	1,000,000	0	701,984	0	0	0	0	50,000	
8	FEDERAL SOURCES	4000	2,819,430	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	20,216,521				413,181				0	
14	SUPPORT SERVICES	2000	7,345,531	3,398,367		1,935,522	556,389	0		315,312	159,740	
15	COMMUNITY SERVICES	3000	209,297	0		0	29,727			0	0	
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	3,126,198	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	1,043,175	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0		315,312	159,740	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0		315,312	159,740	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		181,304	(376,253)	(52,202)	14,089	(233,714)	5	132,136	(69,823)	108,173	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	

1	A	B	C	D	E	F	G	H	I	J	K	L
	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
2												
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
		8160										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund											
	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and	8170										
56	Int Proceeds to Debt Service Fund											
57	Taxes Pledged to Pay Principal on Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Capital Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	0
80	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
81	ESTIMATED ENDING FUND BALANCE June 30, 2021 (Without Student Activity Funds)		5,252,447	1,377,850	775,501	2,075,829	1,346,611	452	1,608,393	207,679	1,259,817	
82												
83	Student Activity ESTIMATED BEGINNING FUND BALANCE July 1, 2020 Fund 11											
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	0									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE June 30, 2021		0									
90												
91	Total ESTIMATED BEGINNING FUND BALANCE July 1, 2020 (All Sources Including Student Activity Funds)		5,071,143	1,754,103	827,703	2,061,740	1,580,325	447	1,476,257	277,502	1,151,644	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	18,354,281	2,022,114	990,973	1,247,627	765,583	5	132,136	245,489	217,913	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
95	STATE SOURCES	3000	9,905,140	1,000,000	0	701,984	0	0	0	0	50,000	

38

1	A	B	C	D	E	F	G	H	I	J	K	L
	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
96	FEDERAL SOURCES	4000	2,819,430	0	0	0	0	0	0	0	0	0
97	Total Direct Receipts/Revenues ⁸		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0	0	0	0	0
99	Total Receipts/Revenues		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	20,216,521				413,181				0	
102	SUPPORT SERVICES	2000	7,345,531	3,398,367		1,935,522	556,389	0		315,312	159,740	
103	COMMUNITY SERVICES	3000	209,297	0		0	29,727			0	0	
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	3,126,198	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	1,043,175	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0		315,312	159,740	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0		315,312	159,740	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		181,304	(376,253)	(52,202)	14,089	(233,714)	5	132,136	(69,823)	108,173	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	0
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	0
117	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
118	ESTIMATED ENDING FUND BALANCE June 30, 2021 (All Sources With student Activity Funds)		5,252,447	1,377,850	775,501	2,075,829	1,346,611	452	1,608,393	207,679	1,259,817	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
122			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
123	Object Name											
124	Salaries	100	18,104,035	1,009,035		31,322		0		70,000	0	19,214,392
125	Employee Benefits	200	5,220,843	339,218		7,910	999,297	0		0	0	6,567,268
126	Purchased Services	300	3,730,768	1,190,202	0	1,896,290		0		245,312	159,740	7,222,312
127	Supplies & Materials	400	1,065,873	630,159		0		0		0	0	1,696,032
128	Capital Outlay	500	161,140	219,917		0		0		0	0	381,057
129	Other Objects	600	2,532,048	538	1,043,175	0	0	0		0	0	3,575,761
130	Non-Capitalized Equipment	700	82,840	9,298		0		0		0	0	92,138
131	Termination Benefits	800	0	0		0		0		0	0	0
132	Total Expenditures		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0		315,312	159,740	38,748,960

SUMMARY OF CASH TRANSACTIONS

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND July 1, 2020 ⁷ (Without Student Activity Funds)		0	0	0	0	0	0	0	0	0
4	Total Direct Receipts & Other Sources ⁸		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
12	Total Amount Available		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
13	Total Direct Disbursements & Other Uses ⁹		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0	0	315,312	159,740
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0	0	315,312	159,740
21	ENDING CASH BALANCE ON HAND June 30, 2021 ⁷ (Without Student Activity Funds)		181,304	(376,253)	(52,202)	14,089	(233,714)	5	132,136	(69,823)	108,173
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND July 1, 2020 ⁷										
24	Total Direct Receipts & Other Sources ⁸		0								
25	Total Amount Available		0								
26	Total Direct Disbursements & Other Uses ⁹		0								
27	Activity funds ENDING CASH BALANCE ON HAND June 30, 2021 ⁷		0								
28											
29	Total BEGINNING CASH BALANCE ON HAND July 1, 2020 ⁷ (With Student Activity Funds)		0	0	0	0	0	0	0	0	0
30	Total Direct Receipts & Other Sources ⁸		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
33	Total Amount Available		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
34	Total Direct Disbursements & Other Uses ⁹		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0	0	315,312	159,740
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		30,897,547	3,398,367	1,043,175	1,935,522	999,297	0	0	315,312	159,740
37	Total ENDING CASH BALANCE ON HAND June 30, 2021 ⁷ (With Student Activity Funds)		181,304	(376,253)	(52,202)	14,089	(233,714)	5	132,136	(69,823)	108,173

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	14,256,295	1,995,385	981,699	1,216,761	564,298		114,851	235,569	206,051
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	1,444,739								
8	FICA and Medicare Only Levies	1150									
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		15,701,034	1,995,385	981,699	1,216,761	564,298	0	114,851	235,569	206,051
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	2,344,161				180,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		2,344,161	0	0	0	180,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		0								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									

41

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
2											
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	83,030	26,729	9,274	30,866	21,285	5	17,285	9,920	11,862
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		83,030	26,729	9,274	30,866	21,285	5	17,285	9,920	11,862
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	56,603								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613	10,943								
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620									
74	Other Food Service (Describe & Itemize)	1690									
75	Total Food Service		67,546								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711									
78	Admissions - Other	1719									
79	Fees	1720	30,925								
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790	977								
82	Student Activity Fund Revenues	1799									
83	Total District/School Activity Income (without Student Activity Funds 1799)		31,902	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		31,902								
85	TEXTBOOK INCOME	1800									
86	Rentals - Regular Textbooks	1811									
87	Rentals - Summer School Textbooks	1812									
88	Rentals - Adult/Continuing Education Textbooks	1813									
89	Rentals - Other (Describe)	1819									
90	Sales - Regular Textbooks	1821									
91	Sales - Summer School Textbooks	1822									
92	Sales - Adult/Continuing Education Textbooks	1823									
93	Sales - Other (Describe & Itemize)	1829									
94	Other (Describe & Itemize)	1890									
95	Total Textbooks		0								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910									
98	Contributions and Donations from Private Sources	1920									
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950									
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970									
104	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991			42						
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
109	Other Local Revenues (Describe & Itemize)	1999	126,608								
110	Total Other Revenue from Local Sources		126,608	0	0	0	0	0	0	0	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	18,354,281	2,022,114	990,973	1,247,627	765,583	5	132,136	245,489	217,913
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		18,354,281								
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)											
113											
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From District to Another District	One 2000	0	0		0	0				
RECEIPTS/REVENUES FROM STATE SOURCES (3000)											
UNRESTRICTED GRANTS-IN-AID (3001-3099)											
119											
120	Evidence Based Funding Formula (Section 18-8.15)	3001	8,367,060	1,000,000							
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		8,367,060	1,000,000	0	0	0	0		0	0
RESTRICTED GRANTS-IN-AID (3100-3900)											
SPECIAL EDUCATION											
126											
127	Special Education - Private Facility Tuition	3100	414,387								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120	334,721								
131	Special Education - Orphanage - Summer Individual	3130	31,664								
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		780,772	0		0					
CAREER AND TECHNICAL EDUCATION (CTE)											
135											
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		0	0			0				
BILINGUAL EDUCATION											
144											
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	9,369								
149	School Breakfast Initiative	3365									
150	Driver Education	3370									
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
TRANSPORTATION											
153					43						
154	Transportation - Regular and Vocational	3500				193,435					
155	Transportation - Special Education	3510				508,549					

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		701,984	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705	704,343								
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									50,000
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	43,596								
171	Total Restricted Grants-In-Aid		1,538,080	0	0	701,984	0	0	0	0	50,000
172	Total Receipts/Revenues from State Sources	3000	9,905,140	1,000,000	0	701,984	0	0	0	0	50,000
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other (Describe & Itemize)	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210	485,490								
194	Special Milk Program	4215									
195	School Breakfast Program	4220	143,317								
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other (Describe & Itemize)	4299									
200	Total Food Service		628,807				0				
201	TITLE I										
202	Title I - Low Income	4300	834,679								

44

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other (Describe & Itemize)	4399									
206	Total Title I		834,679	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400									
209	Title IV - 21st Century	4421									
210	Title IV - Other (Describe & Itemize)	4499									
211	Total Title IV		0	0		0	0				
212	FEDERAL - SPECIAL EDUCATION										
213	Federal Special Education - Preschool Flow-Through	4600	22,096								
214	Federal Special Education - Preschool Discretionary	4605									
215	Federal Special Education - IDEA Flow Through	4620	522,749								
216	Federal Special Education - IDEA Room & Board	4625	1,300								
217	Federal Special Education - IDEA Discretionary	4630									
218	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
219	Total Federal Special Education		546,145	0		0	0				
220	CTE - PERKINS										
221	CTE - Perkins-Title III Tech Prep	4770									
222	CTE - Other (Describe & Itemize)	4799									
223	Total CTE - Perkins		0	0			0				
224	Federal - Adult Education	4810									
225	ARRA - General State Aid - Education Stabilization	4850									
226	ARRA - Title I - Low Income	4851									
227	ARRA - Title I - Neglected, Private	4852									
228	ARRA - Title I - Delinquent, Private	4853									
229	ARRA - Title I - School Improvement (Part A)	4854									
230	ARRA - Title I - School Improvement (Section 1003g)	4855									
231	ARRA - IDEA - Part B - Preschool	4856									
232	ARRA - IDEA - Part B - Flow-Through	4857									
233	ARRA - Title IID - Technology - Formula	4860									
234	ARRA - Title IID - Technology - Competitive	4861									
235	ARRA - McKinney - Vento Homeless Education	4862									
236	ARRA - Child Nutrition Equipment Assistance	4863									
237	Impact Aid Formula Grants	4864									
238	Impact Aid Competitive Grants	4865									
239	Qualified Zone Academy Bond Tax Credits	4866									
240	Qualified School Construction Bond Credits	4867									
241	Build America Bond Tax Credits	4868									
242	Build America Bond Interest Reimbursement	4869									
243	ARRA - General State Aid - Other Government Services Stabilization	4870									
244	Other ARRA Funds - II	4871									
245	Other ARRA Funds - III	4872									
246	Other ARRA Funds - IV	4873									
247	Other ARRA Funds - V	4874									
248	ARRA - Early Childhood	4875									
249	Other ARRA Funds - VII	4876									
250	Other ARRA Funds - VIII	4877									
251	Other ARRA Funds - IX	4878									
252	Other ARRA Funds - X	4879									
253	Other ARRA Funds - Ed Job Fund Program	4880			45						
254	Total Stimulus Programs		0	0	0	0	0	0		0	0
255	Race to the Top Program	4901									
256	Race to the Top - Preschool Expansion Grant	4902									

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
257	Title III - Instruction for English Learners & Immigrant Students	4905									
258	Title III - English Language Acquisition	4909	68,216								
259	McKinney Education for Homeless Children	4920									
260	Title II - Eisenhower - Professional Development Formula	4930									
261	Title II - Teacher Quality	4932									
262	Federal Charter Schools	4960									
263	State Assessment Grants	4981									
264	Grant for State Assessments and Related Activities	4982									
265	Medicaid Matching Funds - Administrative Outreach	4991	233,878								
266	Medicaid Matching Funds - Fee-For-Service Program	4992									
267	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4999	507,705								
268	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		2,819,430	0	0	0	0	0		0	0
269	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	2,819,430	0	0	0	0	0	0	0	0
270	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		31,078,851	3,022,114	990,973	1,949,611	765,583	5	132,136	245,489	267,913
271	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		31,078,851								

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	9,092,490	2,881,235	5,773	585,984	2,850	0	12,707	0	12,581,039
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	2,648,067	637,075	131,727	32,135	5,247	1,569	20,213		3,476,033
9	Special Education Programs Pre-K	1225	395,414	80,369	2,904	4,733					483,420
10	Remedial and Supplemental Programs K-12	1250	452,199	86,961	187,260	44,747					771,167
11	Remedial and Supplemental Programs Pre-K	1275	374,133	105,295	11,175	21,673					512,276
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400									0
14	Interscholastic Programs	1500	397,149	28,423	30,449	13,247	2,149	606	2,299		474,322
15	Summer School Programs	1600	2,262	34							2,296
16	Gifted Programs	1650	51,190	21,728							72,918
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800	688,279	151,276	5,099	26,713					871,367
19	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912						971,683			971,683
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999									0
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	14,101,183	3,992,396	374,387	729,232	10,246	973,858	35,219	0	20,216,521
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	14,101,183	3,992,396	374,387	729,232	10,246	973,858	35,219	0	20,216,521
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	524,406	96,891	43	1,037					622,377
39	Guidance Services	2120									0
40	Health Services	2130	240,250	15,034	115,318	4,018					374,620
41	Psychological Services	2140									0
42	Speech Pathology & Audiology Services	2150	509,677	60,737	42,717	1,622					614,753
43	Other Support Services - Pupils (Describe & Itemize)	2190									0
44	Total Support Services - Pupil	2100	1,274,333	172,662	158,078	6,677	0	0	0	0	1,611,750
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	150,992	35,977	5,370	17,284					209,623
47	Educational Media Services	2220	192,955	56,555	13,368	10,920					273,798
48	Assessment & Testing	2230									0
49	Total Support Services - Instructional Staff	2200	343,947	92,532	18,738	28,204	0	0	0	0	483,421
50	Support Services - General Administration	2300									
51	Board of Education Services	2310		50,997	536,892	7,259		16,279	4,653		616,080
52	Executive Administration Services	2320	295,995	41,998	291	34		3,876			342,194
53	Special Area Administration Services	2330	121,488	56,292	2,071	1,194					181,045
54	Tort Immunity Services	2360 - 2370									0
55	Total Support Services - General Administration	2300	417,483	149,287	47	539,254	8,487	0	20,155	4,653	1,139,319
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	977,846	494,726	21,213			17,139			1,510,924
58	Other Support Services - School Administration (Describe & Itemize)	2490									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
59	Total Support Services - School Administration	2400	977,846	494,726	21,213	0	0	17,139	0	0	1,510,924
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	121,284	44,116	1,020	218		1,428			168,066
62	Fiscal Services	2520	96,443	91,090	28,990	964					217,487
63	Operation & Maintenance of Plant Services	2540							4,694		4,694
64	Pupil Transportation Services	2550									0
65	Food Services	2560	316,127	17,274	457,719	36,197	2,775		2,836		832,928
66	Internal Services	2570									0
67	Total Support Services - Business	2500	533,854	152,480	487,729	37,379	2,775	1,428	7,530	0	1,223,175
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630									0
72	Staff Services	2640	177,934	56,556	3,015	1,258		403			239,166
73	Data Processing Services	2660	81,915	106,227	514,765	251,006	148,119	306	35,438		1,137,776
74	Total Support Services - Central	2600	259,849	162,783	517,780	252,264	148,119	709	35,438	0	1,376,942
75	Other Support Services (Describe & Itemize)	2900									0
76	Total Support Services	2000	3,807,312	1,224,470	1,742,792	333,011	150,894	39,431	47,621	0	7,345,531
77	COMMUNITY SERVICES (ED)	3000	195,540	3,977	6,150	3,630					209,297
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110			550						550
81	Payments for Special Education Programs	4120			1,606,889			128,717			1,735,606
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			1,607,439			128,717			1,736,156
87	Payments for Regular Programs - Tuition	4210						76,262			76,262
88	Payments for Special Education Programs - Tuition	4220						1,313,780			1,313,780
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						1,390,042			1,390,042
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			1,607,439			1,518,759			3,126,198
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0

48

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		18,104,035	5,220,843	3,730,768	1,065,873	161,140	2,532,048	82,840	0	30,897,547
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		18,104,035	5,220,843	3,730,768	1,065,873	161,140	2,532,048	82,840	0	30,897,547
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (Without Student Activity Funds 1999)										181,304
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (With Student Activity Funds 1999)										181,304
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530					55,777				55,777
128	Operation & Maintenance of Plant Services	2540	1,009,035	339,218	1,190,202	630,159	164,140	538	9,298		3,342,590
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	1,009,035	339,218	1,190,202	630,159	219,917	538	9,298	0	3,398,367
132	Other Support Services (Describe & Itemize)	2900									0
133	Total Support Services	2000	1,009,035	339,218	1,190,202	630,159	219,917	538	9,298	0	3,398,367
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0			0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									
155	Total Direct Disbursements/Expenditures		1,009,035	339,218	1,190,202	630,159	219,917	538	9,298	0	3,398,367
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(376,253)
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Func#	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200									0
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300						892,500			892,500
175	Debt Service Other (Describe & Itemize)	5400						150,675			150,675
176	Total Debt Service	5000			0			1,043,175			1,043,175
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			1,043,175			1,043,175
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(52,202)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190	21,213	7,679							28,892
185	Support Services - Business										
186	Pupil Transportation Services	2550	10,109	231	1,896,290						1,906,630
187	Other Support Services (Describe & Itemize)	2900									0
188	Total Support Services	2000	31,322	7,910	1,896,290	0	0	0	0	0	1,935,522
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
211	Debt Service - Other (Describe and Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		31,322	7,910	1,896,290	0	0	0	0	0	1,935,522
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										14,089
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		144,300							144,300

50

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		146,457							146,457
222	Special Education Programs Pre-K	1225		33,946							33,946
223	Remedial and Supplemental Programs K-12	1250		22,713							22,713
224	Remedial and Supplemental Programs Pre-K	1275		36,859							36,859
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		14,958							14,958
228	Summer School Programs	1600		33							33
229	Gifted Programs	1650		715							715
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800		13,200							13,200
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		413,181							413,181
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		6,304							6,304
237	Guidance Services	2120									0
238	Health Services	2130		30,810							30,810
239	Psychological Services	2140									0
240	Speech Pathology & Audiology Services	2150		7,066							7,066
241	Other Support Services - Pupils (Describe & Itemize)	2190		3,721							3,721
242	Total Support Services - Pupil	2100		47,901							47,901
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		8,687							8,687
245	Educational Media Services	2220		2,722							2,722
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		11,409							11,409
248	Support Services - General Administration	2300									
249	Board of Education Services	2310									0
250	Executive Administration Services	2320		16,304							16,304
251	Special Area Administrative Services	2330		8,136							8,136
252	Claims Paid from Self Insurance Fund	2351									0
253	Workers' Compensation or Workers' Occupation Disease Acts Payments	2352									0
254	Unemployment Insurance Payments	2363									0
255	Insurance Payments (regular or self-insurance)	2364									0
256	Risk Management and Claims Services Payments	2365									0
257	Judgment and Settlements	2366									0
258	Educatl, Inspectl, Supervisory Serv. Related to Loss Prevention or Reduction	2367									0
259	Reciprocal Insurance Payments	2368									0
260	Legal Service	2369									0
261	Total Support Services - General Administration	2300		24,440							24,440
262	Support Services - School Administration	2400									
263	Office of the Principal Services	2410		66,911							66,911
264	Other Support Services - School Administration (Describe & Itemize)	2490									0
265	Total Support Services - School Administration	2400		66,911							66,911
266	Support Services - Business	2500									
267	Direction of Business Support Services	2510		2,290							2,290
268	Fiscal Services	2520		45,231							45,231
269	Facilities Acquisition & Construction Services	2530									0
270	Operation & Maintenance of Plant Service	2540		245,243							245,243
271	Pupil Transportation Services	2550		454							454
272	Food Services	2560		43,274							43,274
273	Internal Services	2570									0
274	Total Support Services - Business	2500		336,492							336,492
275	Support Services - Central	2600									
276	Direction of Central Support Services	2610									0

51

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
277	Planning, Research, Development & Evaluation Services	2620									0
278	Information Services	2630									0
279	Staff Services	2640		5,309							5,309
280	Data Processing Services	2660		63,927							63,927
281	Total Support Services - Central	2600		69,236							69,236
282	Other Support Services (Describe & Itemize)	2900									0
283	Total Support Services	2000		556,389							556,389
284	COMMUNITY SERVICES (MR/SS)	3000		29,727							29,727
285	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
286	Payments for Regular Programs	4110									0
287	Payments for Special Education Programs	4120									0
288	Payments for CTE Programs	4140									0
289	Total Payments to Other Dist & Govt Units	4000		0							0
290	DEBT SERVICE (MR/SS)	5000									
291	Debt Service - Interest on Short-Term Debt	5100									
292	Tax Anticipation Warrants	5110									0
293	Tax Anticipation Notes	5120									0
294	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
295	State Aid Anticipation Certificates	5140									0
296	Other (Describe & Itemize)	5150									0
297	Total Debt Service	5000						0			0
298	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
299	Total Direct Disbursements/Expenditures			999,297				0			999,297
300	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(233,714)
302	60 - CAPITAL PROJECTS (CP)										
303	SUPPORT SERVICES (CP)	2000									
304	Support Services - Business										
305	Facilities Acquisition & Construction Services	2530									0
306	Other Support Services (Describe & Itemize)	2900									0
307	Total Support Services	2000	0	0	0	0	0	0	0	0	0
308	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
309	Payments to Other Dist & Govt Units (In-State)	4100									
310	Payments to Regular Programs	4110									0
311	Payment for Special Education Programs	4120									0
312	Payment for CTE Programs	4140									0
313	Payments to Other Govt Units (In-State) (Describe & Itemize)	4190									0
314	Total Payments to Other Districts & Govt Units	4000			0			0			0
315	PROVISION FOR CONTINGENCIES (CP)	6000									0
316	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
317	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										5
319	70 WORKING CASH FUND (WC)										
321	80 - TORT FUND (TF)										
322	INSTRUCTION (TF)	1000									
323	Regular Programs	1100	0	0	0	0	0	0	0	0	0
324	Tuition Payment to Charter Schools	1115									0
325	Pre-K Programs	1125									0
326	Special Education Programs (Functions 1200 - 1220)	1200									0
327	Special Education Programs Pre-K	1225									0
328	Remedial and Supplemental Programs K-12	1250			52						0
329	Remedial and Supplemental Programs Pre-K	1275									0
330	Adult/Continuing Education Programs	1300									0
331	CTE Programs	1400									0
332	Interscholastic Programs	1500									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
333	Summer School Programs	1600									0
334	Gifted Programs	1650									0
335	Driver's Education Programs	1700									0
336	Bilingual Programs	1800									0
337	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
338	Pre-K Programs - Private Tuition	1910									0
339	Regular K-12 Programs Private Tuition	1911									0
340	Special Education Programs K-12 Private Tuition	1912									0
341	Special Education Programs Pre-K Tuition	1913									0
342	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
343	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
344	Adult/Continuing Education Programs Private Tuition	1916									0
345	CTE Programs Private Tuition	1917									0
346	Interscholastic Programs Private Tuition	1918									0
347	Summer School Programs Private Tuition	1919									0
348	Gifted Programs Private Tuition	1920									0
349	Bilingual Programs Private Tuition	1921									0
350	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
351	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
352	SUPPORT SERVICES (TF)	2000									
353	Support Services - Pupil	2100									
354	Attendance & Social Work Services	2110									0
355	Guidance Services	2120									0
356	Health Services	2130									0
357	Psychological Services	2140									0
358	Speech Pathology & Audiology Services	2150									0
359	Other Support Services - Pupils (Describe & Itemize)	2190									0
360	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
361	Support Services - Instructional Staff	2200									
362	Improvement of Instruction Services	2210									0
363	Educational Media Services	2220									0
364	Assessment & Testing	2230									0
365	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
366	Support Services - General Administration	2300									
367	Board of Education Services	2310									0
368	Executive Administration Services	2320									0
369	Special Area Administration Services	2330									0
370	Claims Paid from Self Insurance Fund	2361									0
371	Risk Management and Claims Services Payments	2365	70,000		245,312						315,312
372	Total Support Services - General Administration	2300	70,000	0	245,312	0	0	0	0	0	315,312
373	Support Services - School Administration	2400									
374	Office of the Principal Services	2410									0
375	Other Support Services - School Administration (Describe & Itemize)	2490									0
376	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
377	Support Services - Business	2500									
378	Direction of Business Support Services	2510									0
379	Fiscal Services	2520									0
380	Operation & Maintenance of Plant Services	2540									0
381	Pupil Transportation Services	2550									0
382	Food Services	2560									0
383	Internal Services	2570									0
384	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
385	Support Services - Central	2600									
386	Direction of Central Support Services	2610									0
387	Planning, Research, Development & Evaluation Services	2620									0
388	Information Services	2630									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
389	Staff Services	2640									0
390	Data Processing Services	2660									0
391	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
392	Other Support Services (Describe & Itemize)	2900									0
393	Total Support Services	2000	70,000	0	245,312	0	0	0	0	0	315,312
394	COMMUNITY SERVICES (TF)	3000									0
395	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
396	Payments to Other Dist & Govt Units (In-State)	4100									
397	Payments for Regular Programs	4110									0
398	Payments for Special Education Programs	4120									0
399	Payments for Adult/Continuing Education Programs	4130									0
400	Payments for CTE Programs	4140									0
401	Payments for Community College Programs	4170									0
402	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
403	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
404	Payments for Regular Programs - Tuition	4210									0
405	Payments for Special Education Programs - Tuition	4220									0
406	Payments for Adult/Continuing Education Programs - Tuition	4230									0
407	Payments for CTE Programs - Tuition	4240									0
408	Payments for Community College Programs - Tuition	4270									0
409	Payments for Other Programs - Tuition	4280									0
410	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
411	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
412	Payments for Regular Programs - Transfers	4310									0
413	Payments for Special Education Programs - Transfers	4320									0
414	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
415	Payments for CTE Programs - Transfers	4340									0
416	Payments for Community College Program - Transfers	4370									0
417	Payments for Other Programs - Transfers	4380									0
418	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
419	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
420	Payments to Other Dist & Govt Units (Out of State)	4400									0
421	Total Payments to Other Dist & Govt Units	4000			0			0			0
422	DEBT SERVICE (TF)	5000									
423	Debt Service - Interest on Short-Term Debt										
424	Tax Anticipation Warrants	5110									0
425	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
426	Other Interest or Short-Term Debt (Describe & Itemize)	5150									0
427	Total Debt Service	5000						0			0
428	PROVISION FOR CONTINGENCIES (TF)	6000									0
429	Total Direct Disbursements/Expenditures		70,000	0	245,312	0	0	0	0	0	315,312
430	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(69,823)
432	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
433	SUPPORT SERVICES (FP&S)	2000									
434	Support Services - Business	2500									
435	Facilities Acquisition & Construction Services	2530									0
436	Operation & Maintenance of Plant Service	2540			159,740						159,740
437	Total Support Services - Business	2500	0	0	159,740	0	0	0	0		159,740
438	Other Support Services (Describe & Itemize)	2900									0
439	Total Support Services	2000	0	0	159,740	0	0	0	0		159,740
440	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
441	Payments to Regular Programs	4110									0
442	Payments to Special Education Programs	4120									0
443	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
444	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
445	DEBT SERVICE (FP&S)	5000									
446	Debt Service - Interest on Short-Term Debt	5100									

54

ESTIMATED DISBURSEMENTS/EXPENDITURES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
447	Tax Anticipation Warrants	5110									0
448	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
449	Total Debt Service - Interest on Short-Term Debt	5100						0			0
450	Debt Service - Interest on Long-Term Debt	5200									0
451	Debt Service - Payments of Principal on Long-Term Debt ¹³ <i>(Lease/Purchase Principal Retired)</i>	5300									0
452	Total Debt Service	5000						0			0
453	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
454	Total Direct Disbursements/Expenditures		0	0	159,740	0	0	0	0		159,740
455	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										108,173

This page is provided for detailed itemizations as requested within the body of the Report.

- 1.
- 2.
- 3.
- 4.

	A	B	C	D	E	F
1	DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
2	Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
3	Direct Revenues	31,078,851	3,022,114	1,949,611	132,136	36,182,712
4	Direct Expenditures	30,897,547	3,398,367	1,935,522		36,231,436
5	Difference	181,304	(376,253)	14,089	132,136	(48,724)
6	Estimated Fund Balance - June 30, 2021	5,252,447	1,377,850	2,075,829	1,608,393	10,314,519
7	Unbalanced budget, however, a deficit reduction plan is not required at this time.					
8	A deficit reduction plan is required if the local board of education adopts (or amends) the 2020-21 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).					
10	Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.					
12	The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2019-2020 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 20-24) to ISBE within 30 days after acceptance of the AFR.					
13	The deficit reduction plan, if required, is developed using ISBE guidelines and format.					

**ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division**

	A	B	C	D	E	F	G
1	*School Districts Only		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2020-2021				
2							
3	0						
4	District Number						
5	0						
6	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		5,071,143	1,754,103	2,061,740	1,476,257	10,363,243
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	18,354,281	2,022,114	1,247,627	132,136	21,756,158
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0
11	STATE SOURCES	3000	9,905,140	1,000,000	701,984	0	11,607,124
12	FEDERAL SOURCES	4000	2,819,430	0	0	0	2,819,430
13	Total Receipts/Revenues		31,078,851	3,022,114	1,949,611	132,136	36,182,712
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	20,216,521				20,216,521
16	SUPPORT SERVICES	2000	7,345,531	3,398,367	1,935,522		12,679,420
17	COMMUNITY SERVICES	3000	209,297	0	0		209,297
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	3,126,198	0	0		3,126,198
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		30,897,547	3,398,367	1,935,522		36,231,436
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		181,304	(376,253)	14,089	132,136	(48,724)
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519

**ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division**

	A	B	H	I	J	K	L
1	*School Districts Only		ESTIMATED BUDGET FY2021-2022				
2							
3	0						
4	District Number						
5	0						
6	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2022-2023				
2							
3	0						
4	District Number						
5	0						
6	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519

**ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division**

	A	B	R	S	T	U	V
1	*School Districts Only		ESTIMATED BUDGET FY2023-2024				
2							
3	0						
4	District Number						
5	0						
6	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		5,252,447	1,377,850	2,075,829	1,608,393	10,314,519

**ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division**

	A	B	W	X	Y	Z
1	*School Districts Only		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET <i>Date of Adoption:</i> _____ (Enter as MM/DD/YY)			
2						
3	0					
4	District Number					
5	0					
6	District Name		FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		10,363,243	10,314,519	10,314,519	10,314,519
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	21,756,158	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	11,607,124	0	0	0
12	FEDERAL SOURCES	4000	2,819,430	0	0	0
13	Total Receipts/Revenues		36,182,712	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	20,216,521	0	0	0
16	SUPPORT SERVICES	2000	12,679,420	0	0	0
17	COMMUNITY SERVICES	3000	209,297	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	3,126,198	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		36,231,436	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(48,724)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		10,314,519	10,314,519	10,314,519	10,314,519

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2020-2021 through Fiscal Year 2023-2024

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:
- Equal Assessed Valuation and Tax Rates:
- Employee Salaries and Benefits:
- Short and Long Term Borrowing:
- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance) If yes please explain:

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2021 budgeted expenditures over FY2020 actual expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at:

[Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET (Section 17-1.5 of the School Code)		School District Name: 0			RCDT Number: 00-000-0000-00			
		Estimated Actual Expenditures, Fiscal Year 2020			Budgeted Expenditures, Fiscal Year 2021			
Description (Enter Whole Numbers Only)	Funct #	(10) Educational Fund	(20) Operations & Maintenance Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320			0	342,194		0	342,194
2. Special Area Administration Services	2330			0	181,045		0	181,045
3. Other Support Services - School Administration	2490			0	0		0	0
4. Direction of Business Support Services	2510			0	168,066	0	0	168,066
5. Internal Services	2570			0	0		0	0
6. Direction of Central Support Services	2610			0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and include above				0				0
8. Totals		0	0	0	691,305	0	0	691,305
9. Estimated Percent Increase (Decrease) for FY2021 (Budgeted) over FY2020 (Actual)								Enter Actual Data!

LEGAL NOTICE

NOTICE OF PUBLIC HEARING REGARDING TENTATIVE BUDGET

NOTICE IS HEREBY GIVEN by the Board of Education of Lyons Elementary School District 103, Cook County, Illinois that a tentative Budget for said School District for the fiscal year beginning July 1, 2020 and ending June 30, 2021, will be conveniently available for public inspection at the District Administrative Office located at 4100 Joliet Avenue, Lyons, Illinois, from and after 8:30 a.m. on the 31st day of July, 2020 during regular business hours.

NOTICE IS FURTHER HEREBY GIVEN that a Public Hearing on said Budget will be held on September 22, 2020 at 6:45 p.m. at George Washington Middle School, 8101 Ogden Ave., Lyons, IL 60534. Due to the Gubernatorial Disaster Proclamation in place at the time of publication of this notice, and the determination by Superintendent Rivera and Board President Torres that the public attendance is not practical and prudent, public participation/comments for the public hearing, will be done remotely via: 1) telephone by dialing (316)500-7521; PIN: 804 099 205#, or 2) Google Meets by logging into <https://meet.google.com/ybk-rbdz-sie>. Additionally, public comments regarding the proposed Budget may be emailed to Char Latronica at latronicac@sd103.com and said comments will be read at the public hearing. Please contact Char Latronica at (708) 783-4109 with questions about remote participation. After the public hearing, the Budget will be considered by the Board at its regularly scheduled meeting on September 22, 2020 at 7:00 p.m.

s/Vito Campanile
Secretary, of Board of Education
Lyons School District 103

MINUTES OF THE REGULAR HEARING
 OF THE BOARD OF EDUCATION
 LYONS ELEMENTARY SCHOOL DISTRICT 103
 George Washington Middle School, Room 130
 8101 Ogden Avenue, Lyons, IL 60534 at 7:00 P.M.
 Tuesday, June 23, 2020

I. Call to Order

The regular meeting of the Board of Education was called to order at 7:00 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek Olivia Quintero Winifred Rodriguez Jorge Torres
-----------------------------	---

Absent:	Shannon Johnson
---------	-----------------

III. Reading of Communications

FOIA Report

Board President Torres stated there are no communications other than the FOIA report which is included in the packet for the public to view.

(At this time Board Member Hubacek asked for a list regarding the switching around of job duties and who is taking over what jobs. She also inquired as to if there will be a discussion tonight regarding Chris Newell's comp time, as well as if we will be approving comp time for the K-5 principals for back time. She also inquired as to raises for the secretarial staff and that the raises should be retro starting from last year.

The Board had a brief discussion regarding the legion building. Board Member Hubacek inquired as to if there was a meeting regarding the legion being demolished and inquired as to if other Board Members were at that meeting. Superintendent Rivera stated there was no meeting, but rather a discussion that took place when he and Board President Torres were discussing the roofs and that Board President Torres had some questions and concerns regarding the status of asbestos and lead in the legion building. Board President Torres stated nobody was sent in the legion to inspect the building, but that this goes back to

when Mark Galba was here and he was talking about making the building uninhabitable. Board President Torres stated that the water department told him that without looking at the water line there is at least 50% lead in the water. Board Member Hubacek inquired as to if everyone on Joliet Avenue received a letter from the Village Manager.

The Board had a brief discussion regarding the records that are stored in the legion and that these some of these records have to be kept for over 60 years and that some of the records are private and contain social security numbers. She stated she is concerned about the records and not having a secure room to store them in. Superintendent Rivera stated that Mr. Koc sent him suggestions today as to where to store the records. Board Member Campanile suggested the records be digitized. The Board had a brief discussion regarding the digitizing of records.

Board Member Rodriguez then inquired as if other Board Members were in the discussion regarding the legion building wherein Superintendent River stated no. She stated that at the last meeting she made mention of a parent needing a response to a question and inquired as to if Superintendent Rivera ever got back to the parent. Board Member Rodriguez commented that the courts digitize their records and inquired to if the district does decide to digitize who will have access to them.)

IV. Public Comment

(Charline Latronica read the following public comments out loud based on the May 29, 2020 Disaster Declaration of Governor JB Pritzker which limits in person attendance at a meeting, public comment shall be by email or written correspondence. Persons interested in making a public comment must email their public comment to latronicac@sd103.com or deliver written public comment to the District Office by June 23, 2020 at 4:00 p.m. Emailed and written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.)

Tom Weiner, Costello Parent, inquired as to what the district has been doing to ensure that the schools will be ready to open on time, such as a good deep cleaning of all classrooms. He also inquired as to if there are contingency plans in place to ensure the schools can open once guidelines are received from the state. He commented that he hopes the schools open on time as the students need to be in school for learning and need the teacher/student interaction, as well as the social interaction with their friends and classmates.

Valerie Fahselt, Parent, commented that Mr. Rivera and the school board majority members have disrespected the community by not listening to the protests made regarding the rehire of Carol Baker. Ms. Fahselt commented in her lack of trust of Carol Baker and that she removed her middle schooler from GWMS and have opted to home-school her. She commented that she trusts the principal at her youngest daughter's school. Ms. Fahselt commented that her expectations of this board is low but to rehire someone who has a horrible track

record and no experience as a principal was far below the bare minimum of decorum she expected.

Robert Thomas, Taxpayer, inquired if Board President Torres was aware he was breaking the code of conduct, privacy laws and the oath he took as a board member when he spoke to the mayor regarding the agenda. He inquired as to the hiring of the HR Director, Business Manager, Maintenance Director, destruction of the Legion, and the hiring of Carol Baker. Mr. Thomas also inquired as to if Mr. Rivera was aware of any breaches and if so, to contact West 40/ISBE.

Nathan Westfall, Parent, commented that Board President Torres and Board Members Quintero and Rodriguez ignored the community members regarding the protesting of rehiring Carol Baker and that they violated the trust of the community. He commented that this community does not trust Carol Baker and that the school board majority ignored parents when they voted to hire Carol Baker.

Joanne Schaeffer, Resident, commented on the meeting being closed. Ms. Schaeffer commented on the Nurses' Aides being fired and the hiring of 6 RN's; the before/after program director being fired; the Costello librarian being fired; QNS being hired; Carol Baker being rehired at almost same salary she made as superintendent and the inexperience as a principal for Middle School; the assistant principal for Lincoln having numerous jobs in the past; not having a preschool director; there being no notification to parents regarding registration or if there will be school soon; the financial deficits/overspending; the firing of two highly qualified central office employees; the four custodians that were let go; and violations of the Open Meetings Act.

Earl Johnson, Resident, commented on the statement Board President Torres gave to the Des Plaines Valley Newspaper regarding the rally numbers representing a very small percentage of parents in the district. Mr. Johnson commented that a small percentage of parents can represent a big turnout. He commented that on doing what's right for the children of 103. Mr. Johnson also commented on the petition that was put together last minute before last month's board meeting receiving 399 signatures to NOT hire Dr. Carol Baker.

(After Public Comment Board Member Anderson inquired as to if summer school will be online. There was a brief discussion wherein Superintendent Rivera stated summer school will be online. Superintendent Rivera stated ESY is currently going on and the ESL, Math and Reading will be starting as scheduled. He stated every software program has been opened up for every student and engagement coaches were hired for the summer school dynamic to monitor how many kids are active and to encourage working on the software at home. He stated the participation is going well.

The Board had a brief discussion regarding registration dates and being online. Board Members Hubacek and Anderson inquired about the BUD being sent).

V. Year-to-Date Financials

Board President Torres stated the financials are attached to the agenda for the public to view.

VI. Consent Agenda

Olivia Quintero moved seconded by Vito Campanile to approve the Consent Agenda after Board Member Hubacek removed Item B1 (Authorize Payment of Monthly Bills for June, 2020) to be voted on after the Consent Agenda.

Upon Roll Call

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Olivia Quintero Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	Shannon Johnson
---------	-----------------

Motion carried

- A. Approval of Minutes
 - 1. Special Minutes of May 26, 2020
- B. Authorize Payment of Monthly Bills for June, 2020
 - 2. Activity Funds June, 2020

Authorize Payment of Monthly Bills for June, 2020

Marge Hubacek moved seconded by Winifred Rodriguez to authorize the payment of the June, 2020 bill list.

Upon Roll Call

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Olivia Quintero Winifred Rodriguez
-------	---

Jorge Torres

Nays: None

Absent: Shannon Johnson

Motion carried

VIII. Action Items

Approval of West 40 Intergovernmental Agreement

Olivia Quintero moved seconded by Winifred Rodriguez to approve the 2020-2021 Intergovernmental Agreement with West 40 Intermediate Service Center #2 for the purpose of transferring students into the West 40 Regional Safe Schools Program, as presented.

Upon Roll Call:

Ayes: Sharon Anderson
Vito Campanile
Marge Hubacek
Olivia Quintero
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Shannon Johnson

Motion carried

IX. Adjournment

Winifred Rodriguez moved seconded by Olivia Quintero to adjourn at 7:45 p.m.

Upon Voice Vote there were 6 Ayes, 0 Nays, 1 Absent

Vito Campanile, Secretary

Jorge Torres, President

MINUTES OF THE PUBLIC HEARING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Room 130
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.
Tuesday, June 30, 2020

I. Call to Order

The public hearing for Interfund Transfers was convened to order at 6:00 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-----------------------------	--

Absent:	None
---------	------

III. Fund Transfer Explanation

Business Manager Johnson stated that there are three fund transfers to be considered for approval. She stated the transfers are \$600,000 from Tort Immunity to O&M; \$600,000 from O&M to Education Fund; and, \$600,000 from Transportation to Ed Fund

Dr. Johnson stated these transfers will result in a positive increase to the Education Fund of \$1.2 million for the purpose of meeting one-time non-recurring expenses related to deficit reduction, capital projects and equipment, and COVID-19 closure related expenses

Dr. Johnson stated the resultant balances are sufficient for each affected Fund needs and are in line with all Board Policies related to Maintenance of Operational Fund Balances and therefore the Administration recommends approval of the Transfer Resolutions.

The Board had a brief discussion regarding transferring from the tort fund to another fund and what the one-time non-expense would be. Both Business Manager Johnson and Interim Business Manager McConahay informed the Board that the movement from tort needs to go to the O&M Fund first before it can be moved to the Ed Fund.

A Board discussion ensued wherein Board Member Hubacek stated the moving of funds looks suspect. Attorney Kennedy stated this is routine and statutory.

Board Member Anderson inquired as to if the two roofs are still able to be solvent in that fund. Superintendent Rivera stated the infrared and Clorox machines will be purchased. Business Manager Johnson stated there is \$100,000 to be used for PPE and the Clorox machines. The Board had a brief discussion regarding whether we will still be able to purchase these items without first receiving the ESSER money and inquired as to when we will be receiving it.

IV. Public Comment

(Due to Covid-19 capacity limitations, public participation/comments for the public hearing, will be done remotely via: 1) telephone by dialing (318)565-6184 ; PIN: 145 128 580# , or 2) Google Meets by logging into <https://meet.google.com/sej-wabu-uba?hs=122&authuser=0> . Additionally, public comments regarding the proposed fund transfer may be emailed to Char Latronica at latronicac@sd103.com and said comments will be read at the public hearing. Please contact Char Latronica at (708) 783-4109 with questions about remote participation.)

Joanne Schaeffer, Resident, commented on the money transfer and what it is being spent on, as well as when the revised budget went on display for the public, the Ed Fund and overspending, and the one-time non-reoccurring expenses. Ms. Schaeffer commented and inquired as to why the money was taken from tort.

IX. Adjournment

Vito Campanile moved seconded by Olivia Quintero to adjourn at 6:32 p.m.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Vito Campanile, Secretary

Jorge Torres, President

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Room 130
8101 Ogden Avenue, Lyons, Il 60534 at 6:15 P.M.
Tuesday, June 30, 2020

I. Call to Order

The special meeting of the Board of Education was called to order at 6:35 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-----------------------------	--

Absent:	None
---------	------

III. Public Comment

(Due to the public access meeting being remote, public comment shall be made by email, written correspondence or remotely via Google Meets. Persons interested in making written public comment must email their public comment to latronicac@sd103.com or deliver written public comment to the District Office by June 30, 2020 at 4:00 p.m. Emailed and written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.

Toni Jackman, Teacher Union President, commented that she represents over 200 teachers in the district and that the teachers want to get back to the classroom to teach students, but do not want to cost lives. She commented that the Teachers Union is not happy with the calendar that is being voted on tonight. Ms. Jackman commented on the elimination of School Improvement half days and that we need more professional development, not less. Ms. Jackman stated the teachers are afraid the plan will not be ready in a way that assures the safety and students and staff. She stated they are concerned about the shortage of materials such as masks, thermometers, etc. and training. Ms. Jackman commented that the teachers are pleading that the board delay bringing back staff and students.

Tom Weiner, Costello Parent, commented on getting the schools ready and inquired if the custodians are coming back. Mr. Weiner also inquired if we have

nurses yet or if we are bringing back the health aides. He commented on the meeting not being open to the public.

Shawna Olsowka, Parent, commented she is very upset this Board has no plan moving forward and to do what is right with parents and staff members.

Simone Vitale, Resident, thanked the Board for making the meeting public. She commented on parents being concerned regarding the firing and hiring of staff and the consequences of not having staff members. Ms. Vitale commented that she would like a statement from the school board addressing the concerns of parents.

Gloria Medina, Parent, commented that the board majority always votes on one side. She commented that the safety of kids comes first and to consider their education/well-being. Ms. Medina commented on remote learning and that teachers need to do their job.

Joanne Schaeffer, Taxpayer, inquired as to if the district ordered distance thermometers, as well as who will take temperatures. She also commented on having thermometers for tonight's meeting and when the public will be able to attend meetings. Ms. Schaeffer also made several inquiries on the Interfund Transfer monies.

Valerie Fahselt, Parent, commented on her disappointment that this meeting is not fully open to the public. She also commented on Board President Torres not allowing Superintendent Rivera to meet public expectations. Ms. Fahselt commented on the budget and transfers and that the public is not allowed to interact as being muted on a phone call is not the same as public discussions at a budget meeting.

Susan Sineni, Parent, commented that ISBE, under Part 3 of the Transition guidance, advised that hiring registered nurses is not required under the return to school guidelines for COVID. She inquired as to why there is an action item on the agenda for hiring registered nurses, LPN's or CAN. She commented on the district not being able to retain an RN and commented on consideration for bringing back the Health Aides.

Shawna Olsowka, Parent, commented on the opening of schools on August 17th and that parents and staff members were never informed of the proper procedures that the staff and students will follow. Ms. Olsowka inquired as to if measures are in place for a safe return to school and that it would be beneficial to have a later start date to ensure safety. Ms. Olsowka also inquired on the plan for hiring nurses as the nurse's aides were let go. She commented on the board majority taking the start of this school year very serious and stated that she would like a detailed explanation of the transferring \$1.2 million dollars.

Melani McReady, Parent, commented on school starting on August 17th and that she is not comfortable sending her 6 year old to school in a mask as it is still hot out at that time. She inquired as to if e-learning will be available for families who don't want their kids to be in school and commented that 6 year olds cannot and should not be expected to wear masks all day. She commented on parents taking their kids out of the district if e-learning isn't going to be offered.

(After Public Comments Superintendent Rivera read the following statement from Winifred Rodriguez:

"We are all familiar with the vicious name calling that is directed at the leadership of this board by politically driven members who lost control of the board through the will of the District 103 parents, families and voters.

Normally, as responsible leaders, we ignore these petty, personal attacks. But in recent weeks, the negative attacks have become more outrageous, more personal and more libelous and they appear in a Facebook Page that supposedly was set up to address the needs of the students.

Instead, it has become a vicious soapbox of hate, libel, name calling and personal attack.

The private online SD 103 Residents Page is controlled by five activists including two members of this board, colleagues who should be spending their efforts helping students and improving education instead of allowing false personal attacks to dominate the online blog.

Marge Hubacek and Shannon Johnson.

Recently, the Facebook Page has stepped up its hate and directed vicious, shameful and personal attacks against me.

Hubacek and Johnson, who run the blog, decide which comments are published and which are removed. They decide whether the blog will focus on the needs of the school children, the concerns of the school district, or focus instead on their own selfish politics and name calling.

Even though the comments they approve which viciously and personally have been attacking me are made by others – I believe by individuals who they know and work with – they are personally responsible for the libel and false statements that are being made and that are so disrespectful you have to ask how people like that can even be associated with the needs of our school children.

Let me repeat, Hubacek and Johnson control the blog and have the control to selectively remove and permit personal and unpleasant comments to be published prior to being displayed on this public forum.

Hubacek and Johnson have a right to their political opinions, regardless whether those policies hurt or harm the interests and needs of our students.

But what they do not have a right to do is manage a vicious campaign of hatred that wrongly attacks the members of this board and parents who are concerned about the interests of our school children.

The Facebook page, under Hubacek and Johnson's control, is a disgrace. It is shameful. Rather than being a source of accurate information about the school district and the needs of the students, it is a source of libel, name calling and vicious sour grapes that consumes their roles.

To allow disgraceful attacks that reference my son, a Chicago policeman dedicated to protecting the lives of families and the public, who lost his life in a motorcycle accident. These comments and attacks are not anonymous on this private Facebook Page. They are made by people directly associated with Hubacek and Johnson, including Johnson's activist husband, Earl Johnson.

Allowing individuals to post disparaging personal attacks in the wake of his death is the height of impertinence and unprofessionalism.

As board members, our responsibility is to focus on the needs of our school children and on the school district. We should do so with decorum and dignity and a shared vision and knowledge that in the end, what we do impacts these students directly.

We should always show leadership and professionalism, even when we disagree.

And we should set an example for our students, to encourage them to become contributing members of our society in leadership roles who even when they disagree do so in an agreeable tenor.

I want to thank those board members who have shown respect, Board President Jorge Torres, and Board Members Vito Campanile and Olivia Quintero. Your words of compassion reflect your genuine concern not only for me as a colleague, but also shows a foundation for your love for this district and its students.

As for Ms. Hubacek and Ms. Johnson, you should let go of your hate and muzzle the vicious anger. Instead of embracing the hate, the personal attacks, the lies, show some dignity and professionalism. Focus your efforts on making School District 103 the best school district in the country. Don't drag it down in to the gutter of your deficiencies.

Rather than be a source of information, the Facebook Page and the name calling that dominates it is an insult to this school district, an insult to every parent who works hard to provide the best environment for their children, an insult to every student who strives to excellence and achievement, and an insult to every member of this board. That two board members are behind this is just simply the height of unprofessionalism and disrespect.

Thank you.)

IV. Consent Agenda

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Consent Agenda after Board Member Hubacek removed Items A (Special Year End Bill List for FY2019-20) and C (Memorandum of Understanding) to be voted on after the Consent Agenda.

Upon Roll Call

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

B. Approval of Employment

1. Certified Personnel

- a. Licinda Ontiveros, Edison, Pre-K Teacher, SY2020-21, \$46,278.31

Special Year End Bill List for FY2019-20

Olivia Quintero moved seconded by Vito Campanile to authorize the payment of the special year end bill list for FY2019-20.

Upon Roll Call

Ayes:	Sharon Anderson Vito Campanile Shannon Johnson Olivia Quintero
-------	---

Winifred Rodriguez
Jorge Torres

Nays: Marge Hubacek

Absent: None

Motion carried

Memorandum of Understanding

Olivia Quintero moved seconded by Vito Campanile to approve the Memorandum of Understanding.

Upon Roll Call

Ayes: Vito Campanile
Olivia Quintero
Winifred Rodriguez
Jorge Torres

Nays: Sharon Anderson
Marge Hubacek
Shannon Johnson

Absent: None

Motion carried

VIII. Action Items

Resolution Approving Fund Transfers of Lyons School District 103, Cook County, Illinois

Olivia Quintero moved seconded by Vito Campanile to approve the Resolution Approving Fund Transfers of Lyons School District 103, Cook County, Illinois, as presented.

Upon Roll Call

Ayes: Vito Campanile
Olivia Quintero
Winifred Rodriguez
Jorge Torres

Nays: Sharon Anderson
Marge Hubacek

Shannon Johnson

Absent: None

Motion carried

Approval of SY2020-21 School Calendar

Winifred Rodriguez moved seconded by Olivia Quintero to approve the SY2020-21 School Calendar, as presented.

Upon Roll Call:

Ayes: Vito Campanile
Olivia Quintero
Winifred Rodriguez
Jorge Torres

Nays: Sharon Anderson
Marge Hubacek
Shannon Johnson

Absent: None

Motion carried

Approval of SY2020-21 Student Fees

Vito Campanile moved seconded by Olivia Quintero to approve the following student fees for SY 2020-21:

Registration Fee	\$54.00
Registration Fee if eligible for Reduced Meal	\$27.00
Registration Fee if eligible for Free Meal	\$ 0.00

Band & Orchestra	\$ 0.00
Basketball	\$ 0.00
Cheerleading	\$ 0.00
GWMS Activities (Interscholastic)	\$ 0.00
Masks – Personal Protective Equipment (replacement mask will cost \$3.00)	\$ 0.00

****Middle School:**

*P.E. Shirt	\$10.00
*P.E. Pants	\$10.00

***If eligible for Reduced Meal – Fee Reduced by 50%**

***If eligible for Free Meal – Reduced to \$0.00**

Upon Roll Call

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of SY2020-21 Breakfast and Lunch Fees

Olivia Quintero moved seconded by Vito Campanile to approve the following K-8 breakfast/lunch fees for SY 2020-21:

Milk	\$.40 per half-pint
Paid Breakfast	\$1.55
Reduced Breakfast	\$.30
Paid Lunch	\$2.95
Reduced Lunch	\$.40

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approve and Authorize Severance Agreement (Kresen)

Olivia Quintero moved seconded by Vito Campanile to approve and authorize the Severance Agreement with Sandy Kresen, as presented.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approve and Authorize Issuance of Notice of Non-Renewal to National Investigations

Olivia Quintero moved seconded by Vito Campanile to approve and authorize the issuance of notice of non-renewal to National Investigations, as presented.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of Registered Nurses, LPN's or CNA Positions

Vito Campanile moved seconded by Olivia Quintero to approve the hiring of 5 registered nurses or a combination of RN's, LPN's or CNA's not to exceed 5 staff members.

Upon Roll Call:

Ayes:	Vito Campanile Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	Sharon Anderson Marge Hubacek Shannon Johnson
Absent:	None

Motion carried

IX. Adjournment

Winifred Rodriguez moved seconded by Vito Campanile to adjourn at 8:13 p.m.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	None

Motion carried

Vito Campanile, Secretary

Jorge Torres, President

To Ken Getty, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on July 28, 2020
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries June 15 plus summer checks for teachers	06/01-06/15	\$ 1,667,846.09
Bank One	Soc. Sec. & Medicare Employees' Portion Federal Withholding 06/01-06/15	\$ 254,753.53
Bank One	Soc. Sec. & Medicare Employer's Portion 06/01-06/15	\$ 45,852.25
NuMark Credit Union	Credit Union Deductions 06/01-06/15	\$ 23,070.76
Illinois Department of Revenue	State Withholding 06/01-06/15	\$ 99,790.22
Illinois Municipal Retirement Fund	Employees' Portion 06/01-06/15	\$ 9,660.04
Illinois Municipal Retirement Fund	Employer's Portion 06/01-06/15	\$ 20,844.52
Teachers' Retirement System State of Illinois	TRS EMPLOYEE PAID 06/01-06/15 Employee 9%	\$ 251,537.73
Teachers' Retirement System State of Illinois	THIS Board Paid 0.92% Health "THIS" 06/01-06/15	\$ 22,548.17
Teachers' Retirement System State of Illinois	THIS Employee Paid 1.24% Health "THIS" 06/01-06/15	\$ 39,201.44
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & Title I, 10.1% 06/01-06/15	\$ 11,733.55
West Suburban Teachers' Unions #571	Teacher Union Dues 06/01-06/15	\$ 453.69
AXA VALIC	Tax Shelter Annuity 06/01-06/15	\$ 1,700.00
AXA Equitable Life	Tax Shelter Annuity 06/01-06/15	\$ 40,784.28
AXA Equitable Life 457(b)	Tax Shelter Annuity 06/01-06/15	\$ 7,376.68
First Investors Group	Tax Shelter Annuity 06/01-06/15	\$ 4,250.00
Great American Financial Resources	Tax Shelter Annuity 06/01-06/15	\$ 3,170.00
Lincoln Investment Planning	Tax Shelter Annuity 06/01-06/15	\$ 1,531.25

Waddell & Reed, Inc.	Tax Shelter Annuity 06/01-06/15	\$	300.00
AXA Equitable Life - Roth	06/01-06/15	\$	13,651.00
SEIU Local 73 COPE	06/01-06/15	\$	39.00
Service Employees International Union Local 73	Aides Union Dues 06/01-06/15	\$	808.50
Teachers' Health Insurance Security State of Illinois	Retiree Insurance March, 2020	\$	1,068.12
First American Bank H S A	Employee Deduction Board Contribution	\$ \$	14,757.17 -
State Disbursement Unit	06/01-06/15	\$	372.50
CoreSource - Flex Unreimbursed	06/01-06/15	\$	2,679.42
Net Salaries	06/16-06/30	\$	523,169.04
Bank One	Soc. Sec. & Medicare Employees' Portion Federal Withholding 06/16-06/30	\$	87,001.51
Bank One	Soc. Sec. & Medicare Employer's Portion 06/16-06/30	\$	18,960.85
NuMark Credit Union	Credit Union Deductions 06/16-06/30	\$	7,825.76
Illinois Department of Revenue	State Withholding 06/16-06/30	\$	31,589.93
Illinois Municipal Retirement Fund	Employees' Portion 06/16-06/30	\$	7,147.94
Illinois Municipal Retirement Fund	Employer's Portion 06/16-06/30	\$	14,714.82
Teachers' Retirement System State of Illinois	TRS Employees' Paid 06/16-06/30 9.00%	\$	56,266.92
Teachers' Retirement System State of Illinois	THIS Board Paid Health "THIS" 06/16-06/30	\$	6,421.18
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 06/16-06/30	\$	6,325.13
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 % 06/16-06/30	\$	3,888.67
West Suburban Teachers' Union #571	Teacher Union Dues 06/16-06/30	\$	-
AXA VALIC	Tax Shelter Annuity 06/16-06/30	\$	875.00

AXA Equitable Life	Tax Shelter Annuity 06/16-06/30	\$	10,499.82
AXA Equitable Life (457(b))	Tax Shelter Annuity 06/16-06/30	\$	1,091.67
First Investors Corp.	Tax Shelter Annuity 06/16-06/30	\$	1,100.00
Great American Financial Resources	Tax Shelter Annuity 06/16-06/30	\$	980.00
Lincoln Investment Planning	Tax Shelter Annuity 06/16-06/30	\$	1,391.25
Waddell & Reed, Inc.	Tax Shelter Annuity 06/16-06/30	\$	75.00
AXA Equitable Life - Roth	Tax Shelter Annuity 06/16-06/30	\$	3,219.00
SEIU Local 73 COPE	06/16-06/30	\$	-
Service Employees International Union Local 73	Union Dues Aides 06/16-06/30	\$	1,598.02
First American Bank H S A	Employee Deduction Board Contribution	\$ \$	3,751.79 -
State Disbursement Unit	06/16-06/30	\$	372.50
CoreSource - Flex Unreimbursed	06/16-06/30	\$	1,087.74
Marge Hubacek	Medicare Supplement June, 2020	\$	165.00
Dennis Krubl	Medicare Supplement June, 2020	\$	180.00

PAYEE	DATE PAID	AMOUNT
-------	-----------	--------

Board President

Board Secretary

Ana Lisa de Souza - 7.23.20
Prepared by

Johnson 7-23-20
Business Manager

Winterscheidt 7-23-2020
Superintendent

	Salaries/Benefits	Payroll summary includes Teacher's summer checks	\$ 3,329,678.45
	Special voucher requests		\$ -
Pages 1 - 26			\$ 2,223,167.74
Total Bill List Paid in Month			\$ 5,552,846.19

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90490	ACCOUNTEMPS	07/23/2020	55982892	W/E - 06/19/20 - temp help	0	2,207.63	9,831.31
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56002311	W/E - 06/26/20 - temp help	0	2,207.63	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56025528	W/E - 07/03/20	0	2,207.63	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56057770	W/E - 7/10/20	0	1,736.67	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,736.67	
			56088123	W/E 7/17/20	0	1,471.75	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,471.75	
90491	ALEXANDER, MARY L	07/23/2020	063020_Tuition Reimb	Tuition Reimb - RES5313 - 3 semester credit hours	0	525.00	525.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90492	ALGOR PLUMBING AND HEATING SUP	07/23/2020	118103	HOME	0	409.38	2,483.92
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		409.38	
			188021	ROBINSON	0	1,177.23	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,177.23	
			188166	GWSM	0	96.17	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		96.17	
			188167	GWSM	0	596.26	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		596.26	
			188207	Home School	0	204.88	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		204.88	
90493	AT&T	07/23/2020	708Z99260106_061620	A/C# 708 Z99-2601 169 6	0	64.07	64.07
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		64.07	
90494	AT&T	07/23/2020	S661185185-20156	BILL # 217 S66-1185 185 - WAN LINE	0	3,181.33	6,223.22
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,181.33	
			S661185185-20186	WAN LINE-NPA NNX LINE-a/c#217s66118 5	0	3,041.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,041.89	
90495	AT&T GLOBAL SERVICES	07/23/2020	SB177522	4632 SOUTH CLYDE - EB16162563	0	156.55	1,132.60
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB177523	4400 SOUTH HOME - EB16162566	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	
			SB177524	8101 OGDEN AVE - EB16162568	0	378.09	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		378.09	
			SB177525	4431 SOUTH GAGE - EB16162575	0	156.55	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB177526	4300 GROVE AVE - EB16163292	0	156.55	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		156.55	
			SB177527	4100 SCOLVILLE AVE - EB16163295	0	167.51	
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		167.51	
90496	BALMER, ALISON M	07/23/2020	TUITION REIMB_0620		0	525.00	525.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90497	BLUE CROSS BLUE SHIELD OF IL	07/23/2020	01062010002-080120	Pd covered: 8/1/20 - 8/31/20	0	310,734.44	310,734.44
10L000	4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.		310,734.44	
90498	BMO HARRIS COMMERCIAL CARD	07/23/2020	31793_070520		0	1,196.06	1,196.06
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,196.06	
90499	BOB & JOHN'S MOBIL	07/23/2020	060420	TICKET # 0131298/1028725 - \$24.02 TICKET # 0131304/1025040 - \$28.50 TICKET # 0131301/1021461 - \$161.32	0	213.84	663.13
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		213.84	
			070720	TICKET #S 0131311/0131313/01 31314/0131315/0131 319/0131322/013132 5/0131326/0131327/	0	449.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				0131328			
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		449.29	
90500	BOOKS BY THE BUSHEL, LLC	07/23/2020	18476	Newell - Linc	7032000197	1,421.20	1,421.20
10E000	1274 4110 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD 0-3/SUPPLIES/		1,421.20	
90501	BUCKEYE CLEANING CENTERS	07/23/2020	90226186	B & G supplies	7012000148	3,571.74	7,158.34
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,571.74	
			90228046	B & G supplies	7012000148	3,042.00	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,042.00	
			90235060	Lincoln School	0	544.60	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		520.60	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		24.00	
90502	CENTER FOR THE COLLABORATIVE C	07/23/2020	INV220092	COLLABORATIVE	3002000083	432.00	18,021.96
				CLASSROOM FOR 2ND GRADE			
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		432.00	
			INV220364	READING	3002100002	2,125.44	
10E300	1110 4200 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TEXTBOOKS		2,125.44	
			INV220365	Collaborative Classroom Textbooks	1002100004	3,687.12	
10E100	1110 4200 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TEXTBOOKS		3,687.12	
			INV220366	Center for the Collaborative Classroom order for Costello School	6002100001	3,898.80	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		3,898.80	
			INV220367	Center for Collaborative Classroom Reading	2002100001	3,898.80	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		3,898.80	
			INV220368	Reading Material	4002100004	3,979.80	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		3,979.80	
90503	CHICAGO OFFICE TECHNOLOGY GROU	07/23/2020	IN401263		0	417.31	417.31
10E000	2663 3240 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		417.31	
90504	CHICAGO METROPOLITAN FIRE PREV	07/23/2020	IN00338449	B/A MONITORING - 7/1/20 - 9/30/20 - ADMIN	0	114.75	803.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		114.75	
			IN00338450	B/A MONITORING 7/1/20-9/30/20-COS TELLO	0	114.75	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		114.75	
			IN00338451	B/A MONITORING - 7/1/20 - 9/30/20 - ROBINSON	0	114.75	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		114.75	
			IN00338452	B/A MONITORING - 7/1/20 - 9/30/20 - GWSM	0	114.75	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		114.75	
			IN00338453	B/A MONITORING - 7/1/20 - 9/30/20 - EDISON	0	114.75	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		114.75	
			IN00338454	B/A MONITORING - 7/1/20 - 9/30/20 - HOME	0	114.75	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		114.75	
			IN00338455	B/A MONITORING - 7/1/20 - 9/30/20 - LINCOLN	0	114.75	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		114.75	
90505	CITYMEDIA	07/23/2020	1005	SOCIAL MEDIA MGT/GRAPHIC DESIGN-JUNE & JULY	0	4,000.00	4,000.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		4,000.00	
90506	CLARITY ENROLLMENT SOLUTIONS	07/23/2020	244	EASE	0	324.00	324.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		324.00	
90507	CLOVERLEAF FARMS - CLOVER CRES	07/23/2020	2181494	GWSM	0	454.64	6,503.50
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		454.64	
			2181495	COSTELLO	0	276.74	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		276.74	
			2181496	EDISON	0	444.76	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		444.76	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	2560 3150 00 000000		2181497	HOME EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT	0	296.51 296.51	
10E300	2560 3150 00 000000		2181498	LINCOLN EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	454.64 454.64	
10E400	2560 3150 00 000000		2181499	ROBINSON EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	276.74 276.74	
10E500	2560 3150 00 000000		2182453	GWSM EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -	0	179.25 179.25	
10E600	2560 3150 00 000000		2182454	COSTELLO EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	143.40 143.40	
10E100	2560 3150 00 000000		2182455	EDISON EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA	0	143.40 143.40	
10E200	2560 3150 00 000000		2182456	HOME EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT	0	286.80 286.80	
10E300	2560 3150 00 000000		2182457	LINCOLN EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	454.10 454.10	
10E400	2560 3150 00 000000		2182458	ROBINSON EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	274.85 274.85	
10E500	2560 3150 00 000000		2182579	GWSM EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -	0	-227.05 -227.05	
10E600	2560 3150 00 000000		2182580	COSTELLO EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	-59.75 -59.75	
10E100	2560 3150 00 000000		2182581	EDISON EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA	0	-95.60 -95.60	
10E300	2560 3150 00 000000		2182582	LINCOLN EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	-286.80 -286.80	
10E500	2560 3150 00 000000		2183139	GWSM EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -	0	231.27 231.27	
10E600	2560 3150 00 000000		2183140	COSTELLO EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	213.48 213.48	
10E100	2560 3150 00 000000		2183141	EDISON EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA	0	515.92 515.92	
10E300	2560 3150 00 000000		2183142	LINCOLN EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	195.69 195.69	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E500	2560 3150 00 000000		2183975	GWSM EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -	0	231.27	231.27
10E600	2560 3150 00 000000		2183976	COSTELLO EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	160.11	160.11
10E200	2560 3150 00 000000		2183977	HOME EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT	0	284.64	284.64
10E300	2560 3150 00 000000		2183978	LINCOLN EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	355.81	355.81
10E400	2560 3150 00 000000		2183979	ROBINSON EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	249.06	249.06
10E500	2560 3150 00 000000		2185033	GWSM EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -	0	160.11	160.11
10E600	2560 3150 00 000000		2185034	COSTELLO EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	53.37	53.37
10E100	2560 3150 00 000000		2185035	EDISON EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA	0	213.48	213.48
10E200	2560 3150 00 000000		2185036	HOME EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT	0	88.95	88.95
10E300	2560 3150 00 000000		2185037	LICOLN EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR	0	302.44	302.44
10E400	2560 3150 00 000000		2185038	ROBINSON EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT	0	231.27	231.27
90508	COMCAST CABLE	07/23/2020	0006742_062220	A/C#8771 20 140 0006742	0	253.15	253.15
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		253.15	
90509	CONNOR & GALLAGHER INS. SERVIC	07/23/2020	38491	Basic Accident Renewa/Catastroph c Accident - 7/1/20 - 7/1/21	0	12,932.00	12,932.00
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		11,300.00	
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		1,632.00	
90510	CONSTRUCTIVE PLAYTHINGS	07/23/2020	5173997100	Newell - Lincoln	7032000184	672.93	611.75
10E000	1275 4010 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		672.93	
			51756467701	Newell - Lincoln - Sales tax credit	7032000184	-61.18	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1275 4010 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		-61.18	
90511	CORRELL, John H.	07/23/2020	062920_AUDIT	Completion of Special Education/Special Services Audit - Winter/Spring 2020	0	8,000.00	8,000.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		8,000.00	
90512	DAESCHLER, Kelly D	07/23/2020	TUITION REIMB_062520	TUITION REIMB - 37127 - TECHNIQUES OF TEACHING ENGLISH AS A 2ND LANGUAGE	0	525.00	525.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90513	DEARBORN NATIONAL LIFE INS. CO	07/23/2020	F015478_070120	A/C#F015478	0	7,876.31	7,876.31
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		7,876.31	
90514	DESPLAINES VALLEY NEWS	07/23/2020	19736	Legal Notice Bid - week of 6/18/20	0	214.50	214.50
10E000	2310 3500 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		214.50	
90515	DIRECT ENERGY SERVICES	07/23/2020	201750042494130	A/C#1102724	0	19,123.96	19,123.96
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		3,201.83	
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,807.50	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,872.40	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,684.56	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		6,667.53	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		136.53	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		3,753.61	
90516	DISCOUNT SCHOOL SUPPLY	07/23/2020	P39531690101	CONTE	3002000060	137.11	383.91
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		137.11	
10E000	1275 4010 00 370500			W46848520101 Newell Edison	7032000185	246.80	
90517	EASTER SEALS METROPOLITAN CHIC	07/23/2020	23568	SY - Jun'20	0	4,105.05	4,105.05
10E100	1912 6700 00 000000			EDUCATION/EDISON ELEMENTARY/OTHER LEA PRIVATE TUITION/T		4,105.05	
90518	ED-RED	07/23/2020	103-C FY20/21	FY 20/21 Membership	0	3,500.00	3,500.00
10E000	2320 6400 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		3,500.00	
90519	EDLIO	07/23/2020	20837	WEBSITE SUBSCRIPTION Renewal-Website Content Mgt	7042000066	7,200.00	7,200.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 2663 4700 00 000000				System - 7/1/20 - 6/30/21			
			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF			7,200.00	
90520 ELLEVATION EDUCATION		07/23/2020	5209	Ellevation Subscription Agreement (material for ESL) - 6/1/20 - 5/31/21	7002000062	6,114.00	14,592.19
10E000 1801 4100 00 490900				EDUCATION/DISTRICT OFFICE/ESL LIPLS/SUPPLIES/LIPLS		6,114.00	
			5210	Ellevation Subscription Agreement (material for ESL) - 6/1/20 - 5/31/21	7002000062	8,478.19	
10E000 1801 4110 00 490900				EDUCATION/DISTRICT OFFICE/ESL LIPLS/SUPPLIES/LIPLS		8,478.19	
90521 EMBRACE EDUCATION		07/23/2020	6875	Program Subscription Renewal - SY 2020/2021	0	5,250.00	5,250.00
10E000 1250 3160 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/DATA PROCESSING/STATI		5,250.00	
90522 FLEMMING, MIRANDA L		07/23/2020	TUITION REIMB_062320	Tuition Reimb - TESL 410-CSE - 3 semester credit hours	0	525.00	525.00
10E000 2210 3140 00 000000				EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90523 FOLLETT SCHOOL SOLUTIONS		07/23/2020	681883F	Title I materials - GWMS	7032000173	37.89	37.89
10E000 1250 4100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		37.89	
90524 FORECAST5 ANALYTICS, INC.		07/23/2020	INV12125	Lic Agreement Renewal - 7/1/20 - 6/30/21	0	21,265.00	21,265.00
10E000 2663 4700 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		21,265.00	
90525 FRONTLINE TECHNOLOGIES GROUP,		07/23/2020	INVUS119531	Renewal - Absence & Sub Mgt - 7/1/20 - 6/30/21	0	7,021.76	7,021.76
10E000 2520 3900 00 000000				EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		7,021.76	
90526 FULLMER LOCKSMITH SERVICE, INC		07/23/2020	N24111	GWMS - Kitchen Storage	0	185.00	185.00
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		185.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90527	G & O THERMAL SUPPLY COMPANY	07/23/2020	5101111-00	4300 GROVE	0	150.96	286.34
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		150.96	
			5101460-00	4400 HOME	0	299.66	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		299.66	
			5101576-00	Press switch-credit	0	-164.28	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		-164.28	
90528	GARVEY'S OFFICE PRODUCTS	07/23/2020	PINV1924980	JESSICA	3002000087	53.80	813.60
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		53.80	
			PINV1925581	SAWA	3002000068	169.55	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		169.55	
			PINV1925585	MCCABE	3002000067	158.00	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		158.00	
			PINV1929880	MCCABE	3002000067	7.48	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		7.48	
			PINV1935197	GLORY SMTIH	3002000066	267.91	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		267.91	
			PINV1935205	GLORY SMITH	3002000084	156.86	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		156.86	
90529	GLOBAL WATER TECHNOLOGY	07/23/2020	48446	Monthly Water Treatment	0	310.50	310.50
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		310.50	
90530	GRAND PRAIRIE TRANSIT	07/23/2020	RTINV1005257	JUNE 2020	0	4,274.25	4,274.25
40E000	2550 3310 00 000000			TRANSPORTATION			
				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		4,274.25	
90531	GREY, CATHERINE A	07/23/2020	TUITION REIMB_061420	TUITION REIMB-CIL	0	525.00	525.00
				501 -3 SEMESTER CREDIT HRS			
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90532	GROOT INDUSTRIES	07/23/2020	5694046	A/C#3098-354412 - Home - Billing Pd - July'20	0	283.92	3,300.65
20E200	2540 3210 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		283.92	
			5694047	A/C#3098-232472 - Edison - Billing Pd - July'20	0	688.97	
20E100	2540 3210 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		688.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			5694048	A/C#3098-371263 - Robinson - Billing Pd - July'20	0	474.70	
20E400	2540 3210 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		474.70	
			5694049	A/C#3098-287893 - Lincoln - Billing Pd - July'20	0	581.78	
20E300	2540 3210 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		581.78	
			5694050	A/C#3098-364545 - Costello - Billing Pd - July'20	0	563.66	
20E600	2540 3210 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		563.66	
			5694051	A/C#3098-406023 - GWSM - Billing Pd - July'20	0	707.62	
20E500	2540 3210 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		707.62	
90533	GUARDIAN	07/23/2020	DENTAL_062320	DENTAL - JUNE	0	1,719.42	1,719.42
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		206.87	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		94.72	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		1,296.47	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		121.36	
90534	GUARDIAN - ALTERNATE FUNDED	07/23/2020	469383_070220	Group #: 00469383	0	17,648.05	17,648.05
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		17,648.05	
90535	GUARDIAN VISION	07/23/2020	VISION_062320	VISION - JUNE 2020	0	1,801.86	1,801.86
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		177.11	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		1,612.95	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		11.80	
90536	GUARDIAN ACCIDENT COVERAGE	07/23/2020	ACCIDENT_062320	ACCIDENT-JUNE'2020	0	917.25	917.25
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		840.13	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		77.12	
90537	GUARDIAN V CRITICAL ILLNESS	07/23/2020	CRITICAL_062320	CRITICAL ILLNESS-JUNE 2020	0	1,584.65	1,584.65
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		812.23	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		772.42	
90538	GUARDIAN VOL CI RIDER COVERAGE	07/23/2020	RIDER_062320	RIDER -JUNE 2020	0	134.13	134.13
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		79.41	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		54.72	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90539	HAYES MECHANICAL	07/23/2020	460278	LINCOLN - Condenser	0	1,312.18	2,817.18
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,312.18	
			460289	EDISON-pneumatic tubing leak	0	457.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		457.00	
			460292	EDISON-blower motor	0	725.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		725.00	
			460303	GWSM - reset unit and tested operation	0	323.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		323.00	
90540	HEARTLAND HEALTH OUTREACH CCIS	07/23/2020	14856	T.T.-ROBINSON	0	337.57	1,091.93
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		337.57	
			15005	Lincoln/Center for	0	340.18	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		340.18	
			15070	Lyon	0	66.50	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		66.50	
			15164	Robinson	0	174.40	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		174.40	
			15315	HOME	0	173.28	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		173.28	
90541	HELPING HAND CENTER	07/23/2020	11926	TUITION RSY - IV-6/1/20-6/10/20	0	2,803.36	6,657.98
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		2,803.36	
			11988	TUITION ESY - IV-6/16/20-6/30/20	0	3,854.62	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		3,854.62	
90542	HRDIRECT	07/23/2020	INV8992724	POSTER GUARD 1 YEAR	0	84.99	84.99
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		84.99	
90543	IL COUNTIES RISK MGMT TRUST	07/23/2020	R2-1000533-2021-01D	Porp & Liab and Worker's Comp-7/1/20 - 7/1/21 - 25% DOWN	0	56,626.00	56,626.00
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		29,749.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		26,876.25	
90544	IMPERIAL SURVEILLANCE INC.	07/23/2020	INV-009197	Qtrly Srvc Agreement - 6/18/20 - 9/17/20	0	1,611.18	1,611.18
20E100	2546 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/SECURITY SERVICES/REPAI		230.17	
20E200	2546 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/SECURITY SERVICES/REPAIR		230.17	
20E300	2546 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/SECURITY SERVICES/REPA		230.17	
20E400	2546 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/SECURITY SERVICES/REP		230.17	
20E500	2546 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/SECURITY SERVICE		230.17	
20E600	2546 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/SECURITY SERVICES/REP		230.17	
20E000	2546 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/SECURITY SERVICES/REPAIR		230.16	
90545	INTERPRENET, LTD	07/23/2020	91538	Spanish class-BR	0	255.00	425.00
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		255.00	
			92289	INTERPRETER SRVCS - TS	0	170.00	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		170.00	
90546	JOHNSON CONTROLS FIRE PROTECTI	07/23/2020	21681884	WASHINGTON - A/C#95603038 - FIRE ALARM	0	200.00	29,317.80
20E500	2546 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/SECURITY SERVICE		200.00	
			21687253	LINCOLN - A/C#103-5506882 - FIRE ALARM	0	1,623.00	
20E300	2546 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/SECURITY SERVICES/REPA		1,623.00	
			21687912	EDISON - A/C#30058150 - FIRE ALARM	0	1,801.00	
20E100	2546 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/SECURITY SERVICES/REPAI		1,801.00	
			21688826	HOME - A/C#103-79312700 - FIRE ALARM	0	1,768.00	
20E200	2546 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/SECURITY SERVICES/REPAIR		1,768.00	
			21689693	ROBINSON - A/C#103-76606247 - FIRE ALARM	0	1,517.00	
20E400	2546 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/SECURITY SERVICES/REP		1,517.00	
			21694842	ADMIN BLDG - A/C#00709957 - FIRE ALARM	0	939.00	
20E000	2546 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/SECURITY SERVICES/REPAIR		939.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			41386010	Fire Alarm. Reference 617210401 PROJ #:311-617210401	1002000016	21,356.80	
90E100	2540 3100 00 000000			LIFE SAFETY/EDISON ELEMENTARY/OPERATION AND MAINTENANCE		2,418.75	
90E100	2540 4100 00 000000			LIFE SAFETY/EDISON ELEMENTARY/OPERATION AND MAINTENANCE		18,938.05	
			86812157	a/c#311-95603038 - ANSUL HOOD SYSTEM	0	113.00	
20E500	2546 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/SECURITY SERVICE		113.00	
90547	KONICA MINOLTA PREMIER FINANCE	07/23/2020	418559977	BILL PD: 6/29/20-7/29/20 - CONTRACT & MAINTENANCE	0	8,725.00	8,725.00
10E000	2663 3240 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		5,037.50	
10E000	2663 3240 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		3,687.50	
90548	LAGRANGE AREA DEPT OF SPECIAL	07/23/2020	FY20-302-1032	Interpreter-Spanis h-C.C -1/23/20	0	184.38	1,306,471.66
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		184.38	
			FY21-100-103A	COOPERATIVE ASSESSMENT	0	70,501.03	
10E000	4120 6050 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		70,501.03	
			FY21-300-103	FY21 PURCHASE SERVICE PRE BILL	0	1,235,786.25	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		1,235,786.25	
90549	LAKESHORE LEARNING MATERIALS	07/23/2020	1036130620	CLARA	3002000086	163.99	1,393.89
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		163.99	
			1036170620	AUDIFFRED	3002000075	164.95	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		164.95	
			1066330620	KERRY PALIDER	3002000054	194.28	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		194.28	
			1066390620	LIZ PRUITT	3002000056	120.70	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		120.70	
			1066460620	ASHLEY SINGER	3002000057	174.70	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		174.70	
			1066610620	CARDONA	3002000062	81.46	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		81.46	
			1066650620	BELLAMY	3002000063	145.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		145.95	
			1066740620	HONDROPOULOS	3002000073	175.92	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		175.92	
			1066760620	GUZMAN	3002000074	171.94	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		171.94	
90550 LIBRARY STORE		07/23/2020	451539	RUFO	3002000082	102.96	275.71
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		102.96	
			451630	JORDAN	3002000072	172.75	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		172.75	
90551 LOCKWOOD, HOLLY L		07/23/2020	TUITION REIMB_062320	Tuition Reimb-TESL 410-CXI-3 semester credit hours	0	525.00	525.00
10E000 2210 3140 00 000000				EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90552 LUCIANO, MIA A		07/23/2020	TUITION REIMB_0620	Tuition Reimb - MSED 610Z2 - 3 semester credit hours FY 2019-2020	0	525.00	525.00
10E000 2210 3140 00 000000				EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90553 MAXIM STAFFING SOLUTIONS		07/23/2020	7357710366	Period End - 5/16/20	0	8,368.00	9,180.00
10E300 1220 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/CROSS-CATEGORICAL (CC)/OTH		980.00	
10E300 1220 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/CROSS-CATEGORICAL (CC)/OTH		980.00	
10E300 1220 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/CROSS-CATEGORICAL (CC)/OTH		1,008.00	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,750.00	
10E400 2130 3900 00 000000				EDUCATION/ROBINSON ELEMENTARY/HEALTH SERVICES/OTHER PUR		1,650.00	
10E400 2130 3900 00 000000				EDUCATION/ROBINSON ELEMENTARY/HEALTH SERVICES/OTHER PUR		2,000.00	
			7403720366	Period End - 6/13/20	0	812.00	
10E300 1220 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/CROSS-CATEGORICAL (CC)/OTH		812.00	
90554 MCCONAHAY ENTERPRISES, LLC		07/23/2020	202006.1	Financial & Mgt Consulting - 5/11/20-6/30/20	0	10,100.00	10,100.00
10E000 2520 3900 00 000000				EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		10,100.00	
90555 MENARDS-FRONT END MANAGER		07/23/2020	52342	GWMS	0	338.97	959.23
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		338.97	
			53977	TRANSACTION#8854	0	17.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		17.98	
			54369	LINCOLN	0	337.83	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		337.83	
			54742	EDISON	0	264.45	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		264.45	
90556	MLPLUMBING,LLC dbaDELL PLUMBIN	07/23/2020	002509	Home - North Fan well pump	0	2,000.00	5,257.62
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		2,000.00	
			002511	Robinson - downspout drain line	0	1,800.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,800.00	
			002513	Home - Domestic hot water	0	137.62	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		137.62	
			002671_062920	GWMS - Electric Water Heater	0	1,320.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,320.00	
90557	NICOR GAS	07/23/2020	920308_062420	Bill Pd:5/24/20-6/23/20	0	41.24	41.24
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		41.24	
90558	OFFICE OF THE STATE FIRE MARSH	07/23/2020	9630541	COSTELLO - BOILER CERTIFICATE/INSPEC TION	0	200.00	200.00
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		70.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		30.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		70.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		30.00	
90559	ORIGO EDUCATION	07/23/2020	SI0012726	Textbook order for Costello School	6002100000	7,912.47	43,360.97
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		7,912.47	
			SI0012732	Origo Stepping Stones	2002100000	7,988.20	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		7,988.20	
			SI0012738	MATH BOOKS	3002100001	11,972.57	
10E300	1110 4200 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TEXTBOOKS		11,972.57	
			SI0012744	Math Books for	4002100002	7,735.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 4200 00 000000			students EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		7,735.75	
			SI0012747	Math Textbooks	1002100000	7,751.98	
10E100	1110 4200 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TEXTBOOKS		7,751.98	
90560	PAJEAU, KERRI L	07/23/2020	TUITION REIMB_062320	Tuition reimb-TESL410-CXI - 3 semester credit hours	0	525.00	525.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90561	PAPER MAGIC GROUP, INC.	07/23/2020	13333488	CARDONA	3002000061	96.55	96.55
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		96.55	
90562	PARAGON PROFESSIONAL SERVICES,	07/23/2020	I-200101	BAS Training	0	320.00	320.00
20E000	2540 3900 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		320.00	
90563	PARKLAND PREPARATORY ACADEMY S	07/23/2020	1963	Robinson - HS - Jun'20	0	4,226.80	4,226.80
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		4,226.80	
90564	PERFORMANCE FOODSERVICE-FOX RI	07/23/2020	4351031	GWSM	0	515.05	515.05
10E500	2560 3900 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/OTHER		509.55	
10E500	2560 3900 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/OTHER		5.50	
90565	PITNEY BOWES GLOBAL FINANCIAL	07/23/2020	1015936324	E-Z SEAL 5 GALLON CUBETAINER PRODUCT 605-0	0	96.89	606.86
10E000	2310 3400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		96.89	
			3104075595	Billing Pd: 7/9/20 - 10/8/20	0	509.97	
10E000	2310 3400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		509.97	
90566	PREFERRED MEAL SYSTEMS, INC.	07/23/2020	CDIM/1083309	del DATES: 6/4/20 - 6/4/20	0	13,124.16	55,595.40
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		2,369.64	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,640.52	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,822.80	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		2,187.36	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		2,734.20	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		2,369.64	
			CDIM/1087298	DEL DATES: 6/9/20 - 6/11/20	0	14,582.40	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		2,187.36	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		2,551.92	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,822.80	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,822.80	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		3,098.76	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		3,098.76	
			CDIM/1088468	Delivery Dates: 6/16/20 - 6/18/20	0	12,668.46	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		2,187.36	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,367.10	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,275.96	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,822.80	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		2,734.20	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		3,281.04	
			CDIM/1088468_CM	SITE 1004-300610 - REFUSED/SHIPMENT RETURNED-HOME	0	-2,734.20	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		-2,734.20	
			CDIM/1093522	DEL DATES: 6/23/20 - 6/25/20	0	10,936.80	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		1,093.68	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,913.94	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,002.54	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,458.24	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		1,822.80	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		3,645.60	
			CDIM/1095142	DEL DATES: 6/30/20 - 6/30/20	0	7,017.78	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		911.40	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,093.68	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,002.54	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		729.12	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		1,640.52	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,640.52	
90567	Quality Network Solutions, Inc	07/23/2020	50643	Monthly Contract Service	0	24,740.00	24,740.00
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		24,740.00	
90568	RADLEY, TAYLOR	07/23/2020	TUITION REIMB_062520	Tuition Reimb - 37127 - 3 semester credit hours	0	525.00	525.00
10E000	2210 3140 00 493200			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		525.00	
90569	REALLY GOOD STUFF, LLC	07/23/2020	7243466	VELAZQUEZ	3002000069	158.94	482.42
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		158.94	
			7243467	MARKHAM	3002000071	160.92	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		160.92	
			7245919	OMALLEY	3002000070	162.56	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		162.56	
90570 SCHINDLER ELEVATOR CORPORATION		07/23/2020	7153125657	EDISON-LOAD HYDRAULIC PRESSURE TEST - 10/11/19	0	500.00	1,258.22
20E100 2540 3200 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		500.00	
			8105379440	EDISON - Qtrly Billing - 7/1/20-9/30/20	0	758.22	
20E100 2540 3200 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		758.22	
90571 SCHOLASTIC INC (BOOKS/CATALOG)		07/23/2020	21918338	Newell Linc	7032000198	390.29	548.79
10E000 1275 4110 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		390.29	
			34249692	MILLERICK	3002000079	60.00	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		60.00	
			34249695	MILLERICK	3002000079	90.00	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		90.00	
			34249698	MILLERICK	3002000079	8.50	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		8.50	
90572 SCHOOL SPECIALTY		07/23/2020	208124607647	Preschool Materials - Lincoln	7032000129	496.43	1,926.46
10E000 1275 4010 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		496.43	
			208124643610	Title I Materials - Edison	7032000151	550.65	
10E000 1250 4100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		550.65	
			208125242596	RINCHIUSO	3002000078	21.97	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		21.97	
			208125242603	WALZ	3002000076	152.04	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		152.04	
			208125242809	NEW CD	3002000085	179.57	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		179.57	
			208125243106	KARON	3002000077	107.72	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		107.72	
			208125245381	SCHWAB	3002000080	80.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		80.75	
			208125273288	School Supplies/Envelopes , Labels, Paper Trimmer, Folders, Markers, Scissors, Paper, etc.	1002000015	43.86	
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		43.86	
			208125303707	Handwriting Paper	2002100003	48.63	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		48.63	
			208125303708	Writing Paper	4002100001	84.00	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		84.00	
			208125303712	Handwriting Paper	1002100002	44.80	
10E100	1110 4200 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TEXTBOOKS		44.80	
			208125313324	Classroom Direct/School paper order	6002100004	116.04	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		116.04	
90573	SCOUT ELECTRIC SUPPLY CO.	07/23/2020	167986	HOME-SUMP PUMP	0	94.24	94.24
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		94.24	
90574	SKYWARD	07/23/2020	0000204295	SOFTWARE LICENSE - 7/1/20-6/30/21	0	58,859.76	62,650.76
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		58,859.76	
			0000205093	CRYSTAL REPORT MAINTENANCE RENEWAL-7/1/20-6/3 0/21	0	119.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		119.00	
			0000205569	NEW STUDENT ONLINE ENROLLMENT LICENSE-7/1/20-6/3 0/21	0	3,672.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		3,672.00	
90575	SOARING EAGLE ACADEMY	07/23/2020	20334	TUITION ESY-JUL'20 - PJ - ROBINSON	0	8,704.52	8,704.52
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		8,704.52	
90576	SOFTCHOICE	07/23/2020	5405569	Microsoft Server	7042000065	23,805.04	23,805.04

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 2663 4700 00 000000				and Office License EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		23,805.04	
90577 SUPER DUPER INC		07/23/2020	2527068	PALIDER / PALOUCEK	3002000064	146.60	146.60
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		146.60	
90578 SYMMETRY ENERGY SOLUTIONS LLC		07/23/2020	7240094	PD CYCLE: APRIL 2020	0	4,120.35	4,120.35
20E000 2540 4650 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		336.10	
20E600 2540 4650 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		428.45	
20E100 2540 4650 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		667.29	
20E200 2540 4650 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		359.31	
20E300 2540 4650 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		670.46	
20E400 2540 4650 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		478.54	
20E000 2540 4650 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		110.20	
20E500 2540 4650 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,070.00	
90579 TALX UC EXPRESS		07/23/2020	2050057837	Qtrly Unemployment Claim Mgt- Srvc fee - 3/1/20-5/31/20	0	303.88	934.95
10E000 2310 3900 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		303.88	
			2050096865	Qtrly Unemployment Case Mgt-Claims - 3/1/20-5/31/20	0	379.07	
				service Fee - 6/1/20-8/31/20			
10E000 2310 3900 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		379.07	
			2050118641	Unemployment Case Mgt - Claims - 6/1/20 - 6/30/20	0	240.00	
10E000 2310 3900 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		240.00	
			2050120139	Claims	0	12.00	
10E000 2310 3900 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		12.00	
90580 TEACHER DIRECT		07/23/2020	INV/2020/10652	SOKOLOWSKI	3002000081	161.50	1,608.30
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		161.50	
			INV/2020/10680	THOMAS	3002000050	174.64	
10E300 1110 4100 00 000000				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		174.64	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300	1110 4100 00 000000		INV/2020/10691	BECKER ORDER	3002000046	173.64	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		173.64	
10E300	1110 4100 00 000000		INV/2020/10723	COLUCCI	3002000048	169.22	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		169.22	
10E300	1110 4100 00 000000		inv/2020/10800	LIZ PRUITT	3002000055	69.00	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		69.00	
10E300	1110 4100 00 000000		INV/2020/10803	SAMANTHA ALONZO	3002000052	172.92	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		172.92	
10E300	1110 4100 00 000000		INV/2020/10806	CHERYL LUDWIG	3002000053	174.94	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		174.94	
10E300	1110 4100 00 000000		INV/2020/10808	CHEESSEMAN	3002000047	163.28	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		163.28	
10E300	1110 4100 00 000000		INV/2020/10839	RISKE/JALOVE	3002000051	349.16	
				EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		349.16	
90581	THE ACHIEVEMENT CENTERS, INC.	07/23/2020	42437	JV - May'20	0	3,057.80	3,057.80
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		3,057.80	
90582	TRANE	07/23/2020	8327702	7100 S. Madison Willowbrook	0	1,168.18	1,168.18
20E000	2540 4110 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,168.18	
90583	TRUSTMARK HEALTH BENEFITS, INC	07/23/2020	RUNOUT FEE 07.01.20	Flex Spending Run Out Fees	0	628.00	628.00
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		628.00	
90584	UNIQUE PRODUCTS	07/23/2020	393169	GWSM - POWER CORD WORN OUT	0	390.06	390.06
20E500	2544 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/CARE AND UPKEEP		390.06	
90585	UNITED STATES TREASURY	07/23/2020	2019-PCORI FEE	2019 PCORI FEE	0	1,043.70	1,043.70
10E000	1110 2220 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/MEDICAL INSURANCE		1,043.70	
90586	VERIZON WIRELESS	07/23/2020	985786869	BILL SUMMARY - 5/24/20 - 6/23/20	0	1,424.29	1,424.29
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,424.29	
90587	VERN'S AUTO SERVICE	07/23/2020	4739	2016 FORD TRUCK TRANSIT CONNECT-OIL CHANGE	0	75.00	245.00
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		75.00	
			4740	2017 FORD TRUCK	0	45.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2545 3230 00 000000			F250 - OIL & FILTER			
			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI			45.00	
			4745	2008 FORD TRUCK	0	45.00	
				F250 - OIL & FILTER			
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		45.00	
			4751	2017 FORD TRANSIT-OIL CHANGE	0	80.00	
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		80.00	
90588	VILLAGE OF LYONS	07/23/2020	H018508-052720	Elevator Reinspection - Costello	0	100.00	100.00
20E600	2540 3200 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		100.00	
90589	VILLAGE OF LYONS WATER DEPARTM	07/23/2020	010999-063020	ROBINSON	0	29.20	1,185.65
20E400	2540 3700 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		29.20	
			011801-063020	GWSM ANNEX	0	185.80	
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		185.80	
			011802-063020	ADM	0	42.40	
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		42.40	
			011803-063020	GWMS	0	696.80	
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		696.80	
			011804-063020	SHOP	0	127.40	
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		127.40	
			011813-063020	LEGION	0	104.05	
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		104.05	
90590	VILLAGE OF STICKNEY WATER DEPT	07/23/2020	101878_063020	HOME - water - date of srvc - 5/11/20-6/12/20	0	50.08	200.08
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		50.08	
			101878_071420	HIOME - date of srvc - 6/11/20-7/13/20	0	50.00	
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		50.00	
			101884_063020	EDISON - water - date of srvc - 5/11/20-6/12/20	0	50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E100	2540 3700 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			50.00	
			101884_071320	EDISON - date of srvc - 6/11/20-7/13/20	0	50.00	
20E100	2540 3700 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			50.00	
90591	VILLAGE OF BROOKFIELD	07/23/2020	400067001-070920	EDISON - JUN'20	0	36.45	36.45
20E300	2540 3700 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			36.45	
90592	VILLAGE HOME & ELECTRICAL SERV	07/23/2020	052720.A-HOME	HOME	0	880.00	1,495.00
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			880.00	
			060620.A-HOME	HOME	0	165.00	
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			165.00	
			070220_GWMS	GWMS - electric water heater	0	450.00	
20E500	2540 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			450.00	
90593	WEST 40 ISC #2	07/23/2020	20-1305	IL PERFORMANCE EVALUATION-ST	0	436.29	436.29
10E000	1250 1310 00 430000		EDUCATION/DISTRICT OFFICE/TITLE I/TEACHER EXTRA DUTY/TI			436.29	
90594	WEST 40 RSSP	07/23/2020	RSSP20-16-21	APR'20 - 19 DAYS - CG	0	2,185.00	9,545.00
10E000	4110 6000 00 000000		EDUCATION/DISTRICT OFFICE/PAYMENTS FOR REGULAR PROGRAMS			2,185.00	
			RSSP20-17-21	MAY'20 - 18 DAYS - CG	0	2,070.00	
10E000	4110 6000 00 000000		EDUCATION/DISTRICT OFFICE/PAYMENTS FOR REGULAR PROGRAMS			2,070.00	
			RSSP20-17A-21	JAN-MAR'20 - 46 DAYS - CG	0	5,290.00	
10E000	4110 6000 00 000000		EDUCATION/DISTRICT OFFICE/PAYMENTS FOR REGULAR PROGRAMS			5,290.00	
90595	ZANER-BLOSER EDUCATIONAL PUBLI	07/23/2020	10246574	Writing books for students	4002100000	773.36	4,207.07
10E000	1110 4200 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS			773.36	
			10246575	Zaner Bloser writing order for Costello school	6002100002	773.36	
10E000	1110 4200 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS			773.36	
			10246584	Zaner Bloser Writing	2002100002	773.36	
10E000	1110 4200 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS			773.36	
			10246592	3RD GRADE	3002100003	1,113.63	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300	1110 4200 00 000000			HANDWRITING EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TEXTBOOKS		1,113.63	
10E100	1110 4200 00 000000		10246631	Writing Textbooks	1002100001	773.36	
90596	ZARENANA, EMELIA G	07/23/2020	TUITION REIMB 062819	Tuition Reimb - 6310 - 3 semester credit hours FY 20182-2019	0	175.00	1,225.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		175.00	
10E000	2210 3140 00 000000		TUITION REIMB-050120	Tuition Reimb - 6993 and 6694 - 3 semester credit hours for each course FY 2019-2020	0	1,050.00	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		1,050.00	
			107	Computer	Check(s) For a Total of		2,224,412.74

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90453	VILLAGE HOME & ELECTRICAL SERV	07/20/2020	052720_HOME	Dedicated North Pump Pit Circuit - HOME	0	880.00	1,245.00
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME	ELEMENTARY/OPERATION AND MAINTENANCE		880.00	
			060920_HOME	South Exhaust Pit electrical - HOME	0	365.00	
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME	ELEMENTARY/OPERATION AND MAINTENANCE		365.00	
			1	Void	Check(s) For a Total of		1,245.00

	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
	107	Computer	Checks For a Total of	2,224,412.74
Total For	107	Manual, Wire Tran, ACH & Computer Checks		2,224,412.74
Less	1	Voided	Checks For a Total of	1,245.00
			Net Amount	2,223,167.74

OPERATIONAL SERVICES

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

[105 ILCS 5/8-16, 5/10-7](#), and [5/10-20.19](#).

[23 Ill.Admin.Code §100.70](#).

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED: January 25, 2016

Lyons Elementary School District 103

STUDENTS

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.:

[105 ILCS 5/10-20.24](#) and [5/14-6.01](#).

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED: January 25, 2016

Lyons Elementary School District 103

STUDENTS

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: January 25, 2016

Lyons Elementary School District 103

STUDENTS

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

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

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: January 25, 2016

Lyons Elementary School District 103

COMMUNITY RELATIONS

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

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

[105 ILCS 5/16-1](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: January 25, 2016

Lyons Elementary School District 103

School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
<p><i>*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.</i></p> <p>Auto Travel Allowance: _____ per mile</p>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: **Approved** **Denied**
 Approved in Part **Exceeds Maximum Allowable Amount**
 Grant Funding Source (if applicable): _____

Comments: _____

School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
<p><small>*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.</small></p> <p>Auto Travel Allowance: _____ per mile</p>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: **Approved** **Denied**
 Approved in Part **Exceeds Maximum Allowable Amount**
 Grant Funding Source (if applicable): _____

Comments: _____

Document Status: Draft Update

Board of Education Meeting Procedure

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. 99-646 101-459. [PRESSPlus1](#)
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8) ~~amended by P.A. 99-235~~.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and 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~~ frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Closed Meeting Roll Call:

"Yeas"	"Nays"
--------	--------

Motion: Carried Failed

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

Document Status: Draft Update - Rewritten

3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

New/Unpublished Section

[PRESSPlus1](#) The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/pdf/found_prin.pdf. [PRESSPlus2](#)

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: www.iasb.com/pdf/found_prin.pdf.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect. [PRESSPlus3](#)

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> Are the statutory duties of the Superintendent listed? Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> How will the Board define <i>outside activities</i>?

Full-time, Attention and Energy Clause	<ol style="list-style-type: none"> Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? Will the Board require approval/notification before the Superintendent engages in outside activities?
--	---

Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement? PRESSPlus4 What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> A fixed salary for each year of the contract. A guaranteed minimum salary. Compensation increases.
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, requires the following contract provisions: PRESSPlus5</p> <ol style="list-style-type: none"> A restriction to an amount not exceeding 20 weeks of compensation; and A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> Pension contributions (TRS-THIS)? Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	<p>Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?</p>

Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A. 101-531. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A. 101-531, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns). <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
<p>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</p>	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB’s <i>Field Services Catalog</i> at: http://iasb.mys1cloud.com/fieldservicecatalog.pdf.</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
<p>Superintendent Evaluation</p>	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and 2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.” <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p>

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

The Superintendent Evaluation Process at: www.iasb.com/training/superintendent-evaluation-process.pdf;

IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/principles.cfm; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p>Business</p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <p>Transportation</p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive

	notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals?

	See 105 ILCS 5/10-23.8.
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

What technical clauses need to be in the Superintendent’s employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them? <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	Do all members of the Board understand the District’s obligations under the employment contract and what not complying with them will mean to the District? Specifically, are Board members aware of the Board’s specific obligations regarding: <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party’s Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

PRESSPlus Comments

PRESSPlus 1. This new exhibit is intended to serve as a resource to educate and guide the board through the superintendent employment contract negotiation process, encouraging both the board and superintendent to hire their own attorneys. The General Counsels of the Ill. Association of School Administrators (IASA) and Ill. Association of School Boards (IASB) collaborated on the content of this document. **Issue 98, May/June, 2018**

PRESSPlus 2. This Board exhibit is REWRITTEN for Issue 99 and updated in Issue 102. For a redline showing the changes made, see PRESS Online at iasb.com. **Issue 99, October/November 2018 and Issue 102, October 2019**

PRESSPlus 3. Added for clarity. **Issue 99, October/November 2018**

PRESSPlus 4. Ill. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raises the cap for board contributions to the Teachers Retirement System back to 6%. **Issue 102, October 2019**

PRESSPlus 5. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination. **Issue 99, October/November 2018**

Approved in Part

Grant Funding Source (if applicable): _____

Employee Signature

Date

PRESSPlus Comments

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

Document Status: Draft Update - Rewritten

Expenses

5:60-E2 Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print. [PRESSPlus1](#)

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Estimated Expenses Approval Requested (50 ILCS 150/20 or grant expenditure)

Travel is grant-related* (specify grant): _____

Purchase Order Requested Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
* Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item	Cost		
Total										\$

Superintendent or Designee: Approved Denied
 (below maximum allowable amount) Approved in Part
 Grant Funding Source (if applicable): _____

 Superintendent or Designee Signature Date

Comments: _____

Board Action (exceeds maximum allowable amount): Approved Denied
 137
 Approved in Part

Grant Funding Source (if applicable): _____

Employee Signature

Date

PRESSPlus Comments

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

Document Status: Draft Update

BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Requesting Professional Travel

All personnel must follow these procedures to secure approval to attend educational and professional meetings, workshops, and conferences. Approval of travel and reimbursement of expenses are contingent upon provisions related to the district's goals and budget. All requests will be considered by the Superintendent or Superintendent's designee. Requests may be denied, partially funded, or fully funded. **All professional travel must be approved prior to registration.**

• **Expectations for Professional Travel:**

- o All requests for professional travel must relate to the District's goals and/or operations.
- o Requests should be submitted for approval **at least six weeks prior** to the meeting, workshop, or conference.
- o Approved requests, will required receipts and proof of payment for reimbursements within 30 days of participation.
- o All staff participating in professional travel are expected to follow-up with their Principal or immediate supervisor to discuss sharing and/or dissemination of garnered information (handouts, books, etc.) and knowledge.

• **Process:** To gain approval for professional travel, requesting staff must submit a Professional Travel Request Form (Exhibit A). **At least six weeks prior** to the travel (meeting, workshop, or conference), submit the completed Professional Travel Request Form and related information to the appropriate building Principal or immediate supervisor.

o Professional Travel Request Form (Exhibit A) –

- Multiple staff, provided they are from the same building, can utilize one form to request approval for professional travel. All requesting staff must be identified on the form.
- All pertinent meeting, workshop, or conference information should be included on the request form or by way of attachment to the form, specifically:
 - information and rationale related to the purpose of the travel,
 - cost of registration and any related substitute cost for the staff member'(s) absence,
 - registration form or link to register, and
 - calculated costs (see form for directions on calculating ancillary costs): transportation (mileage and/or airfare), lodging (if an overnight stay is required), meals (that are not included in registration), and any miscellaneous expenses not previously mentioned.

o Approval Process –

- The Professional Travel Request Form must be submitted to the Principal for initial review and building approval. If a staff member is assigned to multiple buildings, each Principal should sign the form. The Principal'(s) signature indicates approval of attendance and related expenses. Personnel not assigned to a specific school shall secure approval from their immediate supervisor.
- The Principal or immediate supervisor will either:
 - provide a rationale for the denial of professional travel to the requesting staff; OR
 - forward the approved request to the Superintendent or designee for District approval and processing.
- The Superintendent or designee will either:
 - provide a rationale for the denial of professional travel to the Principal and requesting staff; OR
 - notify the Principal or immediate supervisor and requesting staff that the travel has been approved, if there are any restrictions, and is being processed.

- If the professional travel is approved, the requesting staff should:
- enter the date(s) in Aesop, as appropriate,
- reserve approved travel expenses, and
- confirm registration and that a substitute has been secured (if needed).

Professional Travel Reimbursement Guidelines

Within 30 days after completion of professional travel, the participating staff must follow-up with their Principal or immediate supervisor and submit documentation for reimbursement. All personnel must follow these guidelines for professional travel reimbursements.

• **Sharing and Dissemination:** Personnel attending meetings, workshops, and conferences must share and disseminate garnered information and knowledge that result from their participation in approved professional travel. The District encourages one of the following options:

- o Present material to your colleagues at a school based meeting.
- o Present materials at a designated districtwide meeting.
- o Create and submit a proposal for your facilitation of a staff in-service or training.
- o Work with the Principal or immediate supervisor to determine best method of sharing or dissemination.

• **Documentation:**

o Transportation – Staff may use the mode of transportation he/she prefers, but will be reimbursed based upon the most economical option for the District. See transportation guidelines that follow.

- The mode of travel and related expenses must be submitted with the request.
- When using a District vehicle, transportation costs incurred by the staff member will be reimbursed with receipt or proof of payment.
- Staff can elect to drive a private car rather than utilize the approved or most economical option for the District; however, they will only be reimbursed the approved amount.
- Reimbursement for use of a privately owned automobile shall be computed at the IRS rate.
- Mileage is calculated from the employee's home school/building or home address, whichever is less. Parking fees and tolls will be reimbursed upon receipt or proof of payment.
- To demonstrate total mileage, MapQuest should be used and a print out of trip information should be included with the request.
- When several staff members are participating in the same event, the District will encourage carpooling or sharing of transportation.
- When renting a vehicle is required and approved, the employee will be reimbursed with by way of a receipt showing they selected the most economical vehicle and did not incur any additional fuel or insurance costs. Additional or unapproved expenses will not be reimbursed.
- When using public transportation (bus, taxi, shuttle and/or rideshare), the receipt or proof of payment will be required for reimbursement. However, additional expenses incurred by traveling outside the event for personal reasons will not be reimbursed.
- For professional travel that requires the purchase of airfare, an estimate of airfare with documentation must be presented with the travel request. The staff member should book travel as soon as approval is given, in an effort to get the most economical rate. Staff will be reimbursed at the coach class rate and for one checked bag. Additional fees and expenses will not be reimbursed.
- If ordinarily, round-trip tickets would be purchased, but going by one mode of transportation and returning by another mode, is selected, the District will review, determine the most economical option, and use that for reimbursement.
- No reimbursements will be made for additional expenses incurred outside of the most economical method of travel. This includes: expenses related to extending lodging or travel, additional meals, expenses incurred en

route to the approved event, or elected services such as valet parking, in-room service, etc.

o Lodging – Staff are encouraged to utilize a recommended or host hotel or the most economical lodging option in the area of the event. See the lodging guidelines that follow.

- Reservation will be paid or reimbursed at the single rate, unless otherwise approved.
- Pre-payment by the District, to the lodging facility, on behalf of the staff member will occur whenever possible.
- Reimbursement to staff for lodging will require an itemized receipt. Additional or unapproved expenses will not be reimbursed.
- Lodging expenses will be limited to the minimum number of nights required for participation in the meeting, workshop, or conference.
- Any additional lodging charges, due to extenuating circumstances must be approved by the Superintendent or designee before reimbursement.

o Meals – Staff will be reimbursed for the actual cost of meals not to exceed \$35.00 per day, including tips for full-day conferences. Meals will not be reimbursed for half day conferences or for meals included, as part of registration. See the meal guidelines that follow.

- The \$35.00 per day rate can be spent on one, two, or three meals provided the per diem rate is not exceeded.
- In instances where some meals are included as part of registration, meals will be reimbursed at the following rates: Breakfast \$8.00, Lunch \$12.00, and Dinner \$15.00. This breakdown will be used in place of the \$35.00 per diem rate.
- Meals directly associated with convention activities (i.e. banquets, luncheons, etc.) are included as part of the per diem limit.
- Tips should be limited to the standard 18% of the bill.
- Itemized receipts must be submitted for each meal reimbursement. The District does not reimburse for any alcohol or surcharges for elective services (i.e. additional gratuities or in-room services, if also lodging).
- When staff travel with other District employees, they can elect to submit separate receipts or have one person pay and request reimbursement on behalf of all appropriate parties. The names of each/all participants included must be noted on the receipt.
- Student meals for overnight activities or athletic trips will be reimbursed at the rate of \$25.00 per day.

o Miscellaneous – Any extraordinary travel requests not provided for in these guidelines must be submitted to the Superintendent or designee. The approval of additional expenses will be at the discretion of the Superintendent or designee.

o Non-Reimbursable Items – The District can only commit to reimbursing items that have been pre-approved. Additionally, the items identified below are **not reimbursable**.

- Any expenses incurred by a spouse, partner, and/or family members traveling with the approved staff.
- Charges for alcoholic beverages and in-room honor bar.
- Expenses for elective or valet services (in-room service, parking, cleaning, etc.).
- Costs related to recreational activities that may be associated with the meeting, workshop, or conference; however, are not required.
- Personal telephone calls.

Submitting for Travel Reimbursement

Within 30 days of the approved travel, the teacher must follow-up with the Principal or immediate supervisor to determine method of sharing and dissemination. Additionally, staff should submit the Professional Travel Reimbursement Record (Exhibit B).

- **Completing the Professional Travel Forms:** 141

- o All travel expenses must be itemized on the Professional Travel Reimbursement Record.
- o All applicable receipts must be attached to the Professional Travel Reimbursement Record. Payment of expenses may be denied if receipts are not attached.
- o Proof of payment may be accepted for expenses that could not be itemized (i.e. tolls, public transportation, etc.)

• **Reimbursement Timeline:**

- o Completed Professional Travel Reimbursement Record and required receipts should be submitted to your principal or immediate supervisor.
- o After administrative review, the reimbursement request will be forwarded to the Superintendent or designee.
- o The Superintendent or designee will formally approve and the request will be added to the next Board of Education meeting agenda for reimbursement.
- o Reimbursement will be issued to the staff member within a week of Board of Education approval.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32

30 ILCS 708/, Government Accountability and Transparency Act.

50 ICS 150/, Local Government Travel Expense Control Act.

ADOPTED: December 15, 2016

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Estimated expenses attached (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
<p><i>*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.</i></p> <p>Auto Travel Allowance: _____ per mile</p>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: **Approved** **Denied**
 Approved in Part **Exceeds Maximum Allowable Amount**
 Grant Funding Source (if applicable): _____

Comments: _____

Document Status: Draft Update - Rewritten

Board Member Compensation; Expenses

2:125-E2 Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print. [PRESSPlus1](#)

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Estimated Expenses Approval Requested (50 ILCS 150/20 or grant expenditure)

Travel is grant-related* (specify grant): _____

Purchase Order Requested

Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
<i>*Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.</i>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Total				145						\$

Document Status: Draft Update

Communications To and From the Board

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board of Education is authorized PRESSPlus1 to discuss District business only at a properly noticed Board meeting. ~~(Open Meetings Act, 5 ILCS 120/).~~ Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply/forward alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a do not reply/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business, ~~that~~ is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address

while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate [the Open Meetings Act/OMA](#) and, thus, are subject to disclosure during proceedings to enforce [the Open Meetings Act/OMA](#).

- b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address will be a public record and subject to FOIA. The electronic communication is under the control of the District.
- c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server will be a public record and subject to FOIA. The electronic communication is under the control of the District.
- d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum will be a public record and subject to FOIA. The electronic communication is in the District's possession.
- e. Either sent to or from a Board member's personal electronic device during a Board meeting will be a public record and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act ([LRA](#)), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. ([Local Records Act, 50 ILCS 205/](#)). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the [Local Records Act/RA](#).

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. [This is referred to as a litigation hold.](#) For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4, amended by P.A. 98-1063](#)

[DATED: May 28, 2015](#)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 101, June 2019**

Document Status: Draft Update

BOARD OF EDUCATION

2:160 Board Attorney

The Board of Education may enter into agreements for retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

[Rule 1.7](#) (Conflict of Interest: Current Clients) and [Rule 1.13](#) (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: January 25, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: Draft Update - Rewritten

Board Attorney

2:160-E Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at www.iasb.com/about-us/staff/#office-general-counsel. ^{PRESSPlus1}

Determine what type of legal services the District needs.

1. Review Board policy 2:160, *Board Attorney*. **Note:** Critically analyze whether the District's legal needs are best served by in-house attorney(s) or outside attorney(s)/law firms. Many districts use a combination of these services. Many districts also use multiple attorney(s)/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
 - District's size;
 - Any past and current experiences with legal matters;
 - Complexity of the District's legal needs;
 - Availability of expertise; and
 - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

Develop a list of qualifications necessary for providing quality legal services to the District.

1. Review policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
 - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)
 - Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
 - Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.
 - Experience in all aspects of contract, employment, and school law
 - Experience that meets the District's needs, including litigation experience in State and federal courts
 - Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
 - Demonstrated knowledge of and ability to apply professional responsibility rules
 - Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
 - Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
 - When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

Develop the RFP.

1. Insert the list of qualifications that the Board developed. 150
2. Include the following information:

- The deadline for responses to be submitted
- The location (address or email) where responses should be sent
- A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
- Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
- The scope of work, e.g., "The Board Attorney will provide legal advice concerning [typical duties, specific duties, excluded duties]."
- Qualifications
- Details about interviews and presentations

3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

Announce the RFP.

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board's sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District's website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICASA is on the IASB website, www.iasb.com. A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICASA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement "The [Insert District's name] Board of Education Requests Proposals to Provide Legal Services."
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [date]. The length of the appointment is at the Board's discretion.
4. State the School District's philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [certain time and date] to [name and title of person receiving applications].

Receive and manage responses to the RFP.

1. Review policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts applications is at the Board's sole discretion and should be decided by the Board prior to posting the RFP announcement.
2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.
3. The designated person will contact RFP responders for interviews.

Develop interview questions if the Board interviews attorneys or law firms.

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:

- What do you see as your role as Board Attorney?
- How many other school districts do you currently represent?
- What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
- How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
- What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your Board of Education clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ... involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

Develop an interview protocol. Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
 - Introduce Board members to the responder
 - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
 - Describe the District's philosophy or mission statement
 - Describe the Board Attorney position by reviewing the RFP
 - Begin asking the interview questions (see *Develop interview questions*, above)
 - Ask the responder whether he or she has any questions for the Board
 - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

Conduct a reference check and other background investigation(s).

1. The Board President may perform this check or direct the Superintendent to:
 - Check the ARDC’s master roll of attorneys as “Authorized to Practice Law” (To do this, enter the attorney’s name into the ARDC’s registration and public disciplinary records database at: www.iardc.org/lawyersearch.asp.)
 - Click on the attorney’s name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
 - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
3. Call references provided by the responder.

Enter into a written agreement or engagement letter with the selected attorney or law firm.

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
 - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
 - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
 - Fee arrangement
 - Scope of services
 - Which attorneys will be providing legal services
 - A statement that the Board controls all legal decisions
 - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
 - Board’s right to terminate the services of the attorney and law firm at any time for any reason
4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

Announce the appointment to District staff and community.

1. The contents of the announcement and length of time it is displayed are at the Board’s sole discretion.
2. The Board may want to consider announcing during an open meeting. See policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
 - The Board appointed [attorney’s name or law firm name] as the Board Attorney
 - The appointment will begin on [date] for [length of time]
 - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., “[Attorney or lawfirm’s name] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [Attorney or lawfirm’s name] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge.”

PRESSPlus Comments

PRESSPlus 1. Rewritten to incorporate numerous style updates and corrections in response to its five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: Draft Update

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require ~~extensive discussion or explanation~~ [PRESSPlus1](#) before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act ([OMA](#)) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration [PRESSPlus2](#)

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. [PRESSPlus3](#) The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration. If neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. [PRESSPlus4](#)

The individual who makes this determination for the Board shall ¹⁵⁵put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes. [PRESSPlus5](#) and ensure that the Board meets every OMA

requirement for the Board to meet by video or audio conference without the physical presence of a quorum. [PRESSPlus6](#)

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (14th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06~~, and 120/7.

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

~~ADOPTED: December 30, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to **PRESS** Advisory Board member feedback to delete ~~or explanation~~ from the text so that the policy text reflects the court's decision in Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E. 3d 625 (Ill 2017) (requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").

Note: PRESS Plus subscribers should periodically review the footnotes to sample policy 2:220, available at PRESS Online by logging in at www.iasb.com, for guidance regarding Ill. Attorney General PAC opinions. **Issue 102, October 2019**

PRESSPlus 2. 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf. **Issue 104, June 2020**

PRESSPlus 3. The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BRLDs because the School Code states that the governor must declare the disaster. **Issue 104, June 2020**

PRESSPlus 4. 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states “the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA].” FOIA defines *head of the public body* to mean the *president* or “such person’s duly authorized designee.” 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office’s duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as “[the president or vice president’s] duly authorized designee” pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum. **Issue 104, June 2020**

PRESSPlus 5. While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board’s jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board’s published notice and agenda for the audio or video meeting, and (b) in the meeting minutes. **Issue 104, June 2020**

PRESSPlus 6. See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*. Find this sample Board exhibit at your PRESS Plus dashboard under the Status **Draft Update - New. Issue 104, June 2020**

Document Status: Draft Update - Rewritten

OPERATIONAL SERVICES

4:180 Pandemic Preparedness; Management; and Recovery

Title has been updated. Original Title: Pandemic Preparedness

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. [PRESSPlus2](#)

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing [PRESSPlus3](#)

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. [Q1](#)

During an emergency school closing, the Board President and the Superintendent [Q2](#) may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. [PRESSPlus4](#)

Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video [PRESSPlus5](#)

A disaster declaration related to a public health emergency [PRESSPlus6](#) may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures [PRESSPlus7](#)

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction: Remote and/or Blended Remote Learning Day Plan(s) [PRESSPlus8](#)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption [PRESSPlus9](#) a Remote and/or Blended Remote Learning Day Plan (Plan) that: [Q3](#)

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; [PRESSPlus10](#)
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

Questions and Answers:

***Required Question 1. Is your district served by an Intermediate Service Center rather than an ROE (suburban Cook County)?

- No. (default)
- Yes. (IASB will replace "Regional Office of Education" with "Intermediate Service Center")

***Required Question 2. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc. See policies 2:150, *Committees*, and 2:240, *Board Policy Development*. Does the board prefer its policy committee to engage in this work?

- No. (default)
- Yes. (IASB will replace "Board President and the Superintendent" with "Board Policy Committee")

***Required Question 3. Remote Learning Days (RLDs) and Blended Remote Learning Days (BRLDs) are different from *e-learning days/e-learning programs*. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BRLDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

Has the board adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12?

- No. (default)
 - Yes. (IASB will add the following text to number two after 105 ILCS 5/10-30: "by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56")
-

PRESSPlus Comments

PRESSPlus 1. This policy is renamed from *Pandemic Preparedness* to *Pandemic Preparedness: Management; and Recovery*. It is updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Certain subheads of this policy are required; see further PRESSPlus comments for more information.

A redlined version showing the changes and more information in the footnotes can be found at PRESS Online, accessed by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 2. This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. **Issue 104, June 2020**

PRESSPlus 3. In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art, I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

- Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement: www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.
- IDPH-ISBE joint schools guidance: www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z/list/coronavirus/schools-guidance
- IDPH-ISBE joint workplace health and safety guidance: www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance
- Restore Illinois Plan: www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction). **Issue 104, June 2020**

PRESSPlus 4. Examples include, but are not limited to, policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*. For Executive Orders addressing these issues, see the footnotes available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 5. 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. See policy 2:220 and Board exhibit 2:220-E9 for more information. **Issue 104, June 2020**

PRESSPlus 6. While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." **Issue 104, June 2020**

PRESSPlus 7. Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/.

160

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school

district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes, available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.

See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, available at PRESS Online by logging in at www.iasb.com, for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCSA 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs. **Issue 104, June 2020**

PRESSPlus 9. 105 ILCS 5/10-30(3), added by P.A. 101-643 states “the district shall adopt a remote and blended remote learning day plan approved by the district superintendent.” For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by “the district” to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website. **Issue 104, June 2020**

PRESSPlus 10. 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings. **Issue 104, June 2020**

Document Status: Draft Update

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

162

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[30 ILCS 708/130, Grant Accountability and Transparency Act.](#)

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32.](#)

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: July 10, 2019

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
 - No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
-

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

General Personnel

5:150 Personnel Records

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Please refer to the following current agreements:

Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018

Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO

Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO

For employees not covered by these agreements:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements.

Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Paraprofessionals and teacher aides are noncertificated personnel with supervised instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a *statement of approval* issued by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

166

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

~~ADOPTED: December 30, 2016~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to amended Ill. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/ PRESSPlus1

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#) (outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

[5 ILCS 430](#) et seq.

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#).

[325 ILCS 5/7.4](#)(c-10).

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

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: February 26, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but need not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and includes a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually inform the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. This may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227, Gifted Education.](#) [PRESSPlus1](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: April 22, 2019

PRESSPlus Comments

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

Document Status: Draft Update

INSTRUCTION

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) *Partnership for Assessment of Readiness for College and Careers (PARCC)* PRESSPlus1 and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 28, 2015

PRESSPlus Comments

PRESSPlus 1. Starting in 2019, PARCC was no longer used by the Ill. State Board of Education as the State assessment and accountability measure. **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, [PRESSPlus1](#) or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic

or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

[105 ILCS 5/26-1 through 16.](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is

prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having ¹⁷⁵control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or

under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint^{Q1}

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §6081](#), Pro-Children Act of 1994.

[20 U.S.C. §7961](#) et seq., Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), [5/31-3](#), and [110/3.10](#).

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ [1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted: July 10, 2019

Questions and Answers:

***Required Question 1. In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only until July 1, 2021), effective April 9, 2020.

Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*, available at PRESS Online by logging in at www.iasb.com. **By default, this policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure.

Does the Board allow or prohibit the use of isolated time out, time out, and physical restraint?

- The Board allows the use of isolated time out, time out, and physical restraint. (Default)
 - The Board prohibits the use of isolated time out, time out, and physical restraint. (IASB will delete this subhead and its contents, amend the Legal Reference, and delete the Incorporated by Reference line.)
-

Document Status: Draft Update

STUDENTS

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~ opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official's records custodian of another school ~~district~~ in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. [PRESSPlus1](#)

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

[50 ILCS 205/7](#).

[105 ILCS 5/10-20.21b](#), [5/20.37](#), [5/20.40](#), and [5/14-1.01](#) *et seq.*

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Ovasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), [7:345 \(Use of Educational Technologies; Student Data Privacy and Security\)](#)

[ADOPTED: February 26, 2018](#)

PRESSPlus Comments

PRESSPlus 1. Updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. **Issue 104, June 2020**

Document Status: Draft Update - New

7:345 Use of Educational Technologies; Student Data Privacy and Security

New/Unpublished Section

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria. [PRESSPlus1](#)

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. [PRESSPlus2](#) The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. [PRESSPlus3](#) Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. [Q1](#)

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. [PRESSPlus4](#)

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. [PRESSPlus5](#)

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. [PRESSPlus6](#) Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law. [PRESSPlus7](#)

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. [PRESSPlus8](#) In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law. [PRESSPlus9](#)

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Questions and Answers:

Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

Has the Board designated a Privacy Officer?

No. (default)

Yes, the Superintendent is designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.")

Yes, a title other than Superintendent has been designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the [Insert Title] to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.") What is the Privacy Officer's Title?:

PRESSPlus Comments

PRESSPlus 1. The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). **Issue 104, June 2020**

PRESSPlus 2. See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, available at PRESS Online by logging in at www.iasb.com, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues. **Issue 104, June 2020**

PRESSPlus 3. 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 4. SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA. **Issue 104, June 2020**

PRESSPlus 5. Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 6. This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35. **Issue 104, June 2020**

PRESSPlus 7. SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at www.studentprivacy.ed.gov/topic/security-best-practices. **Issue 104, June 2020**

PRESSPlus 9. In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details about the required notices. **Issue 104, June 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, [PRESSPlus1](#) e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent or designee will:
 - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
 - b. The Superintendent will: (1) a At least annually, prepare a report for the of each community engagement initiative, and/or (2)
 - c. Prepare a final report of the each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: January 25, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at www.iasb.com, for information regarding *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

Document Status: Draft Update

Vacancies on the Board of Education - Filling Vacancies

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see [Vacancies on the Board of Education](#), published by a committee of the Ill. Council of School Attorneys, and available at: www.iasb.com/law/vacancies.cfm.

Confirm that the Board must fill the vacancy by appointment.

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the Board of Education - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10 .
<u>In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be held over by the incumbent member, and (2) the process by which the Board will fill the seat.</u>	<u>The School Code partially addresses the concept of a <i>holdover seat</i>; it states "no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified."</u> 105 ILCS 5/10-11. PRESSPlus1

Notify the Regional Superintendent of the vacancy within five days of its occurrence ([105 ILCS 5/10-10](#)).

Develop a list of qualifications for appointment of a person to fill the vacancy.

Guidelines	Explanation
<p>At a minimum, a candidate must meet the following qualifications:</p> <ul style="list-style-type: none"> • Be a United States citizen. • Be at least 18 years of age. • Be a resident of Illinois and the District for at least one year immediately preceding the appointment. • Be a registered voter. • Not be a child sex offender. • Not hold another incompatible public office. • Not have a prohibited interest in any contract with the District. • Not be a school trustee. • Not hold certain types of prohibited State or federal employment. 	<p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>For guidance regarding conflict of interest and incompatible offices, see Conflict of Interest and Incompatible Offices FAQ (ICSA).</p>
When additional qualifications	Board members of some community unit school districts may be subject to historical

<p>apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. 	<p>residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. <u>105 ILCS 5/10-11</u> (105 ILCS 5/11A-8).</p> <p>Note: <u>If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.</u></p>
---	--

Decide who will receive completed vacancy applications.

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

Create the Board member vacancy announcement.

Announcement	Explanation
<p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p> <p>The individual selected will serve on the Board of Education from the date of appointment to [date].</p> <p>The School District [School District's philosophy or mission statement].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p> <p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the Board of Education - Filling Vacancies</i>, to determine the length of the appointment.</p> <p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [Board's list of qualifications].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy above</i>.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [locations].</p> <p>Applications may be obtained at [location and address and/or website] beginning on [date and time].</p> <p>Completed applications may be turned in by [time and date] to [name and title of person receiving applications].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the Board of Education</i>; <i>Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p> <p>See action item titled <i>Decide who will receive completed vacancy applications above</i>.</p>

- Publicize the vacancy announcement by placing it on the District’s website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**
- Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).**
- Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).**
- Develop interview questions.**

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board’s sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB’s <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

- Conduct interviews with candidates (interviews may occur in closed session pursuant to [5 ILCS 120/2\(c\)\(3\)](#)).**

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <ul style="list-style-type: none"> Introduce Board members to the candidate at the beginning of the interview. Describe the Board’s interview process, selection process, and ask the candidate if he or she has questions about the Board’s process for filling a vacancy by appointment. Describe the District’s philosophy or mission statement. Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development. 	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings (105 ILCS 5/10-13).</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

<p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.</p>	
---	--

Fill vacancy by a vote during an open meeting of the Board before the 60⁴⁵th day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).

Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).

Announce the appointment to District staff and community.

Announcement	Explanation
<p>The Board appointed [<i>appointee's name</i>] to fill the vacancy on the Board.</p> <p>The appointment will be from [<i>date</i>] to [<i>date</i>].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [<i>Appointee's name</i>] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [<i>Appointee's name</i>] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p>

Administer the Oath of Office and begin orientation.

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and 2:120-E, <i>Guidelines for Serving as a Mentor to a New Board of Education Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.</p>

Inform IASB of the newly appointed Board member's name and directory information.

DATED: September 22, 2016

PRESSPlus Comments

PRESSPlus 1. Updated to address *holdover* incumbent members. **Issue 102, October 2019**

Document Status: Draft Update - New

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

New/Unpublished Section

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern and the meeting will have no physical presence of a quorum and participation by audio or video. [PRESSPlus1](#)

Note: If a Board committee uses this exhibit, replace Board President, Vice President, and Supt. with the appropriate committee leaders.

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), amended by P.A. 101-640. **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Act (IEMA) uses "public health emergency," this exhibit matches the IEMA term because it governs disaster declarations.

Insert Disaster Declaration or Executive Order number [_____] or attach to this document.

The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), amended by P.A. 101-640, and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), amended by P.A. 101-640) (*check Yes or No, below*):

Yes; it is an emergency meeting, and I:

- A. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), amended by P.A. 101-640;
- B. Stated the nature of the emergency at the beginning of the meeting; and
- C. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*). **Note:** In this situation, a verbatim recording is not limited to closed meetings only.
- D. Move to Step 2, below.

No; it is a regular or special meeting, and I:

- A. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), amended by P.A. 101-640. **Note:** 5 ILCS 120/7(e), amended by P.A. 101-640 does not have the "if any" exception for school boards that do not have websites. Consult the board attorney regarding alternate ways to communicate notice of a meeting when the district does not have a website and a Disaster Declaration or Executive Order has been issued.

Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.

B. Moves to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), amended by P.A. 101-640). (*check Yes or No, below*):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- A. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), amended by P.A. 101-640), and
- B. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.
- C. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- A. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), amended by P.A. 101-640.
- B. Included the written determination made in letter A., above, on the Board’s published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A)-(B), amended by P.A. 101-640.
- C. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).

Include this written determination on the Board/committee’s published notice and agenda for the audio or video meeting, and in the meeting minutes.

D. Move to Step 3, below.

Step 3. During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), amended by P.A. 101-640. *Sample text follows below in the subhead below **Report to the Public Following the Board’s Meeting with No Physical Presence of Quorum.***

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, announced:

1. Themselves present (5 ILCS 120/7(e)(3), amended by P.A. 101-640), and
2. A verification that they could hear one another and all discussion and testimony. Id.

See 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

Attach to this document copies or information about where these minutes may be found.

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), amended by P.A. 101-640) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member’s vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), amended by P.A. 101-640), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes* but ensure all votes are recorded as roll call votes pursuant to the example below):

“Yeas”	“Nays”
--------	--------

Motion: Carried Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board’s Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The School Board met on *[insert date]* with no physical presence of quorum to conduct its business.

The verbatim *[circle one]* audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c) (no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA), 5 ILCS 120/7(e)(9), amended by P.A. 101-640.

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the board attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), amended by P.A. 101-640, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By: _____

Title: _____

PRESSPlus Comments

PRESSPlus 1. During the special Illinois legislative session held at the end of May, the General Assembly codified the Governor's Executive Orders relaxing the in-person physical quorum requirement under the Open Meetings Act (OMA) during a disaster declaration related to a public health emergency. Use this exhibit for assistance with meeting the statutory requirements of the amendments to the OMA, 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. Boards are encouraged to consult their attorneys for assistance with this exhibit. **Issue 104, June 2020**

Document Status: Draft Update - New To District

5:20-E Exhibit - Resolution to Prohibit Sexual Harassment - New to District

New/Unpublished Section

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official; [PRESSPlus1](#)

THEREFORE, BE IT RESOLVED, by the Board of Education of [insert name], [insert county]^{Q1} County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20 ____.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Questions and Answers:

***Required Question 1. If the Board is including the adopted resolution in the Board policy manual, please indicate the county(ies) that should be inserted here.

Response: Cook

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials.

The resolution must be adopted by February 9, 2020; however, it is not required to be included in the Board policy manual. If the Board would prefer not to include the adopted resolution in the policy manual, select "Not Adopted" as the Save Status. **Issue**

Document Status: Draft Update

Board of Education Meeting Procedure

2:220-E6 Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board’s semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s), <u>specific independent contractors</u> , <u>specific volunteers</u> , or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. 99-646 101-459. PRESSPlus1			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			

Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
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. 5 ILCS 120/2(c)(29).			

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

Document Status: Draft Update

Professional Personnel

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Intermediate Service Center within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License). CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

RESOLUTION

WHEREAS, the Board of Education of Lyons Elementary School District No. 103, County of Cook, State of Illinois ("Board"), has previously established the fiscal year of the District to begin on July 1 and to end on June 30 of each calendar year; and

WHEREAS, the Board has designated and directed the Business Manager/CSBO to prepare in tentative form the annual budget for the District's fiscal year beginning July 1, 2020 and ending on June 30, 2021, and has received and reviewed such proposed budget; and

WHEREAS, § 17-1 of The School Code (105 ILCS 5/17-1) requires that the proposed budget be made available for public inspection for at least 30 days, and that a public hearing on the budget be held, prior to final action thereon;

WHEREAS, in accordance with §17-1 of The School Code (105 ILCS 5/17-1), the Secretary of Board has caused notice of availability of the public inspection of the tentative budget to be published at least 30 days prior to the time of the public hearing date.

NOW, THEREFORE, BE IT RESOLVED by this Board of Education of Lyons Elementary School District No. 103 as follows:

Section 1. The above preamble recitals are incorporated in this resolution as if fully set forth herein.

Section 2. The Superintendent is hereby directed to cause the proposed budget for fiscal year 2020-2021, as reviewed with the Board in tentative form, to be on file and made conveniently available for public inspection at the District Administrative Office located at 4100 Joliet Avenue, Lyons, Illinois, from and after 8:30 A.M. on the 31st day of July, 2020 during regular business hours and for at least 30 days prior to the date of the public hearing on the proposed budget to be conducted pursuant to Section 3.

Section 3. A public hearing on the proposed budget shall be held on September 22, 2020 at 6:45 p.m. at George Washington Middle School, 8101 Ogden Avenue, Lyons, Illinois.

Section 4. This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED on July 28, 2020 by the following vote:

AYES:
NAYS:
ABSENT:

BOARD OF EDUCATION
LYONS ELEMENTARY
SCHOOL DISTRICT NO. 103
COOK COUNTY, ILLINOIS

By: _____
Jorge Torres, President

ATTEST:

Vito Campanile, Secretary

**RESOLUTION AUTHORIZING ELIMINATION OF
DISTRICT TECHNOLOGY EMPLOYMENT POSITIONS AND HONORABLE
DISMISSAL**

WHEREAS, the Superintendent, after a review of staffing needs and requirements, recommends the elimination of the Lyons School District 103 (“District”) Technology positions identified in Exhibit 1, attached to, and incorporated herein;

WHEREAS, pursuant to 105 ILCS 5/10-23.5, an honorable dismissal of educational support personnel may occur upon written notice mailed and given to affected employees at least 30 days before the employee is removed, dismissed, or hours worked are reduced; and

WHEREAS, based upon the above, the Board has determined it is necessary to eliminate the Technology employment positions identified in Exhibit 1 and honorably dismiss the employees identified in Exhibit 1.

BE IT RESOLVED by the Board of Education of Lyons School District No. 103, Cook County, Illinois, as follows:

SECTION 1: This Board hereby determines that the employment positions listed in Exhibit 1 will be eliminated and the employees listed in Exhibit 1 will be honorably dismissed after thirty days’ notice, effective September 1, 2020 with last day of employment being August 31, 2020.

SECTION 2: The Board also determines that it will provide a severance package as identified in Exhibit 2 which is attached and incorporated herein to the Employees identified in Exhibit 1.

SECTION 3: That President and Secretary are hereby authorized to serve, by regular mail and certified mail, return receipt requested or personal service with receipt, on the employees listed in Exhibit 1, a Notice of Honorable Dismissal/Severance Agreement and Release substantially in the form of Exhibit 2.

SECTION 4: This Resolution shall be in full force and effect upon its adoption.

[INTENTIONALLY LEFT BLANK]

ADOPTED this 28th day of July 2020, by the following roll-call vote:

BOARD MEMBER	AYES	NAYES	ABSENT	ABSTAIN
Jorge Torres, President				
Winifred Rodriguez, Vice President				
Vito Campanile, Secretary				
Olivia Quintero, Treasurer				
Shannon Johnson				
Marge Hubacek				
Sharon Anderson				

By:

President, Board of Education

Attest:

Secretary, Board of Education

EXHIBIT 1

**DISTRICT OFFICE TECHNOLOGY EMPLOYMENT POSITIONS
ELIMINATED AND EMPLOYEE BEING HONORABLY DISMISSED**

A. Positions Eliminated and Employees holding the Position being dismissed

POSITION	Employee
Technology Director	Vacant as of 06/30/2020
Network Administrator	Dean Elzinga
Districtwide Computer Analyst	Roman Yaschuk
Districtwide Computer Analyst	Christopher Bartosz

Exhibit 2

**NOTICE OF HONORABLE DISMISSAL/
SEVERANCE AGREEMENT AND RELEASE**

July 1, 2020

**VIA PERSONAL SERVICE
AND FIRST CLASS MAIL OR
CERTIFIED MAIL/RETURN RECEIPT REQUESTED**

Employee Name
Address

Dear _____:

On July 28, 2020, the Board of Education of Lyons School District 103 (“Board”) decided to eliminate your employment position effective September 1, 2020. Therefore, you are honorably dismissed from employment at Lyons School District 103 (“District”) and your last day of employment is August 31, 2020.

This letter will constitute the agreement between you and Board on the terms of your separation from the Lyons School District 103 (hereinafter the “Agreement”). **The Agreement will be effective on the date specified in paragraph 5, below.**

1. *Severance Payments:* In consideration of your acceptance of this Agreement, the Board will pay you a lump sum amount equal to your salary for the period August 31, 2020 through October 30, 2020, less customary or required payroll deductions, to be paid within fifteen (15) business days after the effective date of this Agreement as defined in paragraph 5 below. This payment is in addition to any required final compensation payment for unused earned vacation and sick days as of April 22, 2020 if applicable.
2. *Severance Benefits:* In consideration of your acceptance of this Agreement, the District will continue to pay insurance benefits currently received until October 31, 2020. Your portion of premiums for this period will be deducted from the severance payment. If the Agreement is not accepted, and insurance is continued in the District plan, all insurance cost incurred due to a continuation of coverage will be a debt owed to the District.
3. *General Release:* Except as to claims that cannot be released under applicable law, by signing below you waive and release any and all claims including grievances you have or might have against the Board, District or its officers, employees, and agents. These claims include, but are not limited to claims for discrimination arising under federal, state, and local statutory or common law, including Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Genetic Information and Discrimination Act, and Illinois Law.

4. *Older Workers Benefit Protection Act* (applicable if over age 40): You acknowledge by signing below that on April 23, 2020, you were given 45 days to consider and accept the terms of this Agreement and that you were advised to consult with an attorney about the Agreement before signing it.

5. *Acceptance of Severance Agreement*: To accept the Agreement, please date and sign this letter and return it to Kris Rivera, Superintendent. Once you do so, you will still have seven (7) additional days from the date you sign to revoke your acceptance (“revocation period”). If you decide to revoke this Agreement after signing and returning it, you must provide to Kris Rivera, Superintendent, a written statement of revocation. Written notice may be sent via registered mail to Kris Rivera, Superintendent, Lyons School District 103, 4100 Joliet Ave., Lyons, IL 60534 or via electronic mail to riverak@sd103.com. If you do not revoke during the seven-day revocation period, this Agreement will take effect on the eighth (8th) day after the date you the sign the Agreement.

Very truly yours,
 BOARD OF EDUCATION,
 LYONS SCHOOL DISTRICT 103
 COOK COUNTY, ILLINOIS

By: _____
 President

Attest:

 Secretary

cc: Personnel File

By signing this letter, I acknowledge that I have had the opportunity to consult with an attorney of my choice; that I have carefully reviewed and considered this Agreement; that I understand the terms of the Agreement; and that I voluntarily agree to them.

 Date

 [Employee]

**RESOLUTION ELIMINATING POSITIONS AND AUTHORIZING
PARAPROFESSIONAL/AIDES REDUCTION IN FORCE**

WHEREAS, the Board of Education of Lyons School District 103 (“Board”) authorized the honorable dismissal of Health Paraprofessional/Aides for the reasons stated in the Resolution Authorizing Paraprofessional/Aides Reduction in Force adopted on May 23, 2020;

WHEREAS, the Superintendent after a review of staffing needs and requirements recommends the elimination of the following Lyons School District 103 (“District”) Paraprofessional/Aide positions: Health, Clerical, and Library Aides;

WHEREAS, pursuant to 105 ILCS 5/10-23.5, an honorable dismissal of educational support personnel may occur upon written notice mailed and given to affected employees at least 30 days before the employee is removed, dismissed, or hours worked are reduced;

WHEREAS, the reduction of force is based upon seniority as defined 105 ILCS 5/10-23.5 and the applicable collective bargaining agreement; and

WHEREAS, based upon the above, the Board has determined it is necessary to eliminate the Health, Clerical, and Library Paraprofessional/Aides employment positions and honorably dismiss the Clerical and Library Paraprofessional/Aides, identified in Exhibit 1, attached and incorporate herein.

BE IT RESOLVED by the Board of Education of Lyons School District No. 103, Cook County, Illinois, as follows:

SECTION 1: That this Board approves the elimination of Health, Library, and Clerical Paraprofessional/Aide employment positions.

SECTION 2: That this Board hereby determines that the employees identified in Exhibit 1 shall be honorably dismissed effective September 1, 2020 with their last day of employment being August 31, 2020.

SECTION 3: The President and Secretary of the Board are hereby authorized to serve, by regular mail and certified mail, return receipt requested or personal service with receipt, on the employees listed in Exhibit 1, a notice of honorable dismissal substantially in the form of the attached Exhibit 2.

SECTION 4: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 28th day of July 2020, by the following roll-call vote:

BOARD MEMBER	AYES	NAYES	ABSENT	ABSTAIN
Jorge Torres, President				
Winifred Rodriguez, Vice President				
Vito Campanile, Secretary				
Olivia Quintero, Treasurer				
Shannon Johnson				
Marge Hubacek				
Sharon Anderson				

By:

 President, Board of Education

Attest:

 Secretary, Board of Education

EXHIBIT 1

**EDUCATIONAL SUPPORT PERSONNEL PARAPROFESSIONAL/AIDES TO
BE HONORABLY DISMISSED**

1. Clerical Aides

Lizette Lopez
Marybel Salgado
Olga Diaz
Laurie Wallenberg
Linda Vece

2. Library Aides

Juliane Fencil
Dea Cordelia Rufo
Cindy Slechta
Kathleen Voss

Exhibit 2

NOTICE OF HONORABLE DISMISSAL

July 29, 2020

**VIA CERTIFIED MAIL/RETURN RECEIPT REQUESTED
AND U.S. MAIL**

Employee Name
Address

Dear _____:

On July 28, 2020, the Board of Education of Lyons School District 103 (“Board”) decided to eliminate the following Paraprofessional/Aides positions: Health, Clerical and Library. Due to this reduction in force and your seniority status with the District, your last date of employment with the District will be August 31, 2020. This termination is an honorable dismissal. Your right to recall is enunciated in the CBA between the Board and Full-Time Aide Bargaining Unit and 105 ILCS 5/10-23.5.

Very truly yours,
BOARD OF EDUCATION,
LYONS SCHOOL DISTRICT 103
COOK COUNTY, ILLINOIS

By: _____
President

Attest:

Secretary

cc: Personnel File