

SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
June 27, 2023
6:00 PM

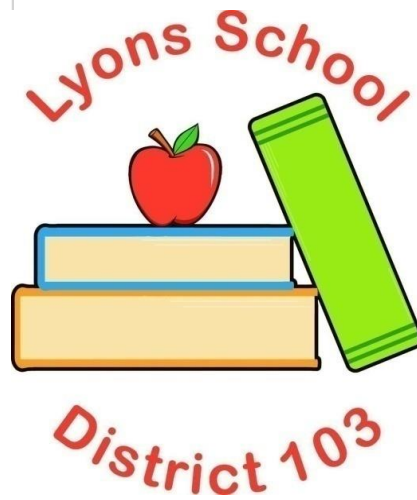
REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 8101 OGDEN AVENUE, LYONS, ILLINOIS 60534, AT 6:00 PM.

AGENDA

<u>I. Call to Order</u>	
<u>II. Roll Call</u>	
<u>III. Swearing In of Newly Elected Board Member Les Antos</u>	
<u>IV. Post Swearing In Roll Call</u>	
<u>V. Pledge of Allegiance</u>	
<u>VI. Reading of Communications</u>	
<u>VII. Year-to-Date Financials</u>	4
<u>VIII. Public Comment</u>	
<u>IX. Consent Agenda</u>	
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2. Regular Minutes of April 25, 2023	44
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XII. <u>Adjournment</u>	



Working Together to Expand Student Opportunities

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

MAY YTD Financials

Fiscal Year 2023

Presented to BOE

6/27/2023

Lyons School District 103

EDUCATION FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

REVENUES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total Revenue	May	as of 5/31/2023	of Budget Realized
Property Taxes	\$ 16,484,818	42.17%	\$ -	\$ 13,982,350	0.85
Corp. Per. Prop. Replacement Taxes	\$ 4,777,975	12.22%	\$ 1,455,729	\$ 7,138,217	1.49
State Evidence Based Funding (EBF)	\$ 11,823,653	30.25%	\$ -	\$ 8,916,032	0.75
Categorical State Aid	\$ 861,247	2.20%	\$ 1,114,504	\$ 3,013,168	4.78
State Early Childhood Block Grant	\$ 593,370	1.52%	\$ 75,230	\$ 753,217	1.27
Federal Nutrition Program	\$ 486,526	1.24%	\$ 104,436	\$ 725,521	1.49
Federal Title 1	\$ 519,530	1.33%	\$ -	\$ 558,566	1.08
Other Federal	\$ 3,347,426	8.56%	\$ 935,853	\$ 5,011,157	2.56
Earnings on Investments	\$ 149,200	0.38%	\$ -	\$ 108,867	0.73
Food Service	\$ 2	0.00%	\$ 11,163	\$ 47,646	1.00
Fees	\$ 41,001	0.10%	\$ -	\$ 25,618	0.62
Other Rev, Before School & Camps	\$ 3,500	0.01%	\$ -	\$ 362,600	1.00
Total Revenue	\$ 39,088,248	100.00%	\$3,696,914	\$40,642,959	103.98%
EXPENDITURES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total Expenditures	May	as of 5/31/2023	of Budget Realized
Salaries	\$ 19,081,306	55.88%	\$ 1,614,076	\$ 15,114,464	79.21
Benefits	\$ 4,767,430	13.96%	\$ 504,185	\$ 4,547,030	95.38
Purchased Services	\$ 5,991,510	17.55%	\$ 543,786	\$ 6,927,436	115.62
Supplies	\$ 1,707,780	5.00%	\$ 51,945	\$ 1,452,934	85.08
Capital Outlay	\$ 107,670	0.32%	\$ -	\$ 5,989	5.56
Special Ed Tuition	\$ 2,326,380	6.81%	\$ 119,384	\$ 2,299,240	98.83
Dues&Fees/Tuition/Contingency	\$ 162,240	0.48%	\$ -	\$ 167,587	103.30
Total Expenditures	34,144,316	100.00%	2,833,376	30,514,679	89.37%
Surplus/(Deficit)	\$ 4,943,932		\$ 863,538	\$ 10,128,280	

Lyons School District 103

OPERATION AND MAINTENANCE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$ 2,296,900	43.55%	\$ -	\$ 1,817,593	0.79
State Evidence Based Funding (EBF)	\$ 1,150,000	21.80%	\$ -	\$ -	0.78
Federal Aid	\$ 1,778,831	33.72%	\$ -	\$ -	0.04
Earnings on Investments	\$ 49,000	0.93%	\$ -	\$ 18,331	0.37
Rentals	\$ -	0.00%	\$ -	\$ -	-
Maintenance Grant	\$ -	0.00%	\$ -	\$ 50,000	-
Other Revenue Sources	\$ -	0.00%	\$ -	\$ 4,371	-
Total Revenue	5,274,731	100.00%	-	1,890,295	35.84%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Salaries	\$ 1,340,770	30.62%	\$ 108,662	\$ 1,169,354	87.22
Benefits	\$ 221,910	5.07%	\$ 33,101	\$ 272,029	122.59
Purchased Services	\$ 2,008,071	45.86%	\$ 59,075	\$ 553,030	27.54
Supplies	\$ 751,890	17.17%	\$ 37,893	\$ 494,868	65.82
Capital Outlay	\$ 17,150	0.39%	\$ -	\$ 69,232	403.68
Other Objects	\$ 400	0.01%	\$ -	\$ 4,238	1,059.56
Dues&Fees/Contingency	\$ 38,540	0.88%	\$ -	\$ -	-
Total Expenditures	4,378,731	100.00%	238,731	2,562,751	58.53%
Surplus/(Deficit)	\$ 896,000		\$ (238,731)	\$ (672,456)	

Lyons School District 103

MUNICIPAL RETIREMENT, SOCIAL SECURITY & MEDICARE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$638,800	64.67%	\$0	\$508,049	1.59
Corp. Per. Prop. Replacement Taxes	\$320,000	32.40%	\$0	\$320,000	1.00
Earnings on Investments	\$29,000	2.94%	\$0	\$17,946	0.63
Other Revenue		0.00%			-
Total Revenue	987,800	100.00%	\$0	\$845,995	85.64
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Benefits	\$ 968,060	99.38%	\$ 72,796	\$ 748,277	77.30
Purchased Services	\$ 6,010	0.62%	\$ -	\$ -	-
Total Expenditures	974,070	100.00%	72,796	748,277	76.82%
Surplus/(Deficit)	\$ 5,692		\$ (72,796)	\$ 97,718	

TORT IMMUNITY FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$ 332,100	99.19%	\$ -	\$ 263,567	0.79
Earnings on Investments	\$ 2,700	0.81%	\$ -	\$ 590	0.22
Other Revenue		0.00%		\$ 19,951	
Total Revenue	\$ 334,800	100.00%	\$ -	\$ 284,108	84.86%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Salaries	\$ 67,600	24.98%	\$ 6,500	\$ 58,500	86.54
Purchase Services	\$ 203,020	75.02%	\$ 125	\$ 278,596	137.23
Total Expenditures	\$ 270,620	100.00%	\$ 6,625	\$ 337,096	124.56%
Surplus/(Deficit)	\$ 64,180		\$ (6,625)	\$ (52,988)	

Lyons School District 103

TRANSPORTATION FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$ 1,360,200	72.51%	\$ -	\$ 396,086	0.29
Categorical State Aid	\$ 443,900	23.66%	\$ -	\$ 536,155	0.30
Earnings on Investments	\$ 71,700	3.82%	\$ -	\$ 37,192	0.52
Other Revenue	\$ -	0.00%	\$ -	\$ 848	-
Total Revenue	\$ 1,875,800	100.00%	\$ 0	\$ 970,282	51.73%

		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Salaries	\$ 14,630	0.92%	\$ 5,993	\$ 12,844	87.79
Benefits	\$ 160	0.01%	\$ 50	\$ 97	60.57
Purchased Services	\$ 1,578,920	99.07%	\$ 132,677	\$ 1,320,830	83.65
Supplies	\$ 0	0.00%	\$ 0	\$ 0	-
Capital Outlay	\$ 0	0.00%	\$ 0	\$ 0	-
Dues&Fees/Contingency	\$ 0	0.00%	\$ 0	\$ 0	-
Total Expenditures	1,593,710	100.00%	138,719	1,333,771	83.69%

Surplus/(Deficit)	\$ 282,090	9	\$ (138,719)	\$ (363,489)	
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Lyons School District 103

WORKING CASH FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$90,200	75.99%	\$0	\$71,621	0.79
Earnings on Investments	\$28,500	24.01%	\$0	\$16,414	0.58
Total Revenue	\$118,700	100.00%	\$0	\$88,035	74.17%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Interfund Transfer					0.00%
Total Expenditures	\$ -	0.00%	\$ -	\$ -	0.00%
Surplus/(Deficit)	\$ 118,700		\$ -	\$ 88,035	

Lyons School District 103
COMBINED OPERATING FUNDS
Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$21,203,018	44.47%	\$0	\$17,039,266	80.36
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10.69%	\$1,455,729	\$7,458,217	146.30
State Evidence Based Funding (EBF)	\$12,973,653	27.21%	\$0	\$8,916,032	68.72
Categorical State Aid	\$1,305,147	2.74%	\$1,114,504	\$3,549,324	271.95
State Early Childhood Block Grant	\$593,370	1.24%	\$75,230	\$753,217	126.94
Federal Nutrition Program	\$486,526	1.02%	\$104,436	\$725,521	149.12
Federal Title 1	\$519,530	1.09%	\$0	\$558,566	107.51
Other Federal	\$5,126,257	10.75%	\$935,853	\$5,011,157	97.75
Earnings on Investments	\$330,100	0.69%	\$0	\$199,340	60.39
Food Service	\$2	0.00%	\$11,163	\$47,646	100.00
Fees	\$41,001	0.09%	\$0	\$25,618	62.48
Before School Care, Camps	\$3,500	0.01%	\$0	\$362,600	10,360.01
Rentals	\$0	0.00%	\$0	\$0	-
Maintenance Grants	\$0	0.00%	\$0	\$50,000	-
Other Revenue	\$0	0.00%	\$0	\$25,170	-
Total Revenue	\$47,680,079	100.00%	\$3,696,914	\$44,721,674	93.80%
	-				
EXPENDITURES	Budget	Of Total	Monthly	Actual	Percent
	FY2023	Expenditures	May	as of	of Budget
				5/31/2023	Realized
Salaries	\$20,504,306	49.57%	\$1,735,232	\$16,355,163	79.76
Benefits	\$4,989,500	12.06%	\$537,335	\$4,819,155	96.59
IMRF/FICA/SS/Medicare	\$968,060	2.34%	\$72,796	\$748,277	77.30
Purchased Services	\$9,787,531	23.66%	\$735,663	\$9,079,892	92.77
Supplies	\$2,459,670	5.95%	\$89,837	\$1,947,802	79.19
Capital Outlay	\$124,820	0.30%	\$0	\$75,221	60.26
Special Ed Tuition	\$2,326,380	5.62%	\$119,384	\$2,299,240	98.83
Other, Dues&Fees/Contingency	\$201,180	0.49%	\$0	\$171,825	85.41
Total Expenditures	41,361,447	100.00%	3,290,248	35,496,575	85.82%
Surplus/(Deficit)	\$6,318,632	11	\$406,666	\$9,225,099	

Lyons School District 103

DEBT SERVICE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	Revenue	5/31/2023	Realized
Property Taxes	\$ 1,043,100	98.63%	\$ -	\$ 796,385	76.35%
Earnings on Investments	\$ 14,500	1.37%	\$ -	\$ 6,183	42.64%
Total Revenue	\$ 1,057,600	100.00%	\$ -	\$ 802,569	75.89%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	Expenditure	\$ 45,077	Realized
Debt Service	\$ 979,180	100.00%	\$ -	\$ 1,006,750	1.03
Total Expenditures	\$ 979,180	100.00%	\$ -	\$ 1,006,750	102.82%
Surplus/(Deficit)	\$ 78,420		\$ -	\$ (204,181)	

Lyons School District 103

CAPITAL PROJECTS FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Earnings on Investments	8.00	100.00%	4.47	4.47	55.88
Total Revenue	8.00	100.00%	\$4	\$4	55.88%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Capital Outlay					0.00%
Total Expenditures	\$0	0.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$8		\$4	\$4	

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

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	258,638	76.90%	\$ -	\$ 234,846	79%
Earnings on Investments	11,862	4.40%	\$ -	\$ 15,329	0.63
Other Revenue	50,000	18.70%	\$ -	\$ -	-
Total Revenue	320,500	100.00%	\$0	\$250,175	78.06%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	May	5/31/2023	Realized
Purchased Services	159,740	100.00%	\$ -	\$ -	-
Total Expenditures	159,740	100.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$ 160,760		\$ -	\$ 250,175	

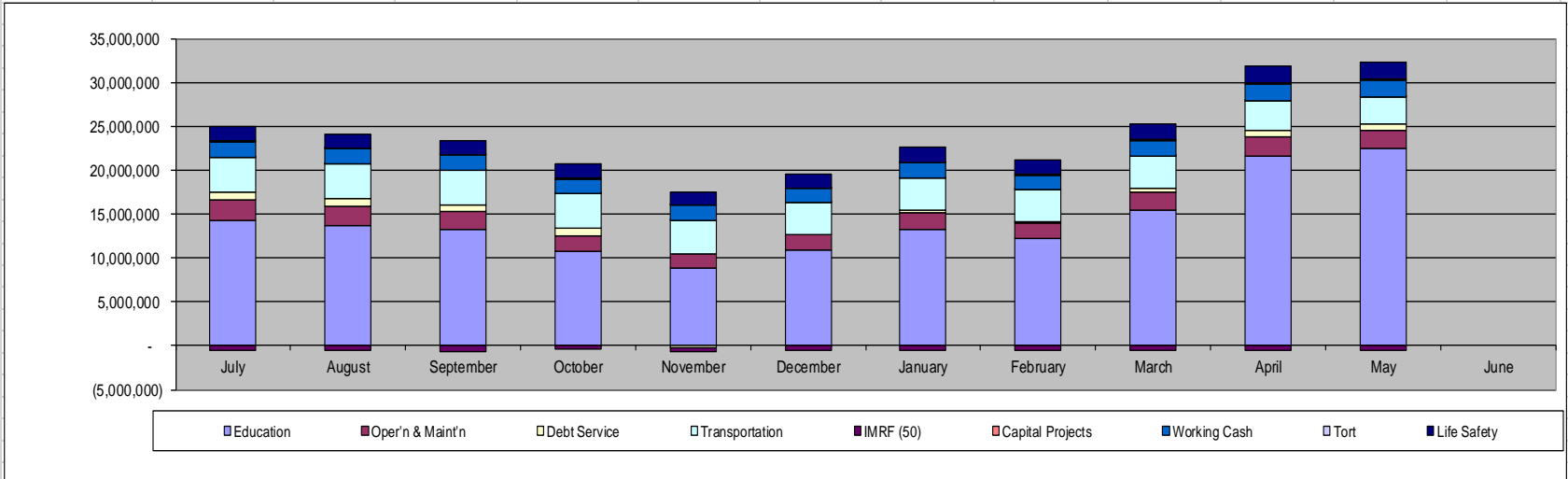
Lyons School District 103
COMBINED ALL FUNDS
Y-T-D REVENUE and EXPENSE by SOURCE

31-May-23

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	May	5/31/2023	Realized
Property Taxes	\$22,504,756	46%	\$0	\$18,070,497	80.30
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10%	\$1,455,729	\$7,458,217	146.30
State Evidence Based Funding (EBF)	\$12,973,653	26%	\$0	\$8,916,032	68.72
Categorical State Aid	\$1,305,147	3%	\$1,114,504	\$3,549,324	271.95
State Early Childhood Block Grant	\$593,370	1%	\$75,230	\$753,217	126.94
Federal Nutrition Program	\$486,526	1%	\$104,436	\$725,521	149.12
Federal Title 1	\$519,530	1%	\$0	\$558,566	107.51
Other Federal	\$5,126,257	10%	\$935,853	\$5,011,157	97.75
Earnings on Investments	\$356,470	1%	\$4	\$220,857	61.96
Food Service	\$2	0%	\$11,163	\$47,646	2,382,306.00
Fees	\$41,001	0%	\$0	\$25,618	62.48
Before School Care, Camps	\$3,500	0%	\$0	\$362,600	10,360.01
Rentals	\$0	0%	\$0	\$0	.
Maintenance Grants	\$0	0%	\$0	\$50,000	-
Other Revenue	\$50,000	0%	\$0	\$25,170	50.34
Total Revenue	\$49,058,187	100.00%	\$3,696,919	\$45,774,422	93.31%
EXPENDITURES	Budget	Of Total	Monthly	Actual	Percent
	FY2023	Expenditures	May	as of	of Budget
				5/31/2023	Realized
Salaries	\$20,504,306	48.25%	\$1,735,232	\$16,355,163	7,976.45
Benefits	\$4,989,500	11.74%	\$537,335	\$4,819,155	9,658.59
IMRF/FICA/SS/Medicare Fund	\$968,060	2.28%	\$72,796	\$748,277	0.77
Debt Service Fund	\$979,180	2.30%	\$0	\$1,006,750	9,277.00
Life Safety Fund	\$159,740	0.38%	\$0	\$0	7,918.96
Purchased Services	\$9,787,531	23.03%	\$735,663	\$9,079,892	6,026.32
Supplies	\$2,459,670	5.79%	\$89,837	\$1,947,802	9,883.34
Capital Outlay	\$124,820	0.29%	\$0	\$75,221	8,540.85
Special Ed Tuition	\$2,326,380	5.47%	\$119,384	\$2,299,240	85.82
Dues&Fees/Contingency	\$201,180	0.47%	\$0	\$171,825	85.41
Total Expenditures	\$42,500,367	100.00%	\$3,290,248	\$36,503,325	85.89%
		15			
Surplus/(Deficit)	\$6,557,820		\$406,671	\$9,271,097	

Lyons Elementary School District 103
Fiscal Year 2022-2023 Fund Balance
Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2022-2023												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	14,197,624	13,683,640	13,238,942	10,725,801	8,912,442	10,894,727	13,265,629	12,282,157	15,510,482	21,560,804	22,424,346	-
Oper'n & Maint'n	2,461,637	2,245,110	2,023,101	1,835,088	1,607,710	1,769,790	1,953,194	1,711,456	1,965,291	2,284,920	2,046,189	-
Debt Service	825,739	825,739	825,739	825,739	(181,011)	(17,745)	179,708	185,779	407,496	716,644	716,644	-
Transportation	4,012,440	3,968,913	3,897,433	3,956,109	3,753,814	3,600,227	3,766,710	3,554,632	3,721,664	3,263,503	3,124,784	-
IMRF (50)	(484,831)	(539,856)	(616,466)	(371,620)	(446,909)	(476,057)	(478,458)	(545,852)	(545,986)	(529,602)	(602,398)	-
SSI/MEDICARE (51)	1,835,121	1,835,121	1,835,121	1,835,121	1,835,121	1,886,601	1,947,733	1,949,645	2,035,695	2,131,058	2,131,058	-
Capital Projects	460	460	460	460	460	460	460	460	465	465	465	-
Working Cash	1,685,737	1,685,737	1,685,737	1,685,737	1,685,737	1,700,113	1,717,228	1,717,761	1,753,559	1,907,169	1,907,169	-
Tort	170,442	127,579	97,647	54,716	6,513	29,681	49,914	45,386	100,877	207,379	200,754	-
Life Safety	1,566,734	1,566,734	1,566,734	1,566,734	1,566,734	1,613,973	1,670,207	1,671,962	1,750,676	1,838,517	1,838,516	-
Total	26,271,102	25,399,177	24,554,448	22,113,885	18,740,610	21,001,770	24,072,325	22,573,386	26,700,219	33,380,857	33,787,527	-



To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 6/27/2023
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT	
Net Salaries	5.15.23	\$ 622,302.54	\$ 622,302.54
First American Bank H S A	Employee Deduction		\$ 287,439.20
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$ 13,022.90	
Bank One	Federal Withholding - Payroll Taxes	\$ 123,024.36	
	Employee/Employer		
First Investors Group	OMNI Liability Payment	\$ 100.00	
Illinois Department of Revenue	State Withholding	\$ 37,496.76	
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$ 9,416.73	
NuMark Credit Union	Credit Union Deductions	\$ 4,320.76	
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ 5,849.84	
Teachers' Retirement System - *	THIS Board Paid	\$ 70,584.13	
State of Illinois	0.92% "THIS"		
AIG VALIC	OMNI Liability	\$ 300.00	
Great American Financial Resources	OMNI Liability	\$ 200.00	
Guardian Vision	Employees' Portion	\$ 1,123.77	
Illinois Municipal Retirement	Board Paid	\$ 12,884.77	
Lincoln Investment Planning	OMNI Liability	\$ 2,369.50	
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$ 5,744.32	
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$ 75.00	
Expert Pay	Child Support	\$ 792.30	
TRS SSP	TRS Flexible Spending	\$ 134.06	
AXA Equitable Life (457B)	Employee Deduction - 457B		\$ 12,991.25
Thomas H. Hooper Chap 13	Wage Garnish	\$ 175.00	
IL Dept. of Revenue Levy	Garnishment-Rawke		
Krubl, Dennis	Health Insurance	\$ -	
SEIU Local 73 COPE	Aides/Custodians	\$ 45.50	
Service Employees International Union	Aides/Custodians Union Dues	\$ 975.53	
Local 73			
Lyons Township School Treasurer Flex	Flex Card	\$ 908.79	
West Suburban Teachers Union	Teacher Dues	\$ 10,886.43	
Net Salaries	SP 5.19.23	\$ 1,969.11	\$ 1,969.11
First American Bank H S A	Employee Deduction		\$ 317.67
Inland Bank H S A	Employee Deduction		
AXA Equitable Life	OMNI Liability	\$ -	
Bank One	Federal Withholding - Payroll Taxes	\$ 181.19	
	Employee/Employer		
First Investors Group	OMNI Liability Payment	\$ -	
Illinois Department of Revenue	State Withholding	\$ 35.13	
	Employee/Employer		
Illinois Municipal Retirement	Employee Deduction	\$ -	
NuMark Credit Union	Credit Union Deductions	\$ -	
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ 8.18	
Teachers' Retirement System - *	THIS Board Paid	\$ 87.08	
State of Illinois	0.92% "THIS"		

AIG VALIC	OMNI Liability	\$	-	
Great American Financial Resources	OMNI Liability	\$	-	
Guardian Vision	Employees' Portion	\$	-	
Illinois Municipal Retirement	Board Paid	\$	-	
Lincoln Investment Planning	OMNI Liability	\$	-	
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	6.09	
State of Illinois				
Waddell & Reed, Inc.	OMNI Liability	\$	-	
Expert Pay	Child Support	\$	-	
TRS SSP	TRS Flexible Spending	\$	-	
AXA Equitable Life (457B)	Employee Deduction - 457B			\$ 51.11
Glenn Stearns CH13	Wage Garnish	\$	-	
IL Dept. of Revenue Levy	Garnishment-Rawke			
SEIU Local 73 COPE	Aides/Custodians	\$	-	
Service Employees International Union	Aides/Custodians Union Dues	\$	-	
Local 73				
Thomas H. Hooper Chap 13	Wage Garnish	\$	-	
Krubl, Dennis	Health Insurance	\$	-	
Lyons Township School Treasurer Flex	Flex Card	\$	-	
West Suburban Teachers Union	Teacher Dues	\$	51.11	
Net Salaries			5.31.23	
		\$	575,180.64	\$ 575,180.64
First American Bank H S A	Employee Deduction	\$	(25.00)	\$ 262,690.73
Inland Bank H S A	Employee Deduction			
AXA Equitable Life	OMNI Liability	\$	13,022.90	
Bank One	Federal Withholding - Payroll Taxes	\$	109,409.57	
	Employee/Employer			
First Investors Group	OMNI Liability Payment	\$	100.00	
Illinois Department of Revenue	State Withholding	\$	34,366.47	
	Employee/Employer			
Illinois Municipal Retirement	Employee Deduction	\$	9,610.54	
NuMark Credit Union	Credit Union Deductions	\$	4,320.76	
	Employee Deductions			
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,294.06	
Teachers' Retirement System - *	THIS Board Paid	\$	64,690.82	
State of Illinois	0.92% "THIS"			
AIG VALIC	OMNI Liability	\$	300.00	
First American Bank H S A	H.S.A.	\$	(1,500.00)	
Great American Financial Resources	OMNI Liability	\$	200.00	
Guardian Vision	Employees' Portion	\$	1,111.11	
Illinois Municipal Retirement	Board Paid	\$	13,088.13	
Lincoln Investment Planning	OMNI Liability	\$	2,369.50	
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	5,330.51	
State of Illinois				
Waddell & Reed, Inc.	OMNI Liability	\$	75.00	
Expert Pay	Child Support	\$	792.30	
TRS SSP	TRS Flexible Spending	\$	134.06	
AXA Equitable Life (457B)	Employee Deduction - 457B			\$ 13,445.27
Glenn Stearns CH13	Wage Garnish	\$	275.00	
IL Dept. of Revenue Levy	Garnishment-Rawke			
SEIU Local 73 COPE	Aides/Custodians	\$	48.50	
Service Employees International Union	Aides/Custodians Union Dues	\$	975.53	
Local 73				
Thomas H. Hooper Chap 13	Wage Garnish	\$	175.00	
Krubl, Dennis	Health Insurance	\$	180.00	
Lyons Township School Treasurer Flex	Flex Card	\$	908.79	
West Suburban Teachers Union	Teacher Dues	\$	10,882.45	

PAYEE	DATE PAID	AMOUNT	\$ 1,776,387.52
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Board President

Board Secretary

Boal Chuan

Prepared by

Business Manager

Superintendent

Salaries/Benefits	\$	1,776,387.52
Special voucher requests	\$	-

Pages 1 - 22 - Accounts Payable Total		
Total Bill List Paid in Month	\$	1,776,387.52

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94738	ADA SPORTS AND RACKETS, LLC	06/27/2023	K7399	PE Supplies - Squish Ball, Badminton Racket, Shuttlecocks	5002200071	693.90	693.90
10E500	1120 4100 50 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S		693.90	
94739	ALGOR PLUMBING AND HEATING SUP	06/27/2023	202934	Edison	0	1,257.56	1,257.56
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,257.56	
94740	AMAZON CAPITAL SERVICES	06/27/2023	116RFFRL7V4M	Library Materials	2002200023	24.17	8,128.74
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		24.17	
			11XW3XRT461N	Science Project- Pizza boxes	7032200134	119.70	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		119.70	
			139WPXDC4J6P	B3 Bilingual Books, scissors. 4PCS Monarch butterfly life cycle, Restcloud Insect and Butterfly cage pop-up 23.6 inches tall, little people community helpers pack	3002200032	1,023.86	
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		1,023.86	
			13G4G7CH3Y7X	Teacher supplies	5002200072	584.23	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		584.23	
			16VPGPPN3CJV	Summer School Supplies	7032200147	373.33	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		373.33	
			1D3MRXFYD917	A/C cover for unit in 3rd grade and Scotch tape refills for supply closet.	6002200020	46.82	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		46.82	
			1DFDMXR36PHD	kleenex for Nurses Office	7022200030	200.00	
10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		200.00	
			1GWKFV4T6N7P	Paper for Graduation	5002200074	166.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E500	1110 4100 00 000000			programs EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		166.39	
			1H41XTWG4464	Student Improvement PLC Playbooks, Feedback/ Learning/ Leadership books	7032200107	66.92	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		66.92	
			1HPPT7VL4RHR	items for math night	4002200056	15.48	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		15.48	
			1NJ3FW3C4JNN	Coffee pots for admin	7002200055	47.99	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		47.99	
			1NML1YCP7C6P	items for math night	4002200055	67.25	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		67.25	
			1QM117RF7XNK	Kindergarten Caps & Gowns	2002200018	17.99	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		17.99	
			1VNG GFLJ7LTF	Safety Bag Purchase	7002200051	4,021.42	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		563.00	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		723.86	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		804.28	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		80.43	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,206.43	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		643.42	
			1VNGGFLJ4X6K	Pen Holder	7002200054	18.58	
10E000	2520 4100 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/SUPPLIES		18.58	
			1VNGGFLJ6HQQ	Labels for district-wide chromebooks/comput ers	7002200050	68.06	
10E000	1110 4110 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		68.06	
			1VPG71PK647L	Business office order	7002200053	106.63	
10E000	2520 4100 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/SUPPLIES		106.63	
			1VRQFPFR3R71	Kindergarten	2002200021	87.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Graduation Medals			
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		87.98	
			1VWTT6LV3LNY	PBS order	6002200025	454.75	
10E600	1110 4110 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		454.75	
			1WX77LMJ441D	items for school	4002200054	79.27	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		79.27	
			1YQ14G4X4HXK	Amazon order for toner for fax machine and supply closet	6002200029	260.70	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		260.70	
			1YQ14G4X6697	Summer School Supplies	7032200146	277.22	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		277.22	
94741	AMN Allied Services, LLC	06/27/2023	3688040	W.E. 05.12.23	0	1,680.00	1,680.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		1,680.00	
94742	AT&T	06/27/2023	708Z9926011696 51623	04.17.23-05.16.23	0	63.87	63.87
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		63.87	
94743	AT&T	06/27/2023	S661185185 050423	May 23' monthly service	0	4,200.46	8,352.34
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,200.46	
			S661185185 060423	June 23' monthly invoice	0	4,151.88	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,151.88	
94744	AT&T	06/27/2023	0210798700	May 23' Statement	0	3,197.10	6,394.20
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,197.10	
			7927108701	June 23' Statement	0	3,197.10	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,197.10	
94745	AT&T GLOBAL SERVICES	06/27/2023	SB277914	Costello Voice CPE Support	0	156.55	1,132.60
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB277915	Home Voice CPE Support	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	
			SB277916	GWMS Voice CPE Support	0	378.09	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		378.09	
			SB277917	Robinson Voice CPE Support	0	156.55	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB277918	Lincoln Voice CPE Support	0	156.55	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		156.55	
			SB277919	Edison Voice CPE Support	0	167.51	
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		167.51	
94746	Bendersky, Victoria	06/27/2023	CAT 531	CAT 531 Tuit. Reim	0	200.00	200.00
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		200.00	
94747	Bluder's Tree Service & Landsc	06/27/2023	3918	Lincoln tree & stump removal	0	3,500.00	3,500.00
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		3,500.00	
94748	BLUE CROSS BLUE SHIELD OF IL	06/27/2023	210862746927	Statement 05.31.23	0	448,427.77	448,427.77
10L000	4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.		448,427.77	
94749	BMO HARRIS COMMERCIAL CARD	06/27/2023	1793 060523	May 23' charges	0	7,114.31	7,114.31
10E000	1110 4100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		1,431.03	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		54.40	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		1,738.94	
10E000	2320 6400 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		1,354.86	
10E000	2510 4100 00 000000			EDUCATION/DISTRICT OFFICE/DIRECTION OF BUSINESS SUPPORT		346.08	
10E000	2642 4100 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/SUPPLIES		2,189.00	
94750	BOB & JOHN'S MOBIL	06/27/2023	0127985	May 23' Service	0	173.44	461.72
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		173.44	
			0127988	May 23' Service	0	98.61	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		98.61	
			0127993	June Service	0	189.67	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		189.67	
94751	BRITTEN SCHOOL	06/27/2023	15813	May 23 CA FA SB Private	0	18,976.32	35,844.16
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		12,650.88	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		6,325.44	
			15842	Pre-billing A FA SB Privat	0	16,867.84	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		8,433.92	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		8,433.92	
94752	Brozo, Carol	06/27/2023	105	April/May 23' payment	0	3,850.00	3,850.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		3,850.00	
94753	BUCKEYE CLEANING CENTERS	06/27/2023	90506171	GWMS Clarion	0	523.38	523.38
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		523.38	
94754	CHILDREN'S PLUS, INC.	06/27/2023	230652	Our Lady of Charity Catholic School Quote 326900 for Library Books	7032200143	2,668.28	2,668.28
10E000	1250 4110 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		2,668.28	
94755	CIT	06/27/2023	42412997	Docuware May 23'	0	2,731.25	5,462.50
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,731.25	
			42610960	Docuware June 23'	0	2,731.25	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,731.25	
94756	CITY SOCIAL MARKETING SOLUTION	06/27/2023	1186	June 23' Communication	0	7,500.00	7,500.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		7,500.00	
94757	COMCAST CABLE	06/27/2023	6742 052223	GWMS 06.01.23-06.30.23	0	269.99	269.99
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		269.99	
94758	Community Unit School District	06/27/2023	2023-1	Transportation CK & KK	0	18,675.20	18,675.20
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		18,675.20	
94759	Cordogan Clark & Assoc., Inc.	06/27/2023	23243	LED ECO lighting	0	25,000.00	37,080.55
20E000	2533 5200 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/ARCHITECTURE AND ENGINEER		25,000.00	
			26296	Planning/Pre-Desig n fees	0	12,080.55	
20E000	2540 4100 00 499802			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		12,080.55	
94760	CRISIS PREVENTION INSTITUTE IN	06/27/2023	IUS0254526	Annual membership Fee	0	200.00	200.00
10E600	1205 3140 00 000000			EDUCATION/COSTELLO ELEMENTARY/LEARNING DISABLED/PROFESS		200.00	
94761	DADA, ABDUL KADIR	06/27/2023	exp reim 050323	exp. reim.	0	26.00	210.05
10E000	2510 3320 00 000000			EDUCATION/DISTRICT OFFICE/DIRECTION OF BUSINESS SUPPORT		26.00	
			mileage 050423	mileage	0	184.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2510 3320 00 000000			EDUCATION/DISTRICT OFFICE/DIRECTION OF BUSINESS SUPPORT		184.05	
94762	Dada, Moshin	06/27/2023	060123ex	exp. reim	0	53.39	284.19
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		53.39	
			exp.reim 052923	Exp. reim	0	230.80	
10E000	2510 3320 00 000000			EDUCATION/DISTRICT OFFICE/DIRECTION OF BUSINESS SUPPORT		230.80	
94763	DESPLAINES VALLEY NEWS	06/27/2023	23-321	Notice of Public Hearing	0	75.14	75.14
10E000	2310 3500 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		75.14	
94764	DIRECT ENERGY SERVICES	06/27/2023	231420051739088	Service	0	24,139.51	24,139.51
				04.19.23-05.17.23			
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		2,968.15	
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		4,126.78	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		3,240.54	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,425.36	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		7,578.39	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		3,589.57	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		210.72	
94765	Elior, Inc.	06/27/2023	INV1900030962	May 23' District Food	0	76,425.60	76,425.60
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		9,629.62	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		8,406.81	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		20,749.57	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		8,406.81	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		22,169.42	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		7,063.37	
94766	FIRST STUDENT HODGKINS	06/27/2023	11898504	May 23' Service	0	45,232.75	56,144.93
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		45,232.75	
			332897	GWMS- Softball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			332920	GWMS-Soccer	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			333548	GWMS- Volleyball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			333603	GWMS Softball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			333608	GWMS- Soccer	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			333609	Home- Morton	0	199.34	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		199.34	
			334650	GWMS- Volleyball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			335105	GWMS- Volleyball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			335306	GWMS- Softball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			336881	GWMS Volleyball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			338455	Costello-Brookfiel d Zoo	0	1,879.38	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		1,879.38	
			338456	GWMS - Soccer	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			338457	GWMS Softball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			338663	GWMS- Field Museum	0	939.69	
40E500	2550 3320 00 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		939.69	
			341014	GWMS Soccer	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			341017	GWMS Soccer	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			341062	GWMS - Great America	0	1,982.00	
40E500	2550 3320 00 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		1,982.00	
			341113	GWMS - Navy Pier	0	1,879.38	
40E500	2550 3320 00 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		1,879.38	
			345293	Lincoln- Volkening Farm	0	501.28	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		501.28	
			345328	Edison - Morton	0	313.23	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		313.23	
			345332	Robinson- Brookfield Zoo	0	313.23	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E400 2550 3320 00 000000				TRANSPORTION/ROBINSON ELEMENTARY/PUPIL TRANSPORTATION S		313.23	
			347774	Edison- Starved Rock	0	313.23	
40E000 2550 3310 00 000000				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		313.23	
94767 FLAHIVE, JULIE A		06/27/2023	052423 travel	Mileage	0	312.52	312.52
10E000 2330 3320 00 000000				EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		312.52	
94768 FLEXIBLE BENEFITS SERVICE CORP		06/27/2023	297737473051	FSA 06.05.23	0	50.00	100.00
10E000 1110 2940 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
			852525471731	FSA 05.05.23	0	50.00	
10E000 1110 2940 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
94769 GIANT STEPS		06/27/2023	103-0423EF	HH May Lunch	0	123.50	7,030.10
10E500 1912 6700 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		123.50	
			103-0523E	HH May Tuition	0	6,906.60	
10E500 1912 6700 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		6,906.60	
94770 GLOBAL WATER TECHNOLOGY		06/27/2023	90033	June 23' water treatment	0	337.27	337.27
20E000 2540 3230 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		337.27	
94771 GRAND PRAIRIE TRANSIT		06/27/2023	RTINV1006188	May 23' Transportation	0	124,144.49	124,144.49
40E000 2550 3310 00 000000				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		124,144.49	
94772 GRIFFIN, PETRA		06/27/2023	053023 mileage	Mileage	0	86.63	86.63
10E400 1110 3320 00 000000				EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TRAVEL		86.63	
94773 GROOT, INC. A WASTE CONNECTION		06/27/2023	10715472T098	Home June 23'	0	660.20	5,929.26
20E200 2540 3210 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		660.20	
			10715473T098	Edison- June 23'	0	1,202.64	
20E100 2540 3210 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,202.64	
			10715475T098	Lincoln June 23'	0	1,016.32	
20E300 2540 3210 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,016.32	
			10715476T098	Costello June 23'	0	984.83	
20E600 2540 3210 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		984.83	
			10715477T098	GWMS June 23'	0	1,235.07	
20E500 2540 3210 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,235.07	
			17015474T098	Robinson June 23'	0	830.20	
20E400 2540 3210 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		830.20	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94774	GUARDIAN - ALTERNATE FUNDED	06/27/2023	469383 060223	Period Ending 05.31.23	0	15,560.10	15,560.10
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		15,560.10	
94775	GUARDIAN -BILL ID 0001094522	06/27/2023	1094522 052423	Period End 05.24.23	0	14,603.71	14,603.71
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		8,641.98	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,801.93	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		954.95	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		204.85	
94776	Guiding Light Academy	06/27/2023	5327	May 23 Tuition EP	0	8,214.40	8,214.40
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		8,214.40	
94777	HANSEN, SUSAN K	06/27/2023	Cohort 70	Cohort 70	0	1,320.00	1,320.00
10E400	1110 2300 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU		1,320.00	
94778	HAYES MECHANICAL LLC	06/27/2023	27448	Home- blower motor	0	271.00	4,851.00
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		271.00	
			27458	Edison- blower housing	0	1,118.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,118.00	
			27465	GWMS-blower motor	0	631.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		631.00	
			27477	Costello- damper and chiller	0	703.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		703.00	
			27480	Home- worn belts	0	775.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		775.00	
			27995	GWMS-chiller repair	0	352.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		352.00	
			28005	Admin- tubing and blower belts	0	723.25	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		723.25	
			28006	Costello- broken blower wheel	0	277.75	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		277.75	
94779	HELPING HAND CENTER	06/27/2023	INV103358	GWMS MM May 23 tuition	0	8,270.64	8,270.64
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		8,270.64	

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94780	IASA WEST COOK DIVISION	06/27/2023	84-053123-AA3700	Workshop-Health Life Safety	0	200.00	200.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		200.00	
94781	IL MTSS Network	06/27/2023	MTS000054	Services	0	21,266.00	21,266.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		21,266.00	
94782	ILLINOIS PRINCIPAL ASSOCIATION	06/27/2023	424528	Professional Development - Jamrose; Dakins; Silva; Bailey; Lawler; Redd	7002200058	984.00	1,347.00
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		984.00	
			424528a	Professional Academy - Rivera	7002200057	199.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		199.00	
			424638	Professional Development - Lupe Vander Floeg	7002200059	164.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		164.00	
94783	IMPERIAL SURVEILLANCE INC.	06/27/2023	207912	Svc Plan Admin 06.18.23-09.17.23	0	1,611.18	1,611.18
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		1,611.18	
94784	INTERPRENET, LTD	06/27/2023	125973	IEP MEETING - SPANISH	0	204.06	204.06
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		204.06	
94785	Ippolito, Christina	06/27/2023	CUA 1	CUA 1 Culture	0	600.00	600.00
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		600.00	
94786	ISCORP	06/27/2023	0732320	May 23 hosting svcs	0	1,036.80	1,036.80
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,036.80	
94787	J STERLING MORTON HIGH SCHOOL	06/27/2023	752	Graduation security	0	2,412.00	2,412.00
10E000	2310 3110 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		2,412.00	
94788	JAMES, SAMANTHA	06/27/2023	mileage 01923-063023	Mileage	0	226.89	226.89
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		226.89	
94789	Janik, Maria	06/27/2023	696-212	696-212 Creative Project	0	467.00	467.00
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		467.00	
94790	KELLY SERVICES, INC.	06/27/2023	786719	W.E. 05.21.23	0	30,668.85	61,613.19

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		30,668.85	
			789717	W.E. 05.28.23	0	23,444.01	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		23,444.01	
			792675	W.E. 06.04.23	0	2,656.49	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,656.49	
			796282	W.E. 06.11.23	0	4,843.84	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		4,843.84	
94791	KLEIN, DEBORAH M	06/27/2023	exp re. 5th grade	exp. reimb.	0	232.16	232.16
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		232.16	
94792	KOCH, BRENDAN J	06/27/2023	012523 mileage	mileage	0	15.29	113.55
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		15.29	
			021023 mileage	Mileage	0	16.98	
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		16.98	
			030123 mileage	Mileage	0	16.84	
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		16.84	
			031623 mileage	mileage	0	16.95	
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		16.95	
			033023 mileage	mileage	0	15.28	
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		15.28	
			042423 mileage	mileage	0	15.28	
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		15.28	
			051123 mileage	mileage	0	16.93	
10E300	1110 3320 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TRAVEL		16.93	
94793	KONICA MINOLTA BUSINESS SOLUTI	06/27/2023	9009332659	Coverage	0	14.10	513.35
				11.25.22-12.24.23			
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		14.10	
			9009332660	Coverage	0	20.51	
				12.25.22-01.24.23			
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		20.51	
			9009332661	Coverage	0	18.20	
				01.25.23-02.24.23			
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		18.20	
			9009332663	Coverage	0	34.37	
				02.25.23-03.24.23			
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		34.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			9009332664	Coverage 03.25.23-04.24.23	0	17.27	
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		17.27	
			9009336068	Coverage 04.25.23-05.24.23	0	23.90	
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		23.90	
			9009336069	Coverage 04.25.23-05.24.23	0	385.00	
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		385.00	
94794	KONICA MINOLTA PREMIER FINANCE	06/27/2023	503128456	Contract- 05.29.23-06.29.23	0	8,725.00	8,725.00
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	
94795	LADSE-LAGRANGE AREA DEPT OF SP	06/27/2023	F23-445-103F	credit Phono Tuition	0	-2,095.37	113,344.45
10E000 4221 6700 00 000000				EDUCATION/DISTRICT OFFICE/SPED-COOP/TUITION		-2,095.37	
			FY23-300-103Fa	FY23 Pre Bill Purchase Service	0	232,371.99	
10E000 4120 3040 00 000000				EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		232,371.99	
			FY23-430-6-103F	credit MN/CD TUITION	0	-103,426.83	
10E000 4221 6700 00 000000				EDUCATION/DISTRICT OFFICE/SPED-COOP/TUITION		-103,426.83	
			FY23-453-103F	credit EBD TUITION	0	-26,532.21	
10E000 4221 6700 00 000000				EDUCATION/DISTRICT OFFICE/SPED-COOP/TUITION		-26,532.21	
			FY23-454-2-103	ED Level 2	0	13,026.87	
10E000 4221 6700 00 000000				EDUCATION/DISTRICT OFFICE/SPED-COOP/TUITION		13,026.87	
94796	LAKESHORE LEARNING MATERIALS	06/27/2023	738309052623	Intervention order from Lakeshore	6002200028	310.47	310.47
10E600 1110 4100 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		310.47	
94797	Landking Ecogreen Environmenta	06/27/2023	05000516	GWMS - paper towels	7012200011	1,140.00	1,140.00
20E500 2540 4100 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,140.00	
94798	Little Friends, Inc.	06/27/2023	153843	JP- May 23 tuition	0	5,493.39	5,493.39
10E300 1912 6700 00 000000				EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		5,493.39	
94799	LYONS POLICE DEPARTMENT	06/27/2023	053023	Mthly SOR May 23	0	6,500.00	6,500.00
80E000 2365 1000 00 000000				TORT FUND/DISTRICT OFFICE/RISK MANAGEMENT/SALARIES		6,500.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94800	MARCINKIEWICZ, JULIE A	06/27/2023	053123	mileage	0	59.16	59.16
10E500	1110 3320 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TRAVEL		59.16	
94801	Matias, Cindy	06/27/2023	exp. reim 052523	exp. reimbursement	0	42.50	42.50
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		42.50	
94802	MAXIM STAFFING SOLUTIONS	06/27/2023	E9691250366	W.E. 05.20.23	0	6,854.60	14,075.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		6,854.60	
10E000	2642 3900 00 000000		E9725080366	W.E. 05.27.23	0	7,220.40	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		7,220.40	
94803	MENARDS-FRONT END MANAGER	06/27/2023	20769	Lint traps	0	264.94	450.73
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		264.94	
20E000	2540 4100 00 000000		20958	Truss Tie Roof	0	185.79	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		185.79	
94804	MENTA ACADEMY HILLSIDE	06/27/2023	SESINV028884	ED May 23'	0	4,871.24	11,027.39
10E200	1912 6700 00 000000			tuition		4,871.24	
10E500	1912 6700 00 000000		SESINV029104	MM May 23'	0	4,104.10	
10E500	1912 6700 00 000000			tuition		4,104.10	
10E500	1912 6700 00 000000		SESINV029442	MM June 23'	0	2,052.05	
10E500	1912 6700 00 000000			tuition		2,052.05	
94805	NAPA Auto Parts	06/27/2023	6308-910363	Silicone Comp	0	36.82	184.15
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		36.82	
20E000	2545 3230 00 000000		6308-927413	Battery	0	147.33	
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		147.33	
94806	NICOR GAS	06/27/2023	30067700002 060823	Home	0	250.54	4,849.79
20E200	2540 4650 00 000000			05.05.23-06.05.23		250.54	
20E100	2540 4650 00 000000		41174700009 060823	Edison	0	343.93	
20E100	2540 4650 00 000000			05.05.23-06.05.23		343.93	
20E300	2540 4650 00 000000		41400800003 052423	Lincoln	0	1,094.57	
20E300	2540 4650 00 000000			04.21.23-05.21.23		1,094.57	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			46930800001 053023	Robinson 04.26.23-05.24.23	0	477.83	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		477.83	
			62030800007 052623	Legion 04.25.23-05.23.23	0	97.68	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		97.68	
			74981782589 052623	Costello 04.25.23-05.25.23	0	604.16	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		604.16	
			82030800005 052623	GWMS 04.25.23-05.23.23	0	1,862.64	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,862.64	
			92030800004 052623	Annex 04.25.23-05.23.23	0	118.44	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		118.44	
94807	O DELSON & STERK, LTD.	06/27/2023	36949	Svcs thru 05.31.23	0	4,998.75	4,998.75
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		4,998.75	
94808	ORIGO EDUCATION	06/27/2023	SI0019938	Quote Q-00183-1 Origo Summer School 3 month license Includes Summer School channel and Online Fundamentals	7032200144	1,250.00	1,250.00
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		1,250.00	
94809	Peerless Network, Inc.	06/27/2023	24626	06.01.23-06.30.23	0	6,620.58	6,620.58
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		454.61	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		384.11	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		156.59	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		324.77	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		131.07	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		180.95	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,988.48	
94810	PITNEY BOWES GLOBAL FINANCIAL	06/27/2023	3106120561	Leasing 04.09.23-07.08.23	0	452.61	452.61
10E000	2310 3400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		452.61	
94811	ProCare Therapy	06/27/2023	20692725	W.E. 05.19.23	0	11,718.75	58,325.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		11,718.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 2642 3900 00 000000			20692732	W.E. 05.05.23 EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS	0	13,335.25	13,335.25
10E000 2642 3900 00 000000			20693306	W.E. 05.12.23 EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS	0	2,596.25	2,596.25
10E000 2642 3900 00 000000			20693319	W.E. 05.19.23 EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS	0	2,596.25	2,596.25
10E000 2642 3900 00 000000			2069735	W.E. 05.12.23 EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS	0	12,782.75	12,782.75
10E000 2642 3900 00 000000			20705631	W.E. 05.26.23 EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS	0	15,295.75	15,295.75
94812 PURCHASE POWER		06/27/2023	10971327 051923	Purchase Power Postage	0	200.00	200.00
10E000 2310 3400 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		200.00	
94813 QUALITY NETWORK SOLUTIONS, INC		06/27/2023	62041	June monthly service	0	26,501.92	27,304.74
10E000 2663 3100 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		26,501.92	
10E300 2663 3240 00 000000			68654	Replacement Fax Machine for Lincoln (Main office)	7042200057	263.82	
10E000 2663 3100 00 000000			68764	Monthly VoiP Phone Charges	0	539.00	
94814 QUINLAN & FABISH MUSIC CO		06/27/2023	14335457	Bass Clarinet	5002200070	37.00	37.00
10E500 1590 3230 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		37.00	
94815 RAPTOR TECHNOLOGIES LLC		06/27/2023	52780	Raptor visitor MGT annual fee	0	3,750.00	3,750.00
10E500 1110 4100 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		3,750.00	
94816 ROCCO, MATTHEW J		06/27/2023	OL-5102	OL-5102	0	475.00	475.00
10E100 1110 2300 00 000000				EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TUITION REIMBURS		475.00	
94817 SAM'S CLUB DIRECT		06/27/2023	437979636 052023	05.20.23 statement	0	614.54	614.54
10E000 1110 4100 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		189.40	
10E000 1274 4110 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD 0-3/SUPPLIES/		339.42	
10E000 2310 4100 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		85.72	
94818 Sanders, Kwanza		06/27/2023	WIN payment	Payment for WIN	0	150.00	150.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 1110 1110 00 399900				EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEACHER SALARY/AFT		150.00	
94819 SASED		06/27/2023	1002300678	FY23 HI Tuition	0	15,020.70	15,020.70
10E000 4120 3040 00 000000				EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		15,020.70	
94820 SCHINDLER ELEVATOR CORPORATION		06/27/2023	8106190795	GWMS - 03.23-05.31Quarter ly Billing	0	877.25	2,674.44
20E500 2540 3200 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		877.25	
			8106222526	Edison Qtrl 04.01.23-06.30.23	0	868.04	
20E100 2540 3230 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		868.04	
			8106267631	GWMS 06.23-08.31 qtrly billing	0	929.15	
20E500 2540 3200 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		929.15	
94821 School Business Management Ser		06/27/2023	103-05-23	May 23' Billing	0	17,025.00	17,025.00
10E000 2310 3100 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		17,025.00	
94822 SCHOOL HEALTH CORPORATION		06/27/2023	5572770-01	P.E. order from School Health/Palos Sports	6002200018	99.98	99.98
10E600 1111 4100 00 000000				EDUCATION/COSTELLO ELEMENTARY/PHYSICAL EDUCATION/SUPPLI		99.98	
94823 SCHOOL SPECIALTY, INC.		06/27/2023	208133204353	Scotch tape	4002200053	52.66	1,860.89
10E400 1110 4100 00 000000				EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		52.66	
			308104279183	Office Supplies	1002200017	1,808.23	
10E100 1110 4100 00 000000				EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		1,808.23	
94824 SEAL OF ILLINOIS		06/27/2023	11646	Tuition May 23' AD	0	6,249.98	6,249.98
10E300 1912 6700 00 000000				EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		6,249.98	
94825 SEAL SOUTH, INC		06/27/2023	8037	Tuition May 23 JT	0	6,269.56	6,269.56
10E600 1912 6700 00 000000				EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		6,269.56	
94826 SHIRT PRINTING 4 U, INC.		06/27/2023	8360694	Teacher appreciation	0	1,375.00	1,375.00
10E000 1110 4100 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		1,375.00	
94827 SKYNET SECURITY SYSTEMS		06/27/2023	30276	Service Contract	0	14,500.00	14,500.00
10E000 2663 3900 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		14,500.00	
94828 SMITHEREEN PEST MANAGEMENT SER		06/27/2023	3065302	Costello May 23 PC Service	0	72.00	527.00
20E600 2540 3230 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		72.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3065303	GWMS May 23' PC Service	0	72.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		72.00	
			3065304	Home May 23' PC Service	0	72.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		72.00	
			3065305	Lincoln May 23' PC Service	0	72.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		72.00	
			3065306	Robinson May 23' PC Service	0	72.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		72.00	
			3065307	Edison May 23' PC Service	0	72.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		72.00	
			3065453	Admin May 23' PC Service	0	95.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		95.00	
94829	SOARING EAGLE ACADEMY	06/27/2023	22012	Mar 23' tuition KM & JP	0	17,209.44	36,331.04
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		8,604.72	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		8,604.72	
			22109	may 23' tuition KM & PJ	0	19,121.60	
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		9,560.80	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		9,560.80	
94830	Spindle	06/27/2023	20684902	W.E. 05.12.23	0	4,400.00	8,800.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,400.00	
			20692619	W.E. 05.21.23	0	4,400.00	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,400.00	
94831	Spotter Staffing	06/27/2023	3931	W.E. 05.24.23	0	2,507.50	5,737.50
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,507.50	
			3967	W.E. 05.27.23	0	3,230.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,230.00	
94832	T-MOBILE	06/27/2023	972033599 052123	04.21.23-05.20.23 hots	0	150.00	150.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		150.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94833	TEXTHELP INC.	06/27/2023	64929	Read&Write subscription renewal 5/26/23-5/26/24 Quote # TH36872	7032200145	4,532.22	4,532.22
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		4,532.22	
94834	THOMSON REUTERS - WEST	06/27/2023	848431320	June 23' online subscription	0	606.82	606.82
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		606.82	
94835	TRAPP, DANIEL	06/27/2023	053123	mileage Mileage- Conference	0	236.71	236.71
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		236.71	
94836	UNIQUE PRODUCTS	06/27/2023	44179	Home- Battery labor	0	1,131.89	1,665.65
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		1,131.89	
20E100	2540 4100 00 000000		450660	Edison Drain cap	0	253.03	253.03
				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		253.03	
20E200	2540 4100 00 000000		47178	Home machine repair	0	280.73	280.73
				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		280.73	
94837	UNITED SEATING & MOBILITY	06/27/2023	53323932	Guide bar	0	3,026.40	3,026.40
10E500	1205 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/LEARNING DISABLED/SU		3,026.40	
94838	VANDER PLOEG, GUADALUPE	06/27/2023	exp. re safety bag	exp reim. batteries for flashlights safety bags	0	192.32	192.32
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		192.32	
94839	VERIZON WIRELESS	06/27/2023	9935620346	Billing 04.24.23-05.23.23	0	906.33	906.33
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		906.33	
94840	VILLAGE OF LYONS WATER DEPARTM	06/27/2023	13293 053123	Costello Svc 03.16.23-05.15.23	0	966.65	966.65
20E600	2540 3700 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		966.65	
94841	VILLAGE OF STICKNEY WATER DEPT	06/27/2023	101878 053123	Home 04.11.23-05.14.23	0	481.07	1,508.67
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		481.07	
20E200	2540 3700 00 000000		101878 063023	Home 05.15.23-06.13.23	0	242.84	242.84
				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		242.84	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
			101884 053123	Edison	0	378.12		
				04.11.23-05.14.23				
20E100	2540 3700 00 000000		OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		378.12		
			101884 063023	Edison	0	406.64		
				05.15.23-06.13.23				
20E100	2540 3700 00 000000		OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		406.64		
94842	VILLAGE OF BROOKFIELD	06/27/2023	400067001 060523	Lincoln reading	0	814.71	814.71	
				05.31.23				
20E300	2540 3700 00 000000		OP, BLDG,MAIN/LINCOLN	ELEMENTARY/OPERATION AND MAINTENA		814.71		
94843	Viramontes, Angelina	06/27/2023	mileage 042723	mileage	0	9.75	15.81	
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			9.75		
			mileage 053123	mileage	0	6.06		
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			6.06		
94844	WEST 40 INTERMEDIATE SERVICE C	06/27/2023	230771	GM May 23 tuition	0	1,800.00	2,013.77	
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			1,800.00		
			230800	KD Zoom meeting	0	213.77		
10E000	2310 3120 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			213.77		
94845	WEST, KIMBERLY K	06/27/2023	exp. reim 060623	parent gas card reimbursement	0	115.95	115.95	
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			115.95		
94846	WOODS, GREGORY	06/27/2023	031623 GW	Collage Concert	0	150.00	450.00	
10E500	1120 4100 12 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S			150.00		
			050423 GW	Finale Concert	0	150.00		
10E500	1120 4100 12 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S			150.00		
			051223 GW	High Note Festival	0	150.00		
10E500	1120 4100 12 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S			150.00		
						109 Computer	Check(s) For a Total of	1,443,417.14

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94537	HAYES MECHANICAL LLC	06/07/2023	25096	Edison 2 new heat exchangers	0	12,993.00	13,638.66
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		12,993.00	
			25460	GWMS- pipe insulation repair	0	645.66	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		645.66	
94737	WEST SUBURBAN TEACHERS UNION,	06/14/2023	20230615ADTDUES	Payroll accrual	0	51.11	51.11
10L000	4893 0000 00 000000			EDUCATION/DISTRICT OFFICE/Dues-Teacher/.		51.11	
			2	Void	Check(s) For a Total of		13,689.77

	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
	109	Computer	Checks For a Total of	1,443,417.14
Total For	109	Manual, Wire Tran, ACH & Computer	Checks	1,443,417.14
Less	2	Voided	Checks For a Total of	13,689.77
			Net Amount	1,429,727.37

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	468,943.54	0.00	647,379.55	1,116,323.09
20	OP, BLDG,MAIN	954.95	0.00	106,984.71	107,939.66
40	TRANSPORTION	0.00	0.00	198,964.62	198,964.62
80	TORT FUND	0.00	0.00	6,500.00	6,500.00

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Cafeteria
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.
Monday, April 10, 2023

I. Call to Order

The special meeting of the Board of Education was called to order at 5:01 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:

Sara Andreas
Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Absent:

Vito Campanile
Winifred Rodriguez

III. Public Comment

Steve Kimmey, GWMS 8th Grade Math Teacher, commented on a student medical emergency that took place wherein an ambulance was required and the emergency button did not work. He stated the buttons in his classroom and the upstairs emergency buttons do not work and asked to have this fixed within the next two weeks.

IV. Action Items

Approval of Resolution Authorizing Non-Renewal of Non-Tenured, Non-Final Year Probationary Teacher

Mario Ramirez moved seconded by Olivia Quintero to approve the Resolution Authorizing Non-Renewal of Non-Tenured, Non-Final Year Probationary Teachers, Lisa Cavanaugh, Christine Faitz and David Rawski, effective at the end of the 2022-2023 school term.

Upon Roll Call:

Ayes:	Sara Andreas Slagiana Aleksikj Olivia Quintero Mario Ramirez Jorge Torres
Nays:	None
Absent:	Vito Campanile Winifred Rodriguez

Motion carried

Approval of Addendum to 2022-2023 Employment Agreement between the Board of Education of Lyons Elementary School District 103 and Regina Redd

Olivia Quintero moved seconded by Sara Andreas to approve the addendum to the 2022-2023 Employment Agreement between the Board of Education of Lyons Elementary School District 103 and Regina Redd, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Slagiana Aleksikj Olivia Quintero Mario Ramirez Jorge Torres
Nays:	None
Absent:	Vito Campanile Winifred Rodriguez

Motion carried

Approval of Resignation List #4.10.23

Mario Ramirez moved seconded by Olivia Quintero to approve the [Resignation List # 4.10.23](#), as presented.

Upon Roll Call:

Ayes: Sara Andreas
Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Nays: None

Absent: Vito Campanile
Winifred Rodriguez

Motion carried

V. Adjournment

Mario Ramirez moved seconded by Olivia Quintero to adjourn at 5:07 p.m.

Upon Voice Vote there were 5 Ayes, 0 Nays, 2 Absent

Sara Andreas, Secretary

Jorge Torres, President

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Cafeteria
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.
Tuesday, April 25, 2023

I. Call to Order

The regular meeting of the Board of Education was called to order at 6:02 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:

Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Absent:

Slagiana Aleksikj
Vito Campanile

III. Reading of Communications

None

IV. Year-to-Date Financials

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

V. Superintendent Report

Audit Presentation by Baker Tilly

Superintendent Rivera introduced Nick Cavaliere from Baker Tilly who presented the Board with a brief overview of the 2022 audit which included the statement of revenues, expenditures, and changes in fund balances. Mr. Cavaliere stated that the general fund end of year balance is \$15,511,150 and the operations and maintenance fund is \$2,749,967. He stated the highest government financial score given is a 4 and that our district received a recognition of 4.

Cooperative Procurement Process

Mohsin Dada presented to the Board on the procurement process. He made a recommendation for approval of Summer 2023 projects and provided information about Summer 2024 projects. These projects are in addition to the LED project that was previously approved by the Board. Mr. Dada informed the Board that we will be using ESSER II funds to pay for Building Automation, Lincoln Chiller and associated engineering work. He also stated that for the Summer of 2024, we will be working on HVAC and roofs for selected buildings. Also, in addition to replacing obsolete equipment, he stated we expect to improve the learning environment and reduce operating cost. We are also going to take advantage of Inter-Governmental Cooperative Purchasing Agreements.

VI. Public Comment

Maria Luisa Soto, Robinson Parent, commented on the blacktop at Robinson School. She commented she came to the Board meeting to show some of the asphalt from Robinson that she brought with her. Board President Torres stated this is very important that we get this taken care of.

VII. Consent Agenda

Olivia Quintero moved seconded by Mario Ramirez to approve the Consent Agenda, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Vito Campanile

Motion carried

- A. Authorize Payment of Monthly Bills for April 2023
 1. Board Bills April 2023
 2. Activity Funds April 2023
- B. Approval of Minutes
 1. Regular Minutes of March 28, 2023
 2. Approval of Personnel/Leaves/Resignation List #4.25.23
- C. Second Reading of Policies

1. Policy 5:250 - Leaves of Absence
2. Policy 5330 - Sick Days, Vacation, Holidays, and Leaves

VIII. Action Items

Approval of Full-Time Aides Collective Bargaining Agreement Between the Lyons School District 103 and SEIU Local 73 from July 1, 2022 thru June 30, 2025

Olivia Quintero moved seconded by Sara Andreas to approve the Full-Time Aides Collective Bargaining Agreement Between Lyons School District 103 and SEIU Local 73 from July 1, 2022 thru June 30, 2025

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Vito Campanile
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Motion carried

Approval of Equalis Group Master Intergovernmental Cooperative Purchase Agreement

Mario Ramirez moved seconded by Olivia Quintero to approve Equalis Group Master Intergovernmental Cooperative Purchase Agreement, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Vito Campanile
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Motion carried

Approval of Helm Group & Equalis Group Publicly Procured Master Agreement Contract

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Helm Group and Equalis Group Publicly Procured Master Agreement for the 2023 HVAC upgrade proposal, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Services Agreement Between Curious Little Minds and Lyons School District 103 for Infant Mental Health Professional Development

Winifred Rodriguez moved seconded by Sara Andreas to approve the Services Agreement between Curious Little Minds and Lyons School District 103 for Infant Mental Health Professional Development for services rendered from May 1, 2023 thru June 30, 2024, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Organizational Chart

Winifred Rodriguez moved seconded by Mario Ramirez to approve the organizational chart for the 2023-2024 school year, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Vito Campanile

Motion carried

Approval of Student Fees for SY 2023-2024

Winifred Rodriguez moved seconded by Mario Ramirez to approve the student fees for the 2023-2024 school year:

Registration Fee	\$ 0.00
Registration Fee if eligible for Reduced Meal	\$ 0.00
Registration Fee if eligible for Free Meal	\$ 0.00
Band & Orchestra (4 th – 8 th Grade)	\$ 0.00
Basketball (4 th – 8 th Grade)	\$ 0.00
Cheerleading	\$ 0.00
GWMS Activities (Interscholastic)	\$ 0.00
**Middle School:	
*P.E. Shirt	\$10.00
*P.E. Pants	\$10.00
Technology Fees	\$20.00
*If eligible for Reduced Meal	\$10.00
*If eligible for Free Meal	\$ 0.00

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Job Descriptions for Elementary School Secretary, Middle School Secretary, Part-Time Parent Liaison, and Part-Time Food Service Aide

Mario Ramirez moved seconded by Olivia Quintero to approve the job descriptions for elementary school secretary, middle school secretary, part-time parent liaison, and part-time food service aide, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

IX. Closed Session

Winifred Rodriguez moved seconded by Olivia Quintero to go into Closed Executive Session at 6:21 p.m. to conduct the Superintendent's evaluation pursuant to discuss collective negotiating matters between the public body and its employees or their representatives, and/or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of

the Open Meetings Act, 5 ILCS 120/2(c)(2); and pending litigation pursuant to Section 2(c)11 of the Open Meetings Act, 5 ILCS 120/2(c)(11).

X. Return to Open Session

Mario Ramirez moved seconded by Olivia Quintero to return to Open Session at 6:49 p.m.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Vito Campanile
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Motion carried

XI. Action Items

Approval of Resolution Authorizing Administrator Contracts for the 2023-2024 School Year

Olivia Quintero moved seconded by Winfred Rodriguez to approve the Resolution Authorizing Administrator Contracts for the 2023-2024 School Year, as presented.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Slagiana Aleksikj Vito Campanile
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Motion carried

Approval of Resolution Authorizing Raises for Non-Union Employees

Olivia Quintero moved seconded by Sara Andreas to approve the Resolution Authorizing Raises for Non-Union Employees, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Increase of Minimum Pay Rate of \$15.50/hr for Part-Time Food Service Staff effective May 1, 2023 and an additional increase to \$15.81/hr beginning July 1, 2023

Winifred Rodriguez moved seconded by Olivia Quintero to amend the motion to increase the amount from \$15.81/hr to \$17.00/hr beginning July 1, 2023.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Increase of Minimum Pay Rate of \$16.67/hr for Part-Time Paraprofessional effective May 1, 2023 and an additional increase to \$15.81/hr beginning July 1, 2023

Winifred Rodriguez moved seconded by Olivia Quintero to amend the motion to increase the amount from \$15.81/hr to \$17.00/hr beginning July 1, 2023.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Vito Campanile

Motion carried

Approval of Increase of Minimum Pay Rate of \$16.67/hr for Part-Time Paraprofessional effective May 1, 2023 and an additional increase to \$17.00/hr beginning July 1, 2023

Olivia Quintero moved seconded by Winifred Rodriguez to vote on the amended motion.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Vito Campanile

Motion carried

Approval of Increase of Minimum Pay Rate of \$17.00/hr for Part-Time Parent Liaison (effective July 1, 2023)

Winifred Rodriguez moved seconded by Olivia Quintero to approve the minimum pay rate of \$17.00 per hour for part-time parent liaisons, effective July 1, 2023.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Increase of Minimum Pay Rate of \$19.00/hr for Elementary School Building Secretaries (effective July 1, 2023)

Olivia Quintero moved seconded by Winifred Rodriguez to approve the minimum pay rate of \$19.00 per hour for elementary school building secretaries, effective July 1, 2023.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Slagiana Aleksikj
Vito Campanile

Motion carried

Approval of Increase of Minimum Pay Rate of \$20.00/hr for Middle School Building Secretaries (effective July 1, 2023)

Olivia Quintero moved seconded by Winifred Rodriguez to approve the minimum pay rate of \$20.00 per hour for middle school building secretaries, effective July 1, 2023.

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Slagiana Aleksikj Vito Campanile

Motion carried

XIII. Adjournment

Sara Andreas moved seconded by Winifred Rodriguez to adjourn at 6:54 p.m.

Upon Voice Vote there were 5 Ayes, 0 Nays, 2 Absent

Sara Andreas, Secretary

Jorge Torres, President

LYONS ELEMENTARY SCHOOL DISTRICT 103
PERSONNEL – HIRE/LEAVES/RESIGNATION LIST (April 25, 2023)
List #06-27-23

APPROVAL OF CERTIFIED STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	DATE	SALARY
Gabrielle Barnes	Lincoln	CD Teacher	8/14/23	\$50,763.69
Julia Bettis	Home	Resource Teacher	8/14/23	\$60,878.98
Rachid Cherif (pending background)	GWMS	ESL/Bilingual Teacher	8/14/23	\$54,341.37
Eduardo Escatel	GWMS	ESL Teacher	8/14/23	\$52,572.12
Elisabeth McCroary	GWMS	Social Worker	8/14/23	\$53,124.78
Araceli Garza	GWMS	ESL/Bilingual Teacher	8/14/23	\$52,061.70
Leidi Guzman	Lincoln	EL Teacher	8/14/23	\$54,685.43
Kathleen Harney (pending background)	Home	4th Grade Teacher	8/14/23	\$49,110.91
Eric James (pending background)	Robinson	Special Education Teacher	8/14/23	\$54,874.13
Emma Ryan	Costello	Library Media Specialist	8/14/23	\$50,763.69
Ayah Allam	GW/Lincoln	ESY Social Worker	6/5-6/29/23	\$40.00/hr
Anna Robertson	Lincoln	ESY Teacher	6/5-6/29/23	

APPROVAL OF SUPPORT STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	DATE	SALARY
Maria Galvez	GWMS	Parent Liaison	8/14/23	\$17.00/hr
Taylor Koc (pending background)	GWMS	Secretary	7/24/23	\$20.00/hr
Blanca Morales (pending background)	Costello	Paraprofessional	8/14/21	\$17.00/hr
Cindy Rendon	Robinson	Paraprofessional	8/14/23	\$17.00/hr
Sandra Sotelo	Costello	Pre-K Paraprofessional	8/14/23	\$17.00/hr
Monserrat Zapien	Lincoln	Special Education Paraprofessional	8/14/23	\$17.00/hr
Zuleica Zavala (pending background)	Lincoln	Secretary	7/24/23	\$20.00/hr
April Mohrs	Lincoln	ESY Paraprofessional	6-5/6/29/23	\$16.00/hr

APPROVAL OF LEAVES

NAME	SCHOOL	POSITION	DATE
Jenna Albers	Lincoln	Instructional Coach	9/22/23 - 12/21/23
Monica Espinosa	Edison	Food Service Aide	10/8/23 - 11/13/23
Maria Janik	Home	Kindergarten Teacher	10/2/23 - End of SY23-24
Maria Patricia Jasso Castro	Home	Food Service Aide	8/25/23 - 11/13/23

APPROVAL OF RESIGNATIONS

NAME	SCHOOL	POSITION	DATE
Claire Flood	Costello	Social Worker	End of SY22-23
Sheila Garcia	GWMS	Secretary	5/26/23
Catherine Grey	Home	4th Grade Teacher	End of SY22-23
Megan Julseth	Costello	Resource Teacher	End of SY22-23
Carrie Litto	Costello	4th Grade Teacher	End of SY22-23
Stephanie McNally	Costello	Speech Pathologist	End of SY22-23
Bryan Crumpley	GWMS	ELA Teacher	Hired on 4/25/23 board meeting with a start date of 8/14/23

APPROVAL OF RETIREMENT

NAME	SCHOOL	POSITION	DATE
Bernard Fransone	GWMS	Social Studies Teacher	End of SY27-28

Approved By:

Sara Andreas, Secretary

Dated:

Jorge Torres, President

Document Status: Draft Update

BOARD OF EDUCATION

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

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

President

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official;
13. Serve as or appoint the Board's official spokesperson to the media; and
14. Ensure that all the fingerprint-based criminal history records information checks, and/or screenings, and sexual misconduct related employment history reviews (EHRs) [PRESSPlus1](#) required by State law and policy 5:30, *Hiring Process and Criteria*, are is completed for the Superintendent.

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

The Vice President fills a vacancy in the Presidency.

Vice President

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

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

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

Secretary

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

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center Executive Director;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

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

Recording Secretary

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

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

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

Treasurer

Qualifications, appointment, and duties of the Treasurer for the School District shall be provided in the School Code. The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;

3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

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

LEGAL REF.:

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

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, ~~and 5/21B-85,~~ and 5/22-94.

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, III. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure), 5:30 (Hiring Process and Criteria)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” **Issue 111, March 2023**

Document Status: Draft Update

BOARD OF EDUCATION

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

The Board of Education selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.:

40 U.S.C. §1101 et seq⁵⁴¹. [PRESSPlus1](#)

[50 ILCS 510/](#), Local Government Professional Services Selection Act.

[105 ILCS 5/10-20.21](#).

Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist. 2002), *appeal denied*.

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

OPERATIONAL SERVICES

4:45 Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. [PRESSPlus1](#) To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim.
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
 - b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.

3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.:

15 ILCS 405/10.05 and 10.05d, State Comptroller Act.

105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.

810 ILCS 5/3-806, Uniform Commercial Code.

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. The Ill. Office of the Comptroller (IOC) operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the IOC's intergovernmental agreement (IGA). 15 ILCS 405/10.05 and 10.05d. The first step to participate is to contact a LDRP manager with the IOC to request an IGA with the IOC's office. Program managers work one-on-one with districts and matters are handled on a case-by-case basis. The LDRP's number for local governments is 312-814-3090. Contact the board attorney for advice and assistance. Note that historically, the IOC has been reluctant to pursue school lunch debts under the LDRP. **Issue 112, June 2023**

Document Status: Draft Update

OPERATIONAL SERVICES

4:60 Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1](#) *et seq.*
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by ⁶³each of the following:

- a. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9](#)(c) and [5/21B-80](#)(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80](#)(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). [PRESSPlus1](#)
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease ~~if the employee will have direct, daily contact with one or more student(s);~~ and (2) require any new or existing employee who ~~has and will have direct, daily contact with one or more~~ provides services to student(s) or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. ~~artment~~ of Public Health rules or order of a local health official.
9. ~~After 1-1-23, a~~ Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
 10. Purchases made with federal or State awards must comply with [2 C.F.R. Part 200](#) and [30 ILCS 708/](#), as applicable, and any terms of the award.

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

LEGAL REF.:

[2 C.F.R. Part 200.](#)

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-21.9](#), [5/10-22.34c](#), [5/19b-1](#) *et seq.*, [5/22-94](#), and [5/24-5](#).

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

[410 ILCS 170/](#), Coal Tar Sealant Disclosure Act.

[820 ILCS 130/](#), Prevailing Wage Act.

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

Notifications), 5:90 (Abused and Neglected Child Reporting)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, available at PRESS Online by logging in at www.iasb.com.

For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676 and policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

Direct contact with children or students is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation. **Issue 111, March 2023**

Document Status: Draft Update

OPERATIONAL SERVICES

4:100 Insurance Management

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

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified licensed PRESSPlus1 staff members; Board of Education members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified licensed staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

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

LEGAL REF.:

Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, 400 Stat. 222, 26 U.S.C. §4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.

105 ILCS 5/2-3.53a, 5/2-3.53b, 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and 5/21A-5 et seq.

215 ILCS 5/, Ill. Insurance Code.

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

820 ILCS 305/, Workers' Compensation Act.

CROSS REF.: 7:300 (Extracurricular Athletics)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, [PRESSPlus1](#) color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL
60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy⁶⁹ 2:265, *Title IX Sexual Harassment Grievance*

Procedure, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate

handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5\(a\)](#), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

~~[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998); [Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).~~ [PRESSPlus2](#)

~~[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).~~

~~[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).~~

~~[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).~~

~~[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).~~

~~[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).~~

~~[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).~~

~~[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).~~

~~[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).~~

~~[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).~~

~~[Williams v. Waste Mgmt.](#), 361 F.3d 1021 (7th Cir. 2004).~~

~~[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2001).~~

~~[Crawford v. Metro. Gov't of Nashville & Davidson Cty.](#), 555 U.S. 271 (2009).~~

~~[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).~~

~~[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).~~

~~[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).~~

~~[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).~~

~~[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).~~

~~[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).~~

~~[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).~~

~~Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).~~

~~Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).~~

~~Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).~~ Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Ill. Human Rights Act defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but U.S. Equal Employment Opportunity Commission (EEOC) guidance provides that “[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.” See the EEOC’s *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment. **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

General Personnel

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#).

All applicants must complete a District application in order to be considered for employment.

After September 1, 2006, applications for positions in the Lyons Elementary School District 103 may be hired only if they will not be supervised by, or directly supervising an immediate family member. Employees cannot be transferred into such a direct supervisory relationship. If the direct supervisory relationship is established after employment, the Superintendent or designee, and the Building Principal will work with the individuals to determine which will be transferred.

Examples of direct supervision include, but are not limited to:

- A. Evaluation of a staff member.
- B. Responsible for hiring or firing staff members in that position.
- C. Responsible for assigning working hours to a staff member.
- D. Responsible for approving payroll of the staff member.

For the purposes of this policy, immediate family includes: parents, spouse, brothers, sisters, children, grandparents, parent-in-law, brother-in-law, sister-in-law.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall

ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center Executive Director, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) [PRESSPlus1](#)

Prior to hiring an applicant for a position involving *direct contact with children or students*, [PRESSPlus2](#) the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated

before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[42 U.S.C. §12112](#), Americans with Disabilities Act; [29 C.F.R. Part 1630](#).

[15 U.S.C. § 1681](#) *et seq.*, Fair Credit Reporting Act.

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/10-22.34](#), [5/10-22.34b](#), [5/21B-10](#), [5/21B-80](#), [5/21B-85](#), [5/22-6.5](#), [5/22-94](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Code of Professional Conduct; and Conflict of Interest\)](#), 5:125 (Personal Technology and

Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have *direct contact with children or students*. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, available at PRESS Online by logging in at www.iasb.com, for the process, timing, and positions requiring an EHR. See policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*. **Issue 111, March 2023**

PRESSPlus 2. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), [PRESSPlus1](#) and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse: Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests 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 the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, [PRESSPlus2](#) and (2) that act resulted in the license holder's dismissal or resignation from the District, ~~he or she~~ the Superintendent shall notify the State Superintendent and the appropriate Intermediate Service Center Executive Director in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. [PRESSPlus3](#)

The Superintendent shall execute the recordkeeping requirements of Faith's Law. [PRESSPlus4](#)

Special Board of Education Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under [105 ILCS 5/21B](#), has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*.

LEGAL REF.:

[20 U.S.C. §7926](#), Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, ~~and 5/21B-85~~, [5/22-85.5](#), and [5/22-85.10](#).

[20 ILCS 1305/1-1](#) *et seq.*, Department of Human Services Act.

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

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), [4:60 \(Purchases and Contracts\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. *Sexual misconduct* under *Faith's Law* defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

The Abused and Neglected Child Reporting Act (ANCRA) covers abuse and neglect of children. 325 ILCS 5/3. The Dept. of Human Services Act (DHSA) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (*a/k/a Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors* and *sexual misconduct*. 105 ILCS 5/10-23.13(b), ~~amended~~ amended by P.A. 102-610 (*a/k/a Erin's Law*); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (*a/k/a Faith's Law*). To streamline implementation, policy 5:90

5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming, grooming behaviors, and sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to grooming prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS. **Issue 111, March 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, *Personnel Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and/or mobile technologies that allow users to turn communication into share content and/or engage in interactive dialogue communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.* [PRESSPlus1](#)

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g. iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones, e.g. iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g. iPod®).

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting* ~~Child Reporting~~.
6. Not disclose student record confidential information, including but not limited to school student

records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, [820 ILCS 55/10](#); i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

[775 ILCS 5/5A-102](#), Ill. Human Rights Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[23 Ill.Admin.Code §22.20](#), Code of Ethics for Ill. Educators.

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[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

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:

1. 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law [PRESSPlus1](#)

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.

Maintenance and Access to Records

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

For employees not covered by a current applicable bargaining agreement:

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.:

[20 U.S.C. §7926](#).

[105 ILCS 5/22-94](#).

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

[745 ILCS 46/10](#), Employment Record Disclosure Act.

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

[23 Ill.Admin.Code §1.660](#).

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

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 120 days beginning with the 2021-2022 through the 2022-2023 school year. [PRESSPlus1](#) otherwise 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 Ill. 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, 2023, 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. Unless otherwise permitted by law. [PRESSPlus2](#) ~~s~~ 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.

Internal Substitution

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

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[40 ILCS 5/16-118, Ill. Pension Code.](#)

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-20(3), amended by P.A. 102-717. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23. **Issue 110, October 2022**

Document Status: Draft Update

Professional Personnel

5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to [Section 5/21B-80](#) of the School Code [PRESSPlus1](#) or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a [105 ILCS 5/10-21.9\(g\)](#) Check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to [105 ILCS 5/24-5](#).

A [105 ILCS 5/10-21.9\(g\)](#) Check shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act ([20 ILCS 2635/1](#)), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act ([P.L. 109-248](#));
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law ([730 ILCS 152/101 et seq.](#)); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth [Community Notification Law Registration Act](#) ([730 ILCS 154/75-105](#)).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her [105 ILCS 5/10-21.9\(g\)](#) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the [Department of Ill. State Police \(ISP\)](#), to the [Department of State Police ISP](#). The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.:

~~Uniform Conviction Information Act, 20 ILCS 2635/1, Uniform Conviction Information Act.~~

[105 ILCS 5/10-21.9](#), [5/10-22.34](#), and [5/24-5](#).

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

~~ADOPTED: December 30, 2016~~

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney for guidance regarding whether student teachers or interns, who are typically unpaid, qualify as *employees* who must also undergo the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. Whether or not a student or intern is paid by a district may be determinative. See 5:30-AP3, *Sexual Misconduct Related Employment History Review(EHR)*, available at PRESS Online by logging in at www.iasb.com. If a district has an agreement with a post-secondary institution for the placement of student interns, consult the board attorney regarding whether the institution qualifies as a contractor under 105 ILCS 5/22-94(b) that must perform an EHR of the intern. See 4:60-AP4, *Sexual Misconduct Related Employment History Review(EHR) of Contractor Employees. Issue 111, March 2023*

Educational Support Personnel

5:320 Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable employee handbook PRESSPlus1 ~~collective bargaining agreement~~.

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

For employees not covered by a current applicable bargaining agreement:

~~For employees not covered by these agreements:~~

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to a Policy Reference Manual (PRM) five-year review. **Issue 110, October 2022**

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; and
4. ~~By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:~~ PRESSPlus1
 - a. ~~A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.~~
 - b. ~~A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.~~
 - c. ~~A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.~~

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, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. 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.

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

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

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: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to ISBE's *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf, which asserts this provision is limited to “[d]istricts with grades 9-12.” **Issue 111, March 2023**

Document Status: Draft Update

INSTRUCTION

6:230 Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
7. The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries. [PRESSPlus1](#)

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. [PRESSPlus2](#)

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision. [PRESSPlus3](#)

LEGAL REF.:

[23 Ill.Admin.Code §1.420\(o\)](#).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. Optional. The American Library Association's (ALA) *Library Bill of Rights* includes the following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.
8. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

See <https://www.ala.org/advocacy/intfreedom/librarybill> and its interpretation for school libraries at: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>. The ALA's interpretation of its *Library Bill of Rights* acknowledges that the educational level and program of the school necessarily shape the resources and services of a school library, but it states that the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries. **Issue 111, March 2023**

PRESSPlus 2. Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, *Uniform Grievance Procedure*. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to subscriber and III. Council of School Attorneys member feedback regarding management of library book challenges. The issue of school library book removals is an unsettled area of law that is often litigated; consult the board attorney for advice regarding challenges to school library books or other library resources. In the only U.S. Supreme Court case to address this issue, Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 852 (1982), the Court issued a plurality (not a majority) opinion finding a board could not remove books it had characterized as "anti-American, anti-Christian, anti-Semitic, and just plain filthy," if the removal was motivated by partisan or political reasons; to do so would violate students' Constitutional right to receive information and ideas. Four dissenting justices, however, disagreed that students have a right to receive information and ideas under the First Amendment and would have deferred to the judgment of the local school board.

See sample administrative procedure 6:230-AP, *Responding to Complaints About Library Media Resources*, and sample exhibit 6:230-AP, E, *Library Media Resource Objection Form*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

STUDENTS

7:305 Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), PRESSPlus1 that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

- g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require all student athletes to view the IHSA video about concussions.
 4. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
 7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

LEGAL REF.:

[105 ILCS 5/22-80.](#)

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

20 ILCS 2310/2310-307, Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 112, June 2023**

Document Status: Draft Update

COMMUNITY RELATIONS

8:20 Community Use of School Facilities

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

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

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

LEGAL REF.: [PRESSPlus1](#)

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

10 ILCS 5/11-4.19-2.2, [Election Code](#).

105 ILCS 5/10-20.410, 5/10-22.10, and 5/29-3.5.

[Good News Club v. Milford Central School](#), ~~121 S.Ct. 2093~~ [533 U.S. 98](#) (2001).

[Lamb's Chapel v. Center Moriches Union Free School District](#), ~~113 S.Ct. 2141~~ [508 U.S. 384](#) (1993).

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

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

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 111, March 2023**

Document Status: Draft Update - Rewritten

Superintendent

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

The Board of Education 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/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/. [PRESSPlus1](#)

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 the link above.

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.

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.

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"> 1. Are the statutory duties of the Superintendent listed? 2. 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>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. 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"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g)) prior to retirement? 2. 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? School districts are responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds the governor's statutory salary. The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates_earnings-limitations. 3. 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"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10:</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. 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"> 1. Pension contributions (TRS-THIS)? 2. 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? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Does the Board want to require the successful superintendent candidate to guarantee that as the

Administrative License	future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. 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> .
Sexual Misconduct Related Employment History Review Law	105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and PRESS sample administrative procedure 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</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 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 et seq., 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/, III. 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 (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, III. 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

	<p>account; and</p> <p>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> <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>
<p>Medical Examination</p>	<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. §1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 25 and 26.</p>
<p>Tenure</p>	<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>102 Superintendents serving multiple one year contracts</p>

may still accrue service toward and acquire tenure.
See 105 ILCS 5/10-23.8 and the *Duration of Contract* row in the Employment and Compensation checkbox, above.

Evaluations and Goals

Superintendent 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>www.iasb.com/conference-training-and-events/training/workshops/</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school 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>Once the Board has developed its goals and indicators (as</p>

Superintendent Evaluation

discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:

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."

How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?

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 *one-time event* 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.

Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?

What evaluation instrument will be used? How will the evaluation be documented?

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

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/iasb/media/documents/superintendent-evaluation-process.pdf;

IASB's *Foundational Principles of Effective Governance*, Principle 3. The board employs a superintendent, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; 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

Considerations for the Board	Resources
Expenses and Allowances	<p>How will the Board address expenses and allowances 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 ¹⁰⁵prior to taking a vacation? If yes, describe the process.

	<ol style="list-style-type: none"> 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks?
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 or will a different amount be provided? 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. <p>106</p>

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?
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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

	<p>any goals?</p> <p>See 105 ILCS 5/10-23.8.</p>
<p>Terminations</p>	<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 after exhaustion of available 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, 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</p>

	<p>Rights Act of 1964. See Severance Pay row directly below.</p> <p>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</p> <p>7. How will the Board address death of its Superintendent during the duration of the employment contract?</p>
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):</p> <p>A restriction to an amount not exceeding 20 weeks of compensation; and</p> <p>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 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>.</p>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <p>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?</p> <p>2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?</p>
Amendments	<p>How will the Board and Superintendent agree to allow for amendments to the employment contract?</p>

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

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them?</p> <p>109</p> <p>1. Notice</p>

Technical clauses (common in contracts)	<ol style="list-style-type: none"> 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
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Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	<p>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?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <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	<p>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?</p>
Legislative Issues	<p>How might pending pension reform legislation or other trending legislation affect the employment contract?</p>

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 111. Updates were made in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct a sexual misconduct related employment history review (EHR) when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Review and Monitoring

Board Member Oath and Conduct

2:80-E Exhibit - Board Member Code of Conduct

As a member of my local Board of Education, I will do my utmost to represent the public interest in education by adhering to the following standards and principles: [PRESSPlus1](#)

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in Board of Education meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national School Board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED : July 10, 2019

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office: [PRESSPlus1](#)

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Lyons Public School District 103, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Lyons Public School District 103;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Lyons Public School District 103; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board Secretary will administer the oath in an open Board meeting ; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*. A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.:

[105 ILCS 5/10-16.5.](#)

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board. [PRESSPlus1](#)

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

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

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student behavior, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee, coordinated by the Executive Director of the Special Education Cooperative, develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board upon its request.

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

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of

Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: January 25, 2016

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 110, October 2022

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:250 Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. [PRESSPlus1](#)

Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material 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 the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

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

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

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

ADOPTED: September 24, 2015

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 110, October 2022

Document Status: Review and Monitoring

GENERAL SCHOOL ADMINISTRATION

3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals and objectives are to: [PRESSPlus1](#)

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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re-adopted

Issue 110, October 2022

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:40 Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. [PRESSPlus1](#)

LEGAL REF.:

Securities Act of 1933, [15 U.S.C. §77a et seq.](#)

Securities Exchange Act of 1934, [15 U.S.C. §78a et seq.](#)

[17 C.F.R. §240.15c2-12.](#)

Bond Authorization Act, [30 ILCS 305/2](#)

Bond Issue Notification Act, [30 ILCS 352/](#)

Local Government Debt Reform Act, [30 ILCS 350/.](#)

Tax Anticipation Note Act, [50 ILCS 420/.](#)

[50 ILCS 420/.](#)

[105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.](#)

CROSS REF.: 4:10 (Fiscal and Business Management)

Adopted: February 26, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:55 Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests. [PRESSPlus1](#)

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.¹²⁴

LEGAL REF.:

[105 ILCS 5/10-20.21.](#)

[23 Ill.Admin.Code §100.70\(d\).](#)

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

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Issue 110, October 2022

Document Status: Review and Monitoring

General Personnel

5:170 Copyright

Works Made for Hire [PRESSPlus1](#)

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement: Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Martin Stack

4100 Joliet Ave.,

Lyons, IL 60534

Email:

stackm@sd103.com

708.783.4100

LEGAL REF.:

Federal Copyright Law of 1976, [17 U.S.C. §101](#) *et seq.*

[105 ILCS 5/10-23.10.](#)

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED: January 25, 2016

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 110, October 2022

Document Status: Review and Monitoring

Professional Personnel

5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply: [PRESSPlus1](#)

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21-11.4](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: December 30, 2016

PRESSPlus Comments

Board Policy Development, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 110, October 2022

Document Status: Review and Monitoring

Educational Support Personnel

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing. [PRESSPlus1](#)

This policy shall not be implemented, and no administrative procedures will be needed, until it is reasonably foreseeable that the District will hire staff for a position(s) requiring a commercial driver's license.

LEGAL REF.:

[625 ILCS 5/6-106.1](#) and [5/6-106.1c](#).

[49 U.S.C. §31306](#), Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, [P.L. 102-143](#)).

[49 C.F.R. Parts 40](#) (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), [382](#) (Controlled Substance and Alcohol Use and Testing), and [395](#) (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED: April 28, 2017

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 111, March 2023

Document Status: Review and Monitoring

INSTRUCTION

6:10 Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to: [PRESSPlus1](#)

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

Document Status: Review and Monitoring

INSTRUCTION

6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding. [PRESSPlus1](#)

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learner.

The Board of Education will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

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

[23 Ill.Admin.Code Part 227.](#)

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED: September 22, 2016

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, “[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.” IASB suggests that each policy in the Board’s policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Document Status: Review and Monitoring

INSTRUCTION

6:190 Extracurricular and Co-Curricular Activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. Co-curricular activity refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. Extracurricular activity refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs. [PRESSPlus1](#)

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 8:20 (Community Use of School Facilities)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

Document Status: Review and Monitoring

INSTRUCTION

6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and: [PRESSPlus1](#)

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the Board of Education. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:

[105 ILCS 5/10-20.8](#) and [5/28-19.1](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: January 22, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 111, March 2023

Document Status: Review and Monitoring

INSTRUCTION

6:240 Field Trips and Recreational Class Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. [PRESSPlus1](#)

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. A member of District 103 certified staff must be present on all field trips. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

LEGAL REF.:

[105 ILCS 5/29-3.1.](#)

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current ¹³⁹PRESS sample (available at PRESS Online by

logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary

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Issue 112, June 2023

Document Status: Review and Monitoring

INSTRUCTION

6:270 Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. [PRESSPlus1](#)

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.:

[105 ILCS 5/10-22.24a](#) and [5/10-22.24b](#).

[23 Ill.Admin.Code §1.420\(q\)](#).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students) , 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 110, October 2022

Document Status: Review and Monitoring

STUDENTS

7:275 Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act. [755 ILCS 40/](#)[PRESSPlus1](#)

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardians(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.:

Health Care Surrogate Act, [755 ILCS 40/](#).

[Cruzan v. Director, Missouri Dept. of Health](#), 497 U.S. 261 (1990).

[In re C.A., a minor](#), 236 Ill.App.3d 594 (1st Dist. 1992).

ADOPTED: February 26, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

Document Status: Review and Monitoring

COMMUNITY RELATIONS

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy. [PRESSPlus1](#)

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies and political candidates or organizations are prohibited from advertising in schools, on the school grounds, or on school or District websites.

LEGAL REF.:

Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).

Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).

Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).

DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that

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Issue 112, June 2023

Document Status: Review and Monitoring

COMMUNITY RELATIONS

8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. [PRESSPlus1](#)

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.:

Americans with Disabilities Act, [42 U.S.C. §§12101 et seq.](#) and [12131 et seq.](#); [28 C.F.R. Part 35.](#)

Rehabilitation Act of 1973 §104, [29 U.S.C. §794](#) (2006).

[105 ILCS 5/10-20.51.](#)

[410 ILCS 25/](#), Environmental Barriers Act.

[71 Ill.Admin.Code Part 400](#), Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 111, March 2023

Document Status: Review and Monitoring

COMMUNITY RELATIONS

8:95 Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall: [PRESSPlus1](#)

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 112, June 2023

**Noncompetitive Procurement Contract for School Year 2023-2024
Food Service Management Company Services
Nonprofit Food Service Program**

This document contains the fixed price per meal rates and fees for the requested Noncompetitive Procurement Contract of food service management company services for nonprofit food service programs for the period beginning July 1, 2023 and shall not exceed June 30, 2024. Upon acceptance, this document shall constitute as a Noncompetitive Procurement Contract between Aviaands (dba: K12 by Elior) the Food Service Management Company (FSMC) and Lyons District 103 the School Food Authority (SFA).

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

SFA to insert applicable annual units below and the FSMC shall insert 2023-2024 rate accompanied by a required detailed financial/cost analysis to support how the rate was determined.

PER MEAL PRICES MUST BE A FIXED PRICE PER MEAL RATE AND
CALCULATED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	Projected Annual Units	2023-2024 Rate
<u>School Nutrition Programs (SNP)</u>		
1. Reimbursable Breakfasts with Milk	1. 54384	1. 2.11
2. Reimbursable Breakfasts without Milk	2. _____	2. _____
3. Reimbursable Lunches ⁽¹⁾ with Milk	3. 162800	3. 2.97
4. Reimbursable Lunches ⁽¹⁾ without Milk	4. _____	4. _____
5. Management Fee per School Meal (Breakfasts and Lunches)	5. _____	5. _____
6. A la Carte Equivalents Fee ⁽¹⁾	6. _____	6. 2.97
7. Reimbursable After-School Snack	7. _____	7. _____
<u>Child and Adult Food Care Programs (CACFP)</u>		
8. Reimbursable Supper with Milk	8. _____	8. _____
9. Reimbursable Supper without Milk	9. _____	9. _____
10. Reimbursable AM/PM Snack	10. _____	10. _____
<u>Summer Food Service Program (SFSP)</u>		
11. Reimbursable Breakfasts with Milk	11. _____	11. _____
12. Reimbursable Breakfasts without Milk	12. _____	12. _____
13. Reimbursable Lunches ⁽¹⁾ with Milk	13. _____	13. _____
14. Reimbursable Lunches ⁽¹⁾ without Milk	14. _____	14. _____

⁽¹⁾ Reimbursable Lunch and A la Carte Equivalents Fee Rates must be the same. (A la carte equivalency factor for this contract term is 4.88 and applies to all a la carte sales in the CNP)

Aviaands (dba K12 by Elior)

Food Service Management Company (FSMC)		
101 N. Tryon Street	Charlotte NC	28202
Street Address	City/State	ZIP Code

By submission of this proposed Noncompetitive Procurement Contract, the FSMC certifies that they shall operate in accordance with all applicable Child Nutrition Program rules and regulations outlined in, but not limited to, 2 CFR 200, 7 CFR 210, 7 CFR 225, 7 CFR 226, and 7 CFR 250.

DocuSigned by: <i>Richard Sikoral</i>	Managing Director	5/18/2023
Authorized Signature of FSMC	Title	Date

Acceptance of Noncompetitive Procurement Contract

School Food Authority (SFA)

Agreement Number (RCDT Code)

SFA Authorized Representative Signature

Title

Date

* The Authorized Representative is the individual who is the highest-ranking official that is legally and financially responsible for all areas of the school district or organization. For public schools this would be the District Superintendent.

Contract Provisions for Sponsor Contracts under CNP Awards

1. **Nutritional Guidelines:** The SFA will participate in the School Nutrition Programs and the meal pattern in Attachment 1 must be followed in accordance with USDA regulations.
2. **Standards and Policies:** Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).
 - a) All applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, Environmental Protection Agency (EPA) regulations (40 CFR 15)
 - b) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (the "Act"), 40 U.S.C. § 327-330, as supplemented by Department of Labor regulations, 29 CFR 5.
 - c) Davis Bacon Act (all prime construction contracts in excess of \$2,000)
 - d) Rights to Inventions Made Under a Contract or Agreement
 - e) Equal Employment Opportunity. all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246
 - f) Procurement of recovered materials 2 CFR 200.322; Appendix II (J)
 - g) The following civil rights laws, as amended:
 - i) Title VI of the Education Amendments of 1972;
 - ii) Section 504 of the Rehabilitation Act of 1973;
 - iii) the Age Discrimination Act of 1975;
 - iv) Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and
 - v) FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.
 - h) The Buy American provision for contracts that involve the purchase of food, as required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).
 - i) The Sponsor participates in the NSLP and SBP and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
 - ii) Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to Sponsor and approved and will be retained with purchase records. The request must include the:
 - (1) Alternative substitute (s) that are domestic and meet the required specifications:
 - (a) Price of the domestic food alternative substitute (s); and
 - (b) Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
 - (2) Reason for exception: limited/lack of availability or price (include price):
 - (a) Price of the domestic food product; and
 - (b) Price of the non-domestic product that meets the required specification of the domestic product.
3. **USDA Foods:** Any USDA Foods and/or Department of Defense ("DOD") received for use by the SFA and made available to the FSMC shall be utilized within the specified Term of the Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 C.F.R. Part 250.
 - a) The SFA must retain title to all USDA Foods and ensure that all USDA Foods received by the SFA are made available to the contractor, including processed USDA Foods and that the value of the USDA Foods in processed end products accrue only to the benefit of the SFA's nonprofit school food service and are fully utilized therein. This provision also applies to any refunds, rebates, discounts, and credits received from processors.
 - b) The FSMC shall be responsible for ordering USDA Foods.
 - c) The FSMC must credit the SFA for all USDA Foods received for use in the SFA's food service each Contract Term whether the USDA Foods have been used or not. Such credit shall be issued in full prior to the expiration of each Contract Term. Credit issued by the FSMC to the SFA for USDA Foods received during this Contract Term and used in the SFA's food service shall be recorded on the monthly bill/invoice as a separate line-item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each received USDA Foods item used in the SFA's food service and each USDA Foods item credit issued for unused USDA Foods, along with the current market value as issued by the Illinois State Board of Education.

- d) The FSMC shall accept and use USDA Foods in as large a quantity as may be efficiently utilized in the National School Breakfast and Lunch Programs subject to approval of the SFA. The SFA and FSMC must order USDA Foods within the appropriate designated ISBE Food Distribution Systems in quantities sufficient to receive and credit the SFA for USDA Foods maximizing the SFA's annual USDA Foods entitlement amount.
 - e) The FSMC shall be responsible for all delivery and freight/handling costs associated with USDA Foods. Estimated annual delivery, freight/handling costs will be \$5.90 per case ordered for 2023-2024.
 - f) The SFA shall be responsible for all storage and warehousing costs associated with USDA Foods.
 - g) The FSMC must return all unused USDA ground beef products, ground pork products, and processed end products to the SFA upon termination, expiration, or non-renewal of the Contract.
 - h) At the discretion of the SFA, the FSMC may be required to return other unused USDA Foods to the SFA upon termination, expiration, or non-renewal of the Contract.
4. **Termination:** This agreement shall be effective as of July 1, 2023. It may be terminated by notice in writing given by either party, at least sixty days prior to the date of termination.
5. The Illinois State Board of Education and the United States Department of Agriculture are not parties to this Contract and are not obligated, liable, or responsible for any action or inaction by the SFA or the FSMC. The SFA has full responsibility for ensuring the terms of the Contract are fulfilled.
6. **SFA responsibilities:** For School Food Authorities (SFA) that contract with a Food Service Management Company (FSMC), Vendor, another SFA and/or any other type of contractor, the SFA **must** maintain responsibility for the overall operation of the Programs. The SFA **cannot** relinquish their control or responsibility for the administration of the meal programs to a contractor. It is important that the SFA understand that the agreement with the State Agency to administer the Child Nutrition Programs (CNP), is between the State Agency and the SFA, not the contractor. The contractor may work as an agent or perform certain portions of an SFAs tasks but there are some limitations and the SFA is ultimately responsible for adhering to all applicable federal and state rules and regulations
- a) SFAs must be the responsible party in resolving findings resulting from program reviews and audits. The SFA must be involved in the review process and are responsible for the submission of any required corrective actions. The SFA is held responsible for any areas of noncompliance and subsequent fiscal action found during an Administrative Review (AR). However, since State Agencies agreement is with the SFA, the SFA may recoup funds from the contractor for related program violations.
 - b) The SFA must retain control of the quality, extent, and general nature of the food service and the prices to be charged to the children for meals. This includes retaining control of the nonprofit school food service account and overall financial responsibility for the Programs operated; establishing all prices for all meals served under the nonprofit school food service account (e.g., pricing for reimbursable meals and non-program foods and meals, i.e., a la carte food services, adult meals, and other food service Programs operated, as applicable); developing the 21-day cycle menu in accordance with the meal pattern requirements for all Programs operated; conveying menu adjustment requirements to the FSMC; and monitoring implementation of those adjustments. Additionally, any refunds, rebates, discounts, and credits received from processors must be paid to the SFA for return to the nonprofit food service account.
 - c) The SFA must retain signature authority on the agreement between the SFA and the State agency to participate in the Programs operated, including the SFA's free and reduced-price policy statement and the Claim for Reimbursement.
 - d) The SFA must have a SFA appointed Food Service Director, even if they contract their food service and/or operations, the SFA must have a staff member employed directly by the SFA that is deemed the SFA Food Service Director. This SFA Food Service Director must complete the USDA annual training requirements for a Director and must ensure that training requirements are completed and tracked for all other food service staff, including contracted staff.
 - e) The SFA must maintain responsibility for the implementation of free and reduced-price policy in accordance with 7 CFR 245. Such responsibilities include conducting hearings related to such determinations and verification of applications for free and reduced-price meals.
 - f) The SFA must ensure the contractor maintains applicable health certification(s) and assures that all State and local regulations are being met by a contractor in preparing or serving meals at an SFA facility.
 - g) The SFA must establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.
 - h) When the SFA contracts with a Food Service Management Company (FSMC), the SFA must conduct performance management of the FSMC contract through periodic on-site monitoring of the contracted requirements, as per 7 CFR 210.8(a)(1), 7 CFR 210.16(a)(3), and 7 CFR 250.54(c).
 - i) The SFA shall receive all revenue from the food service.

- j) The food service revenue shall be used only for the SFA's nonprofit food service.

7. **FSMC responsibilities:**

- a) The FSMC shall always provide its services (including but not limited to ordering and delivery of all groceries, produce, bread, milk, paper supplies, etc., to all SA sites) hereunder in accordance with generally accepted standards of care and best practices in the industry.
- b) The FSMC shall serve free, reduced-price, and paid meals and/or free milk to those children designated by the SFA.
- c) The FSMC shall adhere to a cycle menu(s) and portion sizes specified by the SFA with any changes in the menu(s) may be made with prior approval of the SFA who shall ensure all foods and beverages are of equivalent or better quality and variety as the foods and beverages required. The meals must meet the USDA Meal Pattern and meals must adhere to all calorie ranges and meet the nutrition standards for the Child Nutrition Programs for the age/grade groups of school children in attachment 1.
- d) The FSMC shall be responsible for providing meals and menus appropriate for the age of the students served and acceptable to students evidenced by a minimum of plate waste and participation levels in the Child Nutrition Programs, as applicable.
- e) The FSMC shall participate in the parent, teacher, and student advisory board.
- f) The FSMC is required to make modifications or substitutions to food components of the meal pattern for students with disabilities in accordance with 7 C.F.R. § 15b when the disability restricts their diet and is permitted to make substitutions for students without disabilities when they are unable to eat regular meals because of cultural, religious, or ethical preferences.
- g) The FSMC shall administer training, conduct new hire orientation, manage compliance and sanitation licensure processes, promote continuous learning environment and ensure delivery of professional development for food service staff. Training shall include, but not limited to, Civil Rights, professional standards regulations, POS system, how to operate kitchen equipment, food safety and sanitation.
- h) The FSMC will be responsible for providing daily on-site hourly and/or supervisory staffing.
- i) The FSMC shall comply with all wage and hours of employment regulations of federal, state and local law.
- j) The SFA shall submit to the FSMC a current schedule of employees, positions, assigned locations, hours of work, wages and benefits (as applicable) in Attachment 3 which must be used for meal rate calculation purposes at a minimum Contract Term cost to the FSMC of \$1,104,671.88
- k) The FSMC shall ensure, at its own expense, required fingerprint-based criminal history records checks are conducted on all FSMC employees assigned to the SFA and results are provided to the SFA per *The School Code of Illinois*, 105 ILCS 5/10-21.9. Furthermore, the FSMC is not permitted to employ on the premises of the SFA any employee who has been convicted of an offense as described in 105 ILCS 5/21-23a.
- l) For each FSMC employee, the FSMC shall perform periodic checks of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law (730 ILCS § 152/101 *et seq.*), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS § 154/75-105). All results must be provided to the SFA.
- m) The FSMC shall obtain and maintain all applicable licenses, permits, and health certifications required by federal, state, and local law.
- n) The FSMC shall maintain such records as the SFA will need to meet monthly reporting responsibilities and will report claim information, including daily meal counts, to the SFA promptly at the end of each month.

ATTACHEMENT 1

Nutrition Standards in the National School Lunch and School Breakfast Programs
School Year 2022-23

Meal Pattern	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
	Amount of Food^a Per Week (Minimum Per Day)					
Fruits (cups) ^{b,c}	5 (1) ^d	5 (1) ^d	5 (1) ^d	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{b,c}	0	0	0	3¼ (¼)	3¼ (¼)	5 (1)
Dark green ^e	0	0	0	½	½	½
Red/Orange ^e	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^e	0	0	0	½	½	½
Starchy ^e	0	0	0	½	½	½
Other ^{e,f}	0	0	0	½	½	¾
Additional Veg to Reach Total ^g	0	0	0	1	1	1½
Grains (oz eq) ^h	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz eq)	0	0	0	8 (1)	9 (1)	10 (2)
Fluid milk (cups) ^m	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{l,k}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^l	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg)	≤ 540 ⁿ	≤ 600 ⁿ	≤ 640 ⁿ	≤ 1,230 ^o	≤ 1,360 ^o	≤ 1,420 ^o
Trans fat^l	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans fat</u> per serving.					

- a. Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving of fruit and vegetables is ½ cup. Minimum creditable serving of grain and meat/meat alternate is .25 ounce.
- b. One-quarter cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
- c. For breakfast, vegetables or 100% vegetable juice may be substituted for fruits and/or fruit juice.
- d. The fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014. e. Larger amounts of these vegetables may be served.
- f. This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
- g. Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

- h. At a minimum, 80% of grains offered weekly must be whole grain-rich in the NSLP and SBP effective July 1, 2022 under the *Transitional Standards for Milk, Whole Grains, and Sodium*.
- i. There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013, schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains' requirement is met.
- j. The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
- k. Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.
- l. In the SBP, calories and trans-fat specifications take effect beginning July 1, 2013.
- m. Fat-free and low-fat (1%), unflavored and flavored milk may be offered. At least two varieties of milk must be offered during the meal service, and one must be unflavored.
- n. Under the *Transitional Standards for Milk, Whole Grains, and Sodium*, sodium Target 1 is effective July 1, 2022 through School Year 2023-24 for the SBP.
- o. Under the *Transitional Standards for Milk, Whole Grains and Sodium*, sodium Target 1 is effective July 1, 2022 for the NSLP. Interim Target 1A becomes effective July 1, 2023.

Food and Nutrition Service, United States Department of Agriculture

Breakfast/Lunch Fees

<u>FEES</u>	<u>SY2020-2021</u>	<u>SY2021-2022</u>	<u>SY2022-2023</u>
Milk(half-pint)	\$0.40	\$0.00	\$0.50
Paid Breakfast(K-8)	\$1.55	\$0.00	\$1.99
Reduced Breakfast(K-8)	\$0.30	\$0.00	\$0.30
Paid Lunch(K-8)	\$2.95	\$0.00	\$2.80
Reduced Lunch(K-8)	\$0.40	\$0.00	\$0.40

Proposed Lunch Prices	
<u>SY2023-2024</u>	
N/A	
\$2.11	← (.12 cent)
\$.30	
\$2.97	← (.17 cent)
\$.40	

School(s): Edison (2), Home (1), Lincoln (1)

Program(s): MN Primary, MN Intermediate (2), CD/ECE

Checklist for Lease Agreements
(Effective 2023-24 School Year)

PROCEDURES: This checklist must be signed by the LADSE Executive Director, Building Principal, and District Superintendent by June 30 of each year for the upcoming school year.

LADSE Executive Director Date

Edison Princial Date

Home Principal Date

Lincoln Principal Date

District Superintendent Date

AGREEMENTS BETWEEN LADSE AND DISTRICT 103

LADSE pays the district \$10,000 per year for each classroom rented for use as a multi-district program classroom/s. In addition LADSE pays the district \$1,300 per ADE for LADSE multi-district program students. For these sums, the following is agreed:

Facilities, Equipment, Supplies, Services...

- LADSE will pay for any and all adaptations to the building to provide accessibility for LADSE program students.
- LADSE staff/program students will have full use of all utilities.
- LADSE multi-district program students are entitled to the same accessibility as general education students to the common school grounds area: school lockers, gym, playground and recreational equipment and materials, library, parking, lunchroom, auditorium, computer lab, science lab, Internet accessibility, home economics areas, restrooms, meeting rooms for IEPs, etc.
- LADSE multi-district program students are entitled to books, markers, paper, poster boards, laminating machine usage, and all general supplies needed for instruction as are available to general education students.
- District will provide LADSE staff the same access to photocopying of instructional materials, supplies, technology supports/access, and other building supports as it does to the building’s general education classrooms and staff.
- District provides LADSE classrooms with basic equipment equivalent to general building classroom, such as teacher desks, tables, and student desks, chairs, locking filing cabinets.
- District will provide a phone line in the classroom.

- District will pay for repairs and general maintenance to the classroom (e.g., desks, tables, chalkboards, etc.) as it would in general education classrooms (not to include LADSE specialized educational equipment). If a LADSE program student or staff member damages district property, LADSE will reimburse the district for repairs.
- District will provide complete janitorial as provided to all classrooms, daily trash removal, etc.
- *School building secretary services are provided to the LADSE classrooms/staff (i.e., accepting messages for LADSE staff, reporting information from LADSE parents who report their children's attendance, and processing all other telephone messages as they are handled for general education staff and students).*

Students...

- The rights and responsibilities of students enrolled in LADSE multi-district programs housed in District 103 are governed by the policies, procedures, and practices of the district. Only in absence of district policy, procedure, and practice will LADSE policies be in effect.
- Federally subsidized lunches will be made available to LADSE program students through the local school district. District 103 will invoice LADSE for costs of applicable lunch fees.
- District will provide integration opportunities for students in LADSE programs as appropriate (emphasis on social interactions with general education peers).
- LADSE program students will have opportunities for participation in school sponsored extracurricular activities (field trips, dances, athletic events, theater, etc.).
- District will provide mainstreaming opportunities (emphasis on parallel academic learning with general education peers (i.e., algebra, service education, career shadowing, P.E., etc.).
- District administration and department chairpersons will follow the same discipline procedures and policies with LADSE program students as are followed with the general school population.
- Parents of students in LADSE programs should receive all school mailings, newsletters, and general communications from the school district or building.

Staff...

- School principals will collaborate with LADSE teachers regarding the appropriate use of student database information.
- School principals will serve as the administrators to make emergency decisions if the assigned LADSE administrator or coordinator is not present in the building.
- District will seek LADSE administrative input when disciplining students enrolled in LADSE programs in its school buildings.

LEASE

1. **PARTIES:** The parties to this Lease are the Board of Education of Lyons District 103, Cook County, Illinois, having its principal offices at 4100 Joliet Avenue, Lyons, Illinois 60534 (“Lessor”), and La Grange Area Department of Special Education (LADSE), having its principal offices at 1301 W. Cossitt, La Grange, Illinois (“Lessee”). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.
2. **PREMISES:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:
 - 2 classrooms at District 103 Edison School in Stickney, Illinois
 - 1 classroom at District 103 Home School in Stickney, Illinois
 - 1 classroom at District 103 Lincoln School in Brookfield, Illinoisincluding all furnishings and ordinary school equipment necessary to use said rooms as classrooms. Lessor shall make available from time to time areas and facilities of common benefit; (e.g., the gymnasium, playgrounds, parking areas, etc.). Further, Lessee shall have the right to use all hallways for access to the above-mentioned classrooms. Use of said hallways and common areas by Lessee, its employees, agents, students, or other persons on Lessor’s premises for Lessee’s business purposes shall be subject to reasonable regulation by the Lessor.
3. **TERM:** This Lease shall be for a term of one year commencing on August 1, 2023 and continuing until June 30, 2024. The Lessee shall notify the Lessor by March 1 of the current leased period of Lessee’s intention to exercise the renewal or termination of the agreement. The Lessor shall notify the Lessee by March 30 of the current leased period in the event the Lessor intends to reject the renewal request.
4. **RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent and a per ADE fee as determined by the LADSE Directing Board, currently set at \$10,000 per classroom, and \$1,300 per ADE (average daily enrollment).
5. **PAYMENT OF RENT:** Lessee agrees to pay rent on or before January 1 of the school term of the lease to the principal office of Lessor as stated above or at such other address as Lessor may designate.
6. **REGULATION OF STUDENTS AND CLASSROOMS:** Lessor shall have the right to establish reasonable rules and regulations:
 - a. For the conduct of Lessee, its agents, employees, students, or persons entering or on Lessor’s premises, including that which is leased.
 - b. For the reasonable use of the classroom.
7. **BACKGROUND INVESTIGATION:** Lessee, at its sole cost, shall conduct background investigations of all Lessee employees, agents, or others who will interact with students, and, in accordance with Section 10-21.9 of the Illinois School Code, shall provide upon request, results of each background investigation to the Lessor, and shall comply with all requirements of Section 10-21.9 as may be amended from time to time. Lessee shall not allow anyone to work under this Agreement whose criminal background check reveals items that would prohibit them from working with children under Illinois law or reveals other criminal convictions or other conduct which lawfully may be considered and which call into question such individual’s fitness to work with children.
8. **ASSIGNMENT SUBLETTING:** Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee’s interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.
9. **SURRENDER OF PREMISES:** Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term in good condition, reasonable wear and tear accepted, with all keys thereto. Lessee shall not make any alterations in the premises without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves, and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.

10. **NO WASTE OR MISUSE:** During the term of this Lease, or any renewal thereof, Lessee shall repair and restore any glass broken in the several doors and windows in the premises hereby leased to Lessee, which replacement or restoration shall be of a like kind and quality. The Lessee, its employees, agents, or students, shall not allow any waste of water or misuse or neglect of water and lighting fixtures on the premises. Lessee will pay all damages to Lessor's premises caused by such waste or misuse.
11. **TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING:** At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, of in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, without notice, to declare the term ended and this Lease forfeited.
12. **INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT:** Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by: the Board of Education of Lyons District 103, Lessor; from fire, lightning, vandalism, or other perils. Lessee assumes full responsibility for providing at its expense any insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all parts, mechanisms and devices required therefore. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the waste or misuse of the premises by Lessee, its agents, employees, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.
13. **LESSOR NOT LIABLE:** The Lessor shall not be liable for any loss of property or defects in the building or in the premises, of any accidental damages to the person or property of the Lessee in or about the building or the premises where such loss or injury results from water, rain or snow leaking into, issuing or flowing from any part of the building or the premises, or from the pipes or plumbing of the same. The Lessee hereby covenants and agrees to make no claim for any such loss or damage of or to any property placed in the storeroom or storage place being furnished gratuitously, and no part of the obligations of this Lease. Lessee shall purchase a policy of insurance with a minimum face value of \$1,000,000 per occurrence and \$3,000,000 aggregate with the Lessor named as additional insured to insure against any claim or claims brought by any party or parties against Lessor for bodily injury resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's business purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at LADSE Offices and Lessor's Offices.
14. **INDEMNIFICATION:** Lessee shall indemnify, save harmless, and defend Lessor, its Board, Board members, employees, agents, volunteers, and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) that may arise out of or in connection with Lessee's, its employees, agents, volunteers and students use of the premises or Lessee's breach of the Lease.
15. **PLURALS, SUCCESSORS:** The words Lessor and Lessee wherever used in this Lease shall be construed to mean Lessors or Lessees in all cases where there is more than one Lessor or Lessee, and to apply to individuals, male or female, or to firms or corporations, as the same may be described as Lessor to Lessee herein contained shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.

LEASE (Page 3)

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the _____ day of _____, 2023.

THE BOARD OF EDUCATION OF
LYONS DISTRICT 103
4100 Joliet Avenue
Lyons, Illinois 60534

By:
District Superintendent: _____
Mr. Kristopher Rivera

Attest:
Secretary: _____

LA GRANGE AREA DEPARTMENT
OF SPECIAL EDUCATION (LADSE)
1301 W. Cossitt
La Grange, IL 60525

By:
LADSE Executive Director: _____
Dr. Ellie Ambuehl

Attest:
Secretary: _____

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES
AND
LYONS SCHOOL DISTRICT 103
LOCAL EDUCATION ASSOCIATION
REGARDING REIMBURSEMENT OF EXPENDITURES FOR
THE SCHOOL BASED HEALTH SERVICES PROGRAM
2022-37-004**

The Illinois Department of Healthcare and Family Services (HFS) and Lyons School District 103 the Local Education Agency (LEA), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, hereby enter into this Intergovernmental Agreement (Agreement) to delineate respective roles, responsibilities, resources, and financial obligations associated with the administration of the HFS' School Based Health Services Program (SBHS). HFS and LEA are collectively referred to herein as "Parties" or individually as a "Party."

**ARTICLE I
INTRODUCTION**

1.01 Purpose. HFS and LEA hereby enter into this Agreement to delineate the Parties' respective roles, responsibilities, resources, and financial obligations associated with the administration of the Illinois Medical Assistance Program (IMAP) authorized under Title XIX and XXI of the Social Security Act as administered by HFS, for providing mutually agreed upon support to the SBHS, and maintaining clear communications between both Parties in the interest of the Parties' mutual IMAP consumers. The purpose of this Agreement is to define an intergovernmental relationship whereby HFS shall submit certain LEA costs that are documented to be funding allowable IMAP services, as well as certain administrative functions necessary for the efficient administration of the IMAP. Upon Centers for Medicare and Medicaid Services (CMS) acceptance of such costs, HFS shall transfer earned Federal Financial Participation (FFP), pursuant to the provisions of this Agreement.

1.02 Covered Medical Services. Covered medical services for purpose of this Agreement are those services that meet all of the following criteria:

- (a) The individual receiving services is an eligible IMAP customer.
- (b) The service is a covered IMAP service in accordance with approved state plan methodologies.
- (c) The provider is an IMAP enrolled provider.
- (d) The rates for services are consistent with state plan requirements.
- (e) IMAP payments do not duplicate other specific payments for the same service.
- (f) HFS and LEA maintain auditable documentation to support claims for Federal Financial Participation (FFP).
- (g) HFS conducts appropriate financial oversight over LEA billing practices.
- (h) Third Party Liability requirements are met. (CMS does not view public schools carrying out general responsibilities to ensure access to needed health care as legally liable third parties.)
- (i) All other statutory, regulatory, and policy requirements for service, payment, and associated claiming are met.

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1.03 Covered Administrative Costs. Covered administrative costs for purpose of this Agreement are those costs defined and documented pursuant to the HFS Illinois Guide for SBHS Administrative Claiming. See: <https://www2.illinois.gov/hfs/MedicalPrograms/sbhs/Pages/default.aspx>

1.04 Federal Requirements. In accordance with 42 CFR 431.10, HFS exercises administrative discretion in the administration and supervision of the IMAP and issues policies, rules, and regulations related to that administration subject to requirements of CMS.

ARTICLE II DUTIES AND OBLIGATIONS OF THE PARTIES

2.01 Mutual Responsibilities.

- (a) Both Parties agree to develop interagency procedures to facilitate the necessary implementation of this Agreement, to include the procedures in their respective policy manual or like documents, and to act in conjunction with each other in communications, both written and oral, with CMS regarding inquiries, concerns, or other activities which are related to SBHS.
- (b) Each party shall designate a representative for regular intergovernmental communications. The representative shall report all requests for interpretation of this Agreement to their respective supervisors who shall clarify policy and pursue any necessary changes to this Agreement pursuant to the procedures outlined in Section 6.02.
- (c) The Parties shall use child and family information provided under this Agreement only for the purposes contemplated by this Agreement.
- (d) The Parties agree to comply with, to require their contractors to comply with, and to protect the confidentiality of the information consistent with, HIPAA, HITECH, the Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act, to the extent that each party's functions and records are covered by either act and the regulations promulgated thereunder [45 CFR Parts 160 and 164; 34 CFR Part 99; 105 ILCS 10 and 23 Ill. Admin. Code Part 375].
- (e) The Parties recognize that all information, records, data, and data elements pertaining to applicants for and recipients of SBHS is confidential and each party shall ensure that it be protected from unauthorized disclosure by that party and its employees, and by such party's subcontractors and their employees, pursuant to 305 ILCS 5/11-9, 11-10, and 11-12, 42 CFR Part 431, Subpart F, and 89 Ill. Admin. Code 102.30, the federal Family Educational Rights and Privacy Act and the Illinois Schools Student Records Act.
- (f) Personally identifiable information maintained by both Parties is subject to the confidentiality provisions of Federal and State statutes, rules and regulations, including, but not limited to, Title XIX of the *Social Security Act (42 USC 1396 et seq.)*. When personally identifiable information is exchanged or shared between LEA and HFS, the following rules shall apply: (i) the confidential nature of the information must be preserved; (ii) the information furnished must be used only for the purposes for which it was made available; (iii) assurance must be given that the proper steps shall be taken to safeguard the information; and (iv) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute or regulation. The release of personally identifiable information, data, or records by either Party and/or their respective staff to any unauthorized person may subject HFS or LEA and their respective staff to criminal and/or civil penalties as imposed by law.
- (g) The Parties shall abide by the Individuals with Disabilities Education Act (IDEA), the Social Security Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), the Illinois

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Human Rights Act and all other federal and state constitutional provisions, laws, regulations or orders which prohibit discrimination. The parties further agree to take affirmative action to ensure that no unlawful discrimination is committed.

2.02 HFS Responsibilities.

- (a) In accordance with 42 CFR 431.10, HFS exercises administrative discretion in the administration and supervision of the IMAP and issues policies, rules, and regulations related to the IMAP.
- (b) HFS shall enroll LEA as an eligible medical provider to participate in the IMAP, as long as it otherwise qualifies as such a provider, and through this agreement, as an administrative extension of HFS.
- (c) HFS shall maintain the separate account with the State Treasury for the purposes of receipt and disbursement of federal funds received for SBHS and shall request the necessary appropriation from the General Assembly.
- (d) HFS shall receive, review and process in a timely fashion any claim for reimbursement of IMAP administrative expenditures, and the documentation related thereto, provided by the LEA.
- (e) HFS shall process data in a timely fashion for the purpose of claiming federal financial participation (FFP).
- (f) HFS shall draw FFP for the reimbursement of the eligible expenditures of the LEA in accordance with the federal rules and regulations as prescribed in the Cash Management Improvement Act Agreement between HFS and the US Treasurer, and, except as otherwise provided herein, deposit such FFP into the Special Education Medicaid Matching Fund.
- (g) HFS shall expeditiously authorize the Comptroller to disburse the FFP attributable to services provided and administrative activities hereunder, to the LEA in a timely manner, less any amount off set pursuant to Article III. below.
- (h) HFS shall monitor the operation of services reimbursed under the IMAP, and in compliance with the applicable standards, including but not limited to inspecting individual service records, including Individualized Education Programs (IEPs) and/or Individualized Family Service Plans (IFSPs). Monitoring shall include, but is not limited to, reviews of the following:
 - (i) IMAP customer eligibility;
 - (ii) Claims;
 - (iii) IEP and/or IFSPs;
 - (iv) Other medical plans of care;
 - (v) Rates; and
 - (vi) Annual Cost Reports.
- (i) HFS shall recognize the IEPs and IFSPs and other medical plans of care as described in the HFS Chapter U-200 Handbook as determinative of the medical necessity of the services provided.
- (j) HFS shall monitor the application of the cost allocation plan to administrative expenditures incurred by the LEA. Said monitoring may include, but not be limited to, inspecting LEA personnel and expenditure records, and conducting interviews.
- (k) HFS shall report all deficiencies and problems noted in the course of such monitoring in writing to the LEA in order that the LEA may correct the deficiencies.
- (l) HFS shall be responsible for the coordination and implementation of State and Federal audit requirements.
- (m) HFS shall furnish LEA on a timely and regular basis such data, reports and information as may be required to ensure that LEA may satisfy State and Federal fiscal responsibility requirements governing all services funded under Titles XIX and XXI of the Social Security Act. Such data, reports

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and information shall include but not be limited to IMAP customer, fiscal, provider and service data as agreed upon by LEA and HFS.

- (n) HFS shall administer the Medicaid Management Information System (MMIS), and expeditiously process IMAP claims for payments to the LEA. The maximum rate allowed, amount, timing and nature of claims processed through the MMIS shall be determined by HFS in accordance with Federal regulations.
- (o) HFS shall provide for a process by which the LEA may seek an informal reconsideration of, or an adjustment to, HFS' decision to reject any portion of any claim for reimbursement of IMAP administrative expenses. This process shall include a right to notice and an opportunity to be heard.

2.03 LEA Responsibilities.

- (a) The LEA agrees to comply with all policies and instructions promulgated by HFS and communicated to the LEA from time to time.
- (b) The LEA shall enroll as a medical provider in the IMAP and, through this agreement, as an administrative extension of HFS.
- (c) The LEA shall submit to HFS properly prepared IMAP claims for processing through the MMIS.
- (d) The LEA shall maintain documentation of the basis for any claim for reimbursement of IMAP administrative expenditures pursuant to this agreement.
- (e) By submitting to HFS a claim for reimbursement of IMAP administrative expenditures, the LEA certifies that the expenditures were incurred prior to submittal, and that they are the actual costs of the administrative activity undertaken in support of the IMAP in accordance with the principles established in 2 CFR Part 200 and in accordance with the cost allocation plan. The LEA certifies that the funds used for expenditures are not federal funds, or if they are federal funds, their use is authorized by federal law to match other federal funds. The LEA further certifies that the funds used for expenditures have not been used to match other federal funds.
- (f) The LEA shall provide to HFS all documents and other necessary information to allow HFS, as the Medicaid Single State Agency, to submit a request for Federal Financial Participation (FFP) and to monitor the program. This documentation shall be provided in a timely fashion to facilitate the request for reimbursement.
- (g) The LEA shall make necessary arrangements or contracts to acquire eligibility data needed to determine the claim for reimbursement of IMAP administrative expenditures.
- (h) The LEA shall use the claiming processes provided by HFS.
- (i) The LEA shall submit claims for reimbursement of IMAP administrative expenditures on a quarterly basis within the timeframes established in the HFS Illinois Administrative Guide for School-Based Health Services Administrative Claiming. Claims received by HFS after the established timeframes will not be processed.
- (j) The LEA shall submit claims for covered medical services within the timeframes established in Handbook for Local Education Agencies, Chapter U-200, HFS Medical Provider Handbooks. Claims received by HFS after the established timeframes will not be processed.
- (k) The LEA shall submit the annual cost report for claims for covered medical services in the timeframe outlined by HFS. Failure to submit the annual cost report in the required timeframe will result in the recoupment of ALL reimbursement received for claims for dates of service during the period of time covered by the annual cost report.
- (l) The LEA shall cooperate and comply with any reviews or audits by HFS, the State Auditor General, the US Department of Health and Human Services, the Medicaid Fraud Control Unit of the Office

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- of Inspector General and any other entity authorized by law to review state or federal expenditures related to the IMAP or this Agreement.
- (m) Documents in support of a claim for reimbursement of IMAP administrative expenditures shall include, but are not limited to, identification of sampled staff and allowable expenditures and expenses. The LEA shall maintain detailed records sufficient to meet the requirements of 2 CFR Part 200 and to document such compliance.
 - (n) When the LEA is no longer required to retain IMAP customer information provided by HFS, that information, as well as all copies of the information, is to be deleted from any electronic storage medium in a manner to ensure that the data cannot be retrieved by any means. Any hard copy version of the IMAP customer information, including printed-paper or microfiche versions, is also to be destroyed, except as prohibited by law. Notwithstanding the foregoing, the LEA may retain for audit purposes the following data elements for each IMAP customer for a period not to exceed five (5) years after each IMAP customer reaches the age of 23 years:
 - (i) the IMAP customer's recipient identification number (RIN),
 - (ii) the beginning and end dates of the IMAP customer's period(s) of eligibility, and
 - (iii) the MANG P codes associated with each eligibility period.

ARTICLE III REIMBURSEMENT AND ADJUSTMENTS

3.01 Administrative expenditures by the LEA attributable to the IMAP may be eligible for Federal Financial Participation (FFP). The LEA shall maintain detailed records sufficient to meet the requirements of 2 CFR Part 200 and to document such compliance.

3.02 The LEA must submit to HFS documentation of administrative activities that relate to allowable IMAP covered services. HFS, as the Medicaid Single State Agency, shall determine what expenditures are allowable through a cost allocation plan established and maintained by HFS in accordance with the provisions of 2 CFR Part 200. This plan, which is subject to approval by the United States Centers for Medicare and Medicaid Services, must be followed by the LEA whenever a claim is submitted.

3.03 HFS shall maintain detailed records sufficient to meet the requirements of 2 CFR 200 and to document such compliance. Documents in support of an administrative claim include, but are not limited to, sampling procedures, identification of sample staff and allowable costs and expenses. All programmatic methodologies used to calculate the administrative claim must be incorporated into the aggregate LEA Cost Allocation Plan and LEA must assure that claims for reimbursement of program costs are not duplicative of other LEA claims.

- 3.04 In order to offset the costs to the State for administering SBHS, the LEA agrees that:
- (a) HFS will transfer any fee or cost assigned to the Special Education Medicaid Matching Fund as directed by state statute. These fees can include, but are not limited to, any amount assessed the fund for services of the Auditor General and any amount directed by statute to be transferred out of the fund, and
 - (b) Of the remaining funds, HFS shall retain an amount to cover the State's costs to administer the SBHS program. In no event shall said amount exceed four percent (4%) of the IMAP reimbursement to the LEA attributable to administrative expenses and net annual cost settlement amounts.

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3.05 Upon completion of a review or audit that results in a finding that federal reimbursement under this Agreement was obtained or paid incorrectly, the LEA shall be furnished with a written notice containing the finding and necessary adjustment or requested repayment. In the event that the LEA objects or disagrees with the finding, it may request reconsideration, as allowed by HFS.

- (a) In the event that a federal audit results in a finding that FFP funds were obtained or paid incorrectly for services reimbursed under this Agreement, and the finding requires repayment of such funds, the repayment shall be processed through the current HFS FFP case draw-down procedure.
- (b) In the event that the finding results in additional reimbursement due from the federal government, the LEA may initiate an adjustment to affect future reimbursement.

ARTICLE IV TERM

4.01 Term. This Agreement shall commence upon full execution by the Parties and, unless otherwise terminated by the Parties, shall remain in effect until terminated under Article V, below.

4.02 Termination on Notice. This Agreement may be terminated by either Party for any or no reason upon sixty (60) days' prior written notice to the other Party. Upon the mutual written consent of both Parties, the Agreement may be terminated sooner. In the event of termination, HFS shall process all claims for reimbursement of IMAP administrative expenditures incurred prior to the effective date of termination even though such processing activities may extend beyond the termination date.

4.03 Termination for Cause. In the event either Party breaches this Agreement and fails to cure such breach within ten (10) days' written notice thereof from the non-breaching Party, the non-breaching Party may terminate this Agreement upon written notice to the breaching Party.

4.04 Availability of Appropriation; Sufficiency of Funds. Agreement is contingent upon and subject to the availability of sufficient funds. A Party may terminate or suspend this Agreement, in whole or in part, without advance notice and without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Parties by the State or the Federal funding source, (ii) the Governor or one of the Parties reserves funds, or (iii) the Governor or the one of the Parties determines that funds will not or may not be available for payment. A Party shall provide notice, in writing, to all other Parties of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

4.05 Nothing contained herein shall be construed as an agreement to perform any illegal act or any act not permitted to be performed by either HFS or the LEA. In the event that this Agreement is determined to be invalid, it shall be terminated immediately, subject to processing data and matching fund requests for services provided prior to such termination. Should any portion or portions of the Agreement be found to be invalid, the said portion or portions shall not be construed to render the entire Agreement void but shall be severed from the Agreement upon such finding.

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4.06 Nothing contained herein serves to limit, alter, or amend either Party's duties, rights or responsibilities as set out in the applicable State and Federal statutes, laws, or regulations.

ARTICLE V MISCELLANEOUS

5.01 Amendments. This Agreement may be modified or amended at any time during its term by mutual consent of the Parties, expressed in writing and signed by the Parties. Any changes amendment to this Agreement shall be subject to intergovernmental discussion and concurrence in writing, thereafter to be reduced to writing and incorporating this document by reference.

5.02 Applicable Law and Severability. This Agreement shall be governed in all respects by the laws of the State of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this Agreement or any part thereof. In the event that this Agreement is determined to be invalid by a court of competent jurisdiction, it shall be terminated immediately.

5.03 Records Retention. The Parties shall maintain for a minimum of six (6) years from the later of the date of the payment of FFP for reimbursement of expenditures under this Agreement, or the expiration of this Agreement, adequate books, records and supporting documents relating to the delivery of care or service under this Agreement, and as further required by HFS and/or to comply with the Illinois State Records Act. If an audit, litigation or other action involving the records is begun before the end of the six-year period, the records shall be retained until all issues arising out of the action are resolved.

5.04 No Personal Liability. No member, official, director, employee or agent of either Party shall be individually or personally liable in connection with this Agreement.

5.05 Assignment; Binding Effect. This Agreement, or any portion thereof, shall not be assigned by any of the Parties without the prior written consent of the other Parties. This Agreement shall inure to the benefit of and shall be binding upon the Parties and their respective successors and permitted assigns.

5.06 Precedence. In the event there is a conflict between this Agreement and any of the exhibits hereto, this Agreement shall control. In the event there is a conflict between this Agreement and relevant statute(s) or Administrative Rule(s), the relevant statute(s) or rule(s) shall control.

5.07 Entire Agreement. This Agreement constitutes the entire agreement between the Parties; no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Party.

5.08 Notices. All written notices, requests and communications may be made by regular mail, telefacsimile or electronic mail (email) to the addresses set forth below. Notices under Article V shall be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized

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overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; or (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below. Either Party may at any time give notice in writing to the other Party of a change of name, regular mail or email address, telephone or telefacsimile number.

To HFS: Bureau of Program and Policy Coordination
201 S. Grand Avenue East, 2nd Floor
Springfield, IL 62763
Telephone 217/ 782-3953
Telefacsimile 217/ 524-2530
Email HFS.SBHS@illinois.gov

To LEA: Insert LEA name, regular mail or email addresses, telephone and telefacsimile numbers from provider enrollment information.

Lyons School District 103
4100 Joliet Avenue
Lyons, IL 60534
(708) 783-4100 (Telephone)
(708)783-4605 (Facsimile)

5.09 Headings. Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof.

5.10 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

_____ LEA

ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES

By Kristopher Rivera

Printed Name Kristopher Rivera, Superintendent

Theresa Eagleson, HFS Director

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Title Superintendent

Date: 5/22/23

Date: May 23, 2023

National Provider Identification (NPI) 366004324001

Region-County-District Code 06-016-1030-02

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
4WT8LF2	CHROMEBOOK	RECYCLED	DELL
JMQ5B62	CHROMEBOOK	RECYCLED	DELL
1BGD9B2	CHROMEBOOK	RECYCLED	DELL
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8J4X8B2	CHROMEBOOK	RECYCLED	DELL
D4T9MF2	CHROMEBOOK	RECYCLED	DELL
4L029B2	CHROMEBOOK	RECYCLED	DELL
6F4X8B2	CHROMEBOOK	RECYCLED	DELL
HNT8LF2	CHROMEBOOK	RECYCLED	DELL
5K029B2	CHROMEBOOK	RECYCLED	DELL
874X8B2	CHROMEBOOK	RECYCLED	DELL
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8Z3X8B2	CHROMEBOOK	RECYCLED	DELL
BXT8LF2	CHROMEBOOK	RECYCLED	DELL
7286	CHROMEBOOK	RECYCLED	DELL
2H029B2	CHROMEBOOK	RECYCLED	DELL
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7678	IPAD	RECYCLED	APPLE
5976	IPAD	RECYCLED	APPLE
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1983	IPAD	RECYCLED	APPLE

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1761	IPAD	RECYCLED	APPLE
1941	IPAD	RECYCLED	APPLE
7682	IPAD	RECYCLED	APPLE
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6366	SAMSUNG TABLET	RECYCLED	SAMSUNG
5JTVY22	CHROMEBOOK	RECYCLED	DELL
5X7Z8B2	CHROMEBOOK	RECYCLED	DELL
34MR242	CHROMEBOOK	RECYCLED	DELL
7104	IPAD	RECYCLED	APPLE
7050	IPAD	RECYCLED	APPLE
7001	IPAD	RECYCLED	APPLE
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21JSY12	DESKTOP	RECYCLED	DELL
1ZTRY12	DESKTOP	RECYCLED	DELL
1ZYSY12	DESKTOP	RECYCLED	DELL
1ZWTY12	DESKTOP	RECYCLED	DELL
200WY12	DESKTOP	RECYCLED	DELL
1ZXTY12	DESKTOP	RECYCLED	DELL
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21CTY12	DESKTOP	RECYCLED	DELL
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166P4V1	DESKTOP	RECYCLED	DELL
JRJ2MS1	DESKTOP	RECYCLED	DELL
163N4V1	DESKTOP	RECYCLED	DELL
7r5v0g2	CHROMEBOOK	RECYCLED	DELL
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7rth2h2	CHROMEBOOK	RECYCLED	DELL
JQDZ8B2	CHROMEBOOK	RECYCLED	DELL
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5GPXY22	CHROMEBOOK	RECYCLED	DELL
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5T4X8B2	CHROMEBOOK	RECYCLED	DELL
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C1PXY22	CHROMEBOOK	RECYCLED	DELL
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323VD42	DESKTOP	RECYCLED	DELL
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SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
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3337	DESKTOP	RECYCLED	DELL
2673	DESKTOP	RECYCLED	DELL
11477	DESKTOP	RECYCLED	DELL
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5350	DESKTOP	RECYCLED	DELL
5317	DESKTOP	RECYCLED	DELL
5318	DESKTOP	RECYCLED	DELL
1200	DESKTOP	RECYCLED	DELL
5727	DESKTOP	RECYCLED	DELL
5311	DESKTOP	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
5288	DESKTOP	RECYCLED	DELL
5305	DESKTOP	RECYCLED	DELL
5309	DESKTOP	RECYCLED	DELL
5291	DESKTOP	RECYCLED	DELL
1191	DESKTOP	RECYCLED	DELL
6H4LHX1	DESKTOP	RECYCLED	DELL
6CTLHX1	DESKTOP	RECYCLED	DELL
6DGJHX1	DESKTOP	RECYCLED	DELL
911276	DESKTOP	RECYCLED	DELL
1201448	DESKTOP	RECYCLED	DELL
J7DZ8B2	CHROMEBOOK	RECYCLED	DELL
8L029B2	CHROMEBOOK	RECYCLED	DELL
b1sj2h2	CHROMEBOOK	RECYCLED	DELL
8f2y0g2	CHROMEBOOK	RECYCLED	DELL
bn5t0g2	CHROMEBOOK	RECYCLED	DELL
hvps0g2	CHROMEBOOK	RECYCLED	DELL
86wk0g2	CHROMEBOOK	RECYCLED	DELL
42tw0g2	CHROMEBOOK	RECYCLED	DELL
dkst2m2	CHROMEBOOK	RECYCLED	DELL
7hxx2h2	CHROMEBOOK	RECYCLED	DELL
9yrj2h2	CHROMEBOOK	RECYCLED	DELL
1jqj2h2	CHROMEBOOK	RECYCLED	DELL
g2sj2h2	CHROMEBOOK	RECYCLED	DELL
c6nk2h2	CHROMEBOOK	RECYCLED	DELL
187k2h2	CHROMEBOOK	RECYCLED	DELL
B7TYGQ1	DESKTOP	RECYCLED	DELL
GJSD6Y1	DESKTOP	RECYCLED	DELL
5LGVBD1	DESKTOP	RECYCLED	DELL
GFKFKK1	DESKTOP	RECYCLED	DELL
5SH6MM1	DESKTOP	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
JMKFKK1	DESKTOP	RECYCLED	DELL
7727	IPAD	RECYCLED	APPLE
MP1VDLHB	CHROMEBOOK	RECYCLED	LENOVO
p203mhjs	CHROMEBOOK	RECYCLED	LENOVO
5BDR242	CHROMEBOOK	RECYCLED	DELL
HMTXY22	CHROMEBOOK	RECYCLED	DELL
55PXY22	CHROMEBOOK	RECYCLED	DELL
8D4X8B2	CHROMEBOOK	RECYCLED	DELL
2629MF2	CHROMEBOOK	RECYCLED	DELL
38MR242	CHROMEBOOK	RECYCLED	DELL
J0029B2	CHROMEBOOK	RECYCLED	DELL
GYRY22	CHROMEBOOK	RECYCLED	DELL
9QMR242	CHROMEBOOK	RECYCLED	DELL
CDPXY22	CHROMEBOOK	RECYCLED	DELL
GYQ5B62	CHROMEBOOK	RECYCLED	DELL
20PXY22	CHROMEBOOK	RECYCLED	DELL
BXPLY22	CHROMEBOOK	RECYCLED	DELL
1MLR242	CHROMEBOOK	RECYCLED	DELL
18T9MF2	CHROMEBOOK	RECYCLED	DELL
8L4X8B2	CHROMEBOOK	RECYCLED	DELL
GSXVY22	CHROMEBOOK	RECYCLED	DELL
FV3X8B2	CHROMEBOOK	RECYCLED	DELL
4Z59MF2	CHROMEBOOK	RECYCLED	DELL
134X8B2	CHROMEBOOK	RECYCLED	DELL
69PLY22	CHROMEBOOK	RECYCLED	DELL
B6X19B2	CHROMEBOOK	RECYCLED	DELL
9MT8LF2	CHROMEBOOK	RECYCLED	DELL
H5GD9B2	CHROMEBOOK	RECYCLED	DELL
1Y3X8B2	CHROMEBOOK	RECYCLED	DELL
6GPXY22	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
57PXY22	CHROMEBOOK	RECYCLED	DELL
6V9YY22	CHROMEBOOK	RECYCLED	DELL
88KR242	CHROMEBOOK	RECYCLED	DELL
HWNXY22	CHROMEBOOK	RECYCLED	DELL
37PXY22	CHROMEBOOK	RECYCLED	DELL
7204	CHROMEBOOK	RECYCLED	DELL
GPTVY22	CHROMEBOOK	RECYCLED	DELL
9KSVY22	CHROMEBOOK	RECYCLED	DELL
H2PXY22	CHROMEBOOK	RECYCLED	DELL
2TPLY22	CHROMEBOOK	RECYCLED	DELL
GZNXY22	CHROMEBOOK	RECYCLED	DELL
1YPD9B2	CHROMEBOOK	RECYCLED	DELL
287X8B2	CHROMEBOOK	RECYCLED	DELL
5Q4X8B2	CHROMEBOOK	RECYCLED	DELL
FKTVY22	CHROMEBOOK	RECYCLED	DELL
B1DR242	CHROMEBOOK	RECYCLED	DELL
96DR242	CHROMEBOOK	RECYCLED	DELL
7JPXY22	CHROMEBOOK	RECYCLED	DELL
5MTVY22	CHROMEBOOK	RECYCLED	DELL
9KT8LF2	CHROMEBOOK	RECYCLED	DELL
FF4X8B2	CHROMEBOOK	RECYCLED	DELL
H8BYY22	CHROMEBOOK	RECYCLED	DELL
44SYY22	CHROMEBOOK	RECYCLED	DELL
5GGD9B2	CHROMEBOOK	RECYCLED	DELL
4BPXY22	CHROMEBOOK	RECYCLED	DELL
6BPLY22	CHROMEBOOK	RECYCLED	DELL
7274	CHROMEBOOK	RECYCLED	DELL
3W3X8B2	CHROMEBOOK	RECYCLED	DELL
HWY19B2	CHROMEBOOK	RECYCLED	DELL
7MP99B2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
3NDZ8B2	CHROMEBOOK	RECYCLED	DELL
8R4X8B2	CHROMEBOOK	RECYCLED	DELL
B44X8B2	CHROMEBOOK	RECYCLED	DELL
D029MF2	CHROMEBOOK	RECYCLED	DELL
JVPLY22	CHROMEBOOK	RECYCLED	DELL
5HGD9B2	CHROMEBOOK	RECYCLED	DELL
BG029B2	CHROMEBOOK	RECYCLED	DELL
4FH99B2	CHROMEBOOK	RECYCLED	DELL
GZS8LF2	CHROMEBOOK	RECYCLED	DELL
4369MF2	CHROMEBOOK	RECYCLED	DELL
1H4X8B2	CHROMEBOOK	RECYCLED	DELL
9DPXY22	CHROMEBOOK	RECYCLED	DELL
2G4X8B2	CHROMEBOOK	RECYCLED	DELL
904X8B2	CHROMEBOOK	RECYCLED	DELL
9H029B2	CHROMEBOOK	RECYCLED	DELL
GY19B2	CHROMEBOOK	RECYCLED	DELL
HP59MF2	CHROMEBOOK	RECYCLED	DELL
1C4X8B2	CHROMEBOOK	RECYCLED	DELL
3ST9MF2	CHROMEBOOK	RECYCLED	DELL
G6GD9B2	CHROMEBOOK	RECYCLED	DELL
CM59MF2	CHROMEBOOK	RECYCLED	DELL
FH029B2	CHROMEBOOK	RECYCLED	DELL
9KT9MF2	CHROMEBOOK	RECYCLED	DELL
HK4X8B2	CHROMEBOOK	RECYCLED	DELL
6Z59MF2	CHROMEBOOK	RECYCLED	DELL
8VH99B2	CHROMEBOOK	RECYCLED	DELL
114X8B2	CHROMEBOOK	RECYCLED	DELL
H04X8B2	CHROMEBOOK	RECYCLED	DELL
9069MF2	CHROMEBOOK	RECYCLED	DELL
3314	MONITORS	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
1575	MONITORS	RECYCLED	DELL
5330	MONITORS	RECYCLED	DELL
3617	MONITORS	RECYCLED	DELL
5319	MONITORS	RECYCLED	DELL
5289	MONITORS	RECYCLED	DELL
11476	MONITORS	RECYCLED	DELL
5310	MONITORS	RECYCLED	DELL
2673	MONITORS	RECYCLED	DELL
3337	MONITORS	RECYCLED	DELL
5302	MONITORS	RECYCLED	DELL
5636	MONITORS	RECYCLED	DELL
5303	MONITORS	RECYCLED	DELL
5658	MONITORS	RECYCLED	DELL
11477	MONITORS	RECYCLED	DELL
5349	MONITORS	RECYCLED	DELL
5297	MONITORS	RECYCLED	DELL
5293	MONITORS	RECYCLED	DELL
5320	MONITORS	RECYCLED	DELL
5313	MONITORS	RECYCLED	DELL
5314	MONITORS	RECYCLED	DELL
1237	MONITORS	RECYCLED	DELL
5753	MONITORS	RECYCLED	DELL
5315	MONITORS	RECYCLED	DELL
5292	MONITORS	RECYCLED	DELL
5316	MONITORS	RECYCLED	DELL
5350	MONITORS	RECYCLED	DELL
5317	MONITORS	RECYCLED	DELL
5298	MONITORS	RECYCLED	DELL
5318	MONITORS	RECYCLED	DELL
5311	MONITORS	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
5305	MONITORS	RECYCLED	DELL
1200	MONITORS	RECYCLED	DELL
5288	MONITORS	RECYCLED	DELL
5305	MONITORS	RECYCLED	DELL
5309	MONITORS	RECYCLED	DELL
5291	MONITORS	RECYCLED	DELL
1191	MONITORS	RECYCLED	DELL
5300	MONITORS	RECYCLED	DELL
1258	MONITORS	RECYCLED	DELL
2493	MONITORS	RECYCLED	DELL
3002	MONITORS	RECYCLED	DELL
5655	MONITORS	RECYCLED	DELL
5740	MONITORS	RECYCLED	DELL
5642	MONITORS	RECYCLED	DELL
1576	MONITORS	RECYCLED	DELL
5651	MONITORS	RECYCLED	DELL
5755	MONITORS	RECYCLED	DELL
3293	MONITORS	RECYCLED	DELL
5726	MONITORS	RECYCLED	DELL
2683	MONITORS	RECYCLED	DELL
3304	MONITORS	RECYCLED	DELL
1974	MONITORS	RECYCLED	DELL
3331	MONITORS	RECYCLED	DELL
5656	MONITORS	RECYCLED	DELL
5640	MONITORS	RECYCLED	DELL
5733	MONITORS	RECYCLED	DELL
2377	MONITORS	RECYCLED	DELL
5653	MONITORS	RECYCLED	DELL
5628	MONITORS	RECYCLED	DELL
1570	MONITORS	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
5735	MONITORS	RECYCLED	DELL
5638	MONITORS	RECYCLED	DELL
5657	MONITORS	RECYCLED	DELL
6037	MONITORS	RECYCLED	DELL
2761	MONITORS	RECYCLED	DELL
VMA587875	PRINTER	RECYCLED	XEROX
VMA587872	PRINTER	RECYCLED	XEROX
VMA586877	PRINTER	RECYCLED	XEROX
CNGS366341	PRINTER	RECYCLED	HP
USBXX06410	PRINTER	RECYCLED	HP
USBXS11981	PRINTER	RECYCLED	HP
USBXS12131	PRINTER	RECYCLED	HP
CE462A	PRINTER	RECYCLED	HP
CNB9S57763	PRINTER	RECYCLED	HP
CNB9S53234	PRINTER	RECYCLED	HP
CNB0B02982	PRINTER	RECYCLED	HP
CNB9X67062	PRINTER	RECYCLED	HP
CNB0B02981	PRINTER	RECYCLED	HP
CNB9R81609	PRINTER	RECYCLED	HP
CZ181A	PRINTER	RECYCLED	HP
CZ181A	PRINTER	RECYCLED	HP
9126	PRINTER	RECYCLED	HP
Q5987A	PRINTER	RECYCLED	HP
6PT8LF2	CHROMEBOOK	RECYCLED	DELL
1R4X8B2	CHROMEBOOK	RECYCLED	DELL
6GGD9B2	CHROMEBOOK	RECYCLED	DELL
6JGD9B2	CHROMEBOOK	RECYCLED	DELL
83Q9MF2	CHROMEBOOK	RECYCLED	DELL
6GT8LF2	CHROMEBOOK	RECYCLED	DELL
p203mgjp	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
49X19B2	CHROMEBOOK	RECYCLED	DELL
FMT8LF2	CHROMEBOOK	RECYCLED	DELL
304X8B2	CHROMEBOOK	RECYCLED	DELL
HMT8LF2	CHROMEBOOK	RECYCLED	DELL
JT59MF2	CHROMEBOOK	RECYCLED	DELL
92SY22	CHROMEBOOK	RECYCLED	DELL
DGT8LF2	CHROMEBOOK	RECYCLED	DELL
1XY19B2	CHROMEBOOK	RECYCLED	DELL
22T9MF2	CHROMEBOOK	RECYCLED	DELL
HMS8LF2	CHROMEBOOK	RECYCLED	DELL
CCX19B2	CHROMEBOOK	RECYCLED	DELL
6QT9MF2	CHROMEBOOK	RECYCLED	DELL
HHH99B2	CHROMEBOOK	RECYCLED	DELL
2YPLY22	CHROMEBOOK	RECYCLED	DELL
6VXW8B2	CHROMEBOOK	RECYCLED	DELL
7W4X8B2	CHROMEBOOK	RECYCLED	DELL
HL6X8B2	CHROMEBOOK	RECYCLED	DELL
G7GD9B2	CHROMEBOOK	RECYCLED	DELL
1VT8LF2	CHROMEBOOK	RECYCLED	DELL
DDH99B2	CHROMEBOOK	RECYCLED	DELL
C1T8LF2	CHROMEBOOK	RECYCLED	DELL
2569MF2	CHROMEBOOK	RECYCLED	DELL
HZZ19B2	CHROMEBOOK	RECYCLED	DELL
HDX19B2	CHROMEBOOK	RECYCLED	DELL
90X19B2	CHROMEBOOK	RECYCLED	DELL
H1T9MF2	CHROMEBOOK	RECYCLED	DELL
GK4X8B2	CHROMEBOOK	RECYCLED	DELL
BNT8LF2	CHROMEBOOK	RECYCLED	DELL
JF4X8B2	CHROMEBOOK	RECYCLED	DELL
4YT8LF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
B1PXY22	CHROMEBOOK	RECYCLED	DELL
JK029B2	CHROMEBOOK	RECYCLED	DELL
5WY19B2	CHROMEBOOK	RECYCLED	DELL
BNPLY22	CHROMEBOOK	RECYCLED	DELL
7MPLY22	CHROMEBOOK	RECYCLED	DELL
7CTVY22	CHROMEBOOK	RECYCLED	DELL
2CTVY22	CHROMEBOOK	RECYCLED	DELL
318Z8B2	CHROMEBOOK	RECYCLED	DELL
81SYY22	CHROMEBOOK	RECYCLED	DELL
BTSYY22	CHROMEBOOK	RECYCLED	DELL
5YPLY22	CHROMEBOOK	RECYCLED	DELL
66NXY22	CHROMEBOOK	RECYCLED	DELL
4DGD9B2	CHROMEBOOK	RECYCLED	DELL
4QDZ8B2	CHROMEBOOK	RECYCLED	DELL
83SYY22	CHROMEBOOK	RECYCLED	DELL
G1PXY22	CHROMEBOOK	RECYCLED	DELL
1BDR242	CHROMEBOOK	RECYCLED	DELL
1YG9MF2	CHROMEBOOK	RECYCLED	DELL
GXT8LF2	CHROMEBOOK	RECYCLED	DELL
8K6Z8B2	CHROMEBOOK	RECYCLED	DELL
6lzx0g2	CHROMEBOOK	RECYCLED	DELL
p203mhjd	CHROMEBOOK	RECYCLED	LENOVO
p203mzvu	CHROMEBOOK	RECYCLED	LENOVO
16cy0g2	CHROMEBOOK	RECYCLED	DELL
dx9y0g2	CHROMEBOOK	RECYCLED	DELL
94ct0g2	CHROMEBOOK	RECYCLED	DELL
jkxz2m2	CHROMEBOOK	RECYCLED	DELL
c85k2h2	CHROMEBOOK	RECYCLED	DELL
9PT8LF2	CHROMEBOOK	RECYCLED	DELL
2DBYY22	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
1LTVY22	CHROMEBOOK	RECYCLED	DELL
9WPLY22	CHROMEBOOK	RECYCLED	DELL
F3VVY22	CHROMEBOOK	RECYCLED	DELL
GWNLY22	CHROMEBOOK	RECYCLED	DELL
5LPXY22	CHROMEBOOK	RECYCLED	DELL
H8VXY22	CHROMEBOOK	RECYCLED	DELL
BCH99B2	CHROMEBOOK	RECYCLED	DELL
BP4X8B2	CHROMEBOOK	RECYCLED	DELL
C24X8B2	CHROMEBOOK	RECYCLED	DELL
5G029B2	CHROMEBOOK	RECYCLED	DELL
DYS8LF2	CHROMEBOOK	RECYCLED	DELL
9J4X8B2	CHROMEBOOK	RECYCLED	DELL
3FH99B2	CHROMEBOOK	RECYCLED	DELL
144X8B2	CHROMEBOOK	RECYCLED	DELL
CJ029B2	CHROMEBOOK	RECYCLED	DELL
FMP99B2	CHROMEBOOK	RECYCLED	DELL
GD4X8B2	CHROMEBOOK	RECYCLED	DELL
GG029B2	CHROMEBOOK	RECYCLED	DELL
8RDZ8B2	CHROMEBOOK	RECYCLED	DELL
7258	CHROMEBOOK	RECYCLED	DELL
5FH99B2	CHROMEBOOK	RECYCLED	DELL
4M029B2	CHROMEBOOK	RECYCLED	DELL
BMP99B2	CHROMEBOOK	RECYCLED	DELL
1CH99B2	CHROMEBOOK	RECYCLED	DELL
2lgh2h2	CHROMEBOOK	RECYCLED	DELL
2S4X8B2	CHROMEBOOK	RECYCLED	DELL
7284	CHROMEBOOK	RECYCLED	DELL
CZPLY22	CHROMEBOOK	RECYCLED	DELL
9TY19B2	CHROMEBOOK	RECYCLED	DELL
HWRYY22	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
7BPLY22	CHROMEBOOK	RECYCLED	DELL
9CGD9B2	CHROMEBOOK	RECYCLED	DELL
62Z19B2	CHROMEBOOK	RECYCLED	DELL
CW3X8B2	CHROMEBOOK	RECYCLED	DELL
1JQW8B2	CHROMEBOOK	RECYCLED	DELL
93DR242	CHROMEBOOK	RECYCLED	DELL
BTVXY22	CHROMEBOOK	RECYCLED	DELL
64SYY22	CHROMEBOOK	RECYCLED	DELL
FWPLY22	CHROMEBOOK	RECYCLED	DELL
BGTVY22	CHROMEBOOK	RECYCLED	DELL
FPPLY22	CHROMEBOOK	RECYCLED	DELL
38PXY22	CHROMEBOOK	RECYCLED	DELL
9K4X8B2	CHROMEBOOK	RECYCLED	DELL
64PXY22	CHROMEBOOK	RECYCLED	DELL
GJX19B2	CHROMEBOOK	RECYCLED	DELL
7FDZ8B2	CHROMEBOOK	RECYCLED	DELL
CB69MF2	CHROMEBOOK	RECYCLED	DELL
DZ3X8B2	CHROMEBOOK	RECYCLED	DELL
9VY19B2	CHROMEBOOK	RECYCLED	DELL
4KX19B2	CHROMEBOOK	RECYCLED	DELL
3DH99B2	CHROMEBOOK	RECYCLED	DELL
3M59MF2	CHROMEBOOK	RECYCLED	DELL
GWT8LF2	CHROMEBOOK	RECYCLED	DELL
F069MF2	CHROMEBOOK	RECYCLED	DELL
4HH99B2	CHROMEBOOK	RECYCLED	DELL
c40k2h2	CHROMEBOOK	RECYCLED	DELL
frqh2h2	CHROMEBOOK	RECYCLED	DELL
9m8y0g2	CHROMEBOOK	RECYCLED	DELL
3069MF2	CHROMEBOOK	RECYCLED	DELL
DFT8LF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
214X8B2	CHROMEBOOK	RECYCLED	DELL
3H6Z8B2	CHROMEBOOK	RECYCLED	DELL
J3TW8B2	CHROMEBOOK	RECYCLED	DELL
7Y7Z8B2	CHROMEBOOK	RECYCLED	DELL
FGTVY22	CHROMEBOOK	RECYCLED	DELL
CJ4X8B2	CHROMEBOOK	RECYCLED	DELL
HKT8LF2	CHROMEBOOK	RECYCLED	DELL
FY59MF2	CHROMEBOOK	RECYCLED	DELL
FH4X8B2	CHROMEBOOK	RECYCLED	DELL
3xqh2h2	CHROMEBOOK	RECYCLED	DELL
7ZT8LF2	CHROMEBOOK	RECYCLED	DELL
3WY19B2	CHROMEBOOK	RECYCLED	DELL
7H59MF2	CHROMEBOOK	RECYCLED	DELL
3Y3X8B2	CHROMEBOOK	RECYCLED	DELL
DJT9MF2	CHROMEBOOK	RECYCLED	DELL
1R59MF2	CHROMEBOOK	RECYCLED	DELL
D56X8B2	CHROMEBOOK	RECYCLED	DELL
5RY19B2	CHROMEBOOK	RECYCLED	DELL
6J4X8B2	CHROMEBOOK	RECYCLED	DELL
5YQ5B62	CHROMEBOOK	RECYCLED	DELL
32T9MF2	CHROMEBOOK	RECYCLED	DELL
D0X19B2	CHROMEBOOK	RECYCLED	DELL
6J29MF2	CHROMEBOOK	RECYCLED	DELL
DCGD9B2	CHROMEBOOK	RECYCLED	DELL
DJ19MF2	CHROMEBOOK	RECYCLED	DELL
8XT8LF2	CHROMEBOOK	RECYCLED	DELL
73K9MF2	CHROMEBOOK	RECYCLED	DELL
6HH99B2	CHROMEBOOK	RECYCLED	DELL
D069MF2	CHROMEBOOK	RECYCLED	DELL
7WY19B2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
308Z8B2	CHROMEBOOK	RECYCLED	DELL
2MJ9MF2	CHROMEBOOK	RECYCLED	DELL
2T4X8B2	CHROMEBOOK	RECYCLED	DELL
D7DZ8B2	CHROMEBOOK	RECYCLED	DELL
284X8B2	CHROMEBOOK	RECYCLED	DELL
1WCZ8B2	CHROMEBOOK	RECYCLED	DELL
GFH99B2	CHROMEBOOK	RECYCLED	DELL
1pjj2h2	CHROMEBOOK	RECYCLED	DELL
28sv0g2	CHROMEBOOK	RECYCLED	DELL
9XT8LF2	CHROMEBOOK	RECYCLED	DELL
DL59MF2	CHROMEBOOK	RECYCLED	DELL
70T8LF2	CHROMEBOOK	RECYCLED	DELL
NNTMHPG1L4N9	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GNJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LH	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JD	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KL	PHONE	RECYCLED	NORTEL PHONES
NNTMGYFBF77C	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4L2	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4J2	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4K5	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4M3	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KD	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4HK	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4NL	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4PT	PHONE	RECYCLED	NORTEL PHONES
275673	PHONE	RECYCLED	AVAYA PHONES
NNTMHPG1L4LR	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4PJ	PHONE	RECYCLED	NORTEL PHONES
NPCR010D8CEB	PHONE	RECYCLED	NORTEL PHONES

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
NNTMHPG1L4KY	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4PG	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WRJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KE	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG2FR1J	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GLN	PHONE	RECYCLED	NORTEL PHONES
275636	PHONE	RECYCLED	AVAYA PHONES
NPCR010D CE7	PHONE	RECYCLED	NORTEL PHONES
275546	PHONE	RECYCLED	AVAYA PHONES
NNTMHPG1KMVG	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMVT	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG2DMDJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMXG	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GM7	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WRT	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETR1	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMXF	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1R9NP	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WXL	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMWF	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WRY	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GMW	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GN4	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMXK	PHONE	RECYCLED	NORTEL PHONES
NNTMENT7M8VT	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KN18	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GNE	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMVY	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GN1	PHONE	RECYCLED	NORTEL PHONES

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
NNTMHPG23GLW	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28Y8H	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KN0V	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WRW	PHONE	RECYCLED	NORTEL PHONES
276115	PHONE	RECYCLED	AVAYA PHONES
T7208-13206	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WT6	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GMN	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GN5	PHONE	RECYCLED	NORTEL PHONES
20V8LF2	CHROMEBOOK	RECYCLED	DELL
12001	PHONE	RECYCLED	NORTEL PHONES
NPCR010D8CF1	PHONE	RECYCLED	NORTEL PHONES
276045	PHONE	RECYCLED	AVAYA PHONES
NT8B26AABLE6	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4J1	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L0JY	PHONE	RECYCLED	NORTEL PHONES
NNTMENT6GA7C	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETRJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETMV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4PN	PHONE	RECYCLED	NORTEL PHONES
4q0k2h2			
g27y0g2	PHONE	RECYCLED	NORTEL PHONES
5kjk2h2	PHONE	RECYCLED	NORTEL PHONES
f3nk2h2	PHONE	RECYCLED	NORTEL PHONES
fwth2h2	PHONE	RECYCLED	NORTEL PHONES
8m6k2h2	PHONE	RECYCLED	NORTEL PHONES
3knj2h2	PHONE	RECYCLED	NORTEL PHONES
6mgh2h2	PHONE	RECYCLED	NORTEL PHONES
9zsx0g2	PHONE	RECYCLED	NORTEL PHONES
gzrj2h2	PHONE	RECYCLED	NORTEL PHONES

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
h2nk2h2	PHONE	RECYCLED	NORTEL PHONES
d4pj2h2	PHONE	RECYCLED	NORTEL PHONES
7fcj2h2	PHONE	RECYCLED	NORTEL PHONES
gk4j2h2	PHONE	RECYCLED	NORTEL PHONES
c1rh2h2	PHONE	RECYCLED	NORTEL PHONES
94rk0g2	PHONE	RECYCLED	NORTEL PHONES
jtsw0g2	PHONE	RECYCLED	NORTEL PHONES
d41l0g2	PHONE	RECYCLED	NORTEL PHONES
7N59MF2	PHONE	RECYCLED	NORTEL PHONES
d4qj2h2	PHONE	RECYCLED	NORTEL PHONES
647y0g2	PHONE	RECYCLED	AVAYA PHONES
gydv0g2	PHONE	RECYCLED	NORTEL PHONES
3f4l0g2	PHONE	RECYCLED	NORTEL PHONES
5z6y0g2	PHONE	RECYCLED	NORTEL PHONES
2rqh2h2	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMWE	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMW3	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GPH	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETP6	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4L1	PHONE	RECYCLED	NORTEL PHONES
NNTMN5007HY5	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GP3	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4HJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JF	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GNK	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GMR	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GL7	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GPK	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GLH	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GKN	PHONE	RECYCLED	NORTEL PHONES

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
NNTMHPG23GM9	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GM4	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GNV	PHONE	RECYCLED	NORTEL PHONES
NNTMGYFBF7A8	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
	PHONE	RECYCLED	NORTEL PHONES
276095	PHONE	RECYCLED	AVAYA PHONES
NNTMHPG28WRV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG28WT2	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMVP	PHONE	RECYCLED	NORTEL PHONES
NPCR010D8CD7	PHONE	RECYCLED	NORTEL PHONES
NPCR010D20E5	PHONE	RECYCLED	NORTEL PHONES
NNTMENT6GA7A	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GL1	PHONE	RECYCLED	NORTEL PHONES
275646	PHONE	RECYCLED	AVAYA PHONES
NNTMHPG1ETR2	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KR	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4L5	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LW	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4P8	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4P5	PHONE	RECYCLED	NORTEL PHONES

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
NNTMHPG1L4JR	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETRF	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4NT	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LF	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1R9TK	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LK	PHONE	RECYCLED	NNTMHPG1L4K3
NPCR010D8CE4	PHONE	RECYCLED	NNTMHPG1L4K2
NNTMHPG1L4JY	PHONE	RECYCLED	NNTMHPG1L4LL
NNTMHPG28WRN	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG2T8XT	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETR9	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1NCEV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GL0	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4K6	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GP8	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GPD	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GP1	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GMK	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GKJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1NCF3	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GP5	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GLM	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4J8	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JM	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LM	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4K7	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LP	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG2T8XV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KW	PHONE	RECYCLED	NORTEL PHONES

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
NNTMHPG1R9N7	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KP	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4KT	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JX	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JE	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4LJ	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JC	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GN9	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4K8	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4HV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JW	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4K1	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1NCEY	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETN1	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4PR	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG23GL6	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETNE	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMWD	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JV	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4JK	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4L8	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1ETM4	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1KMW9	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG1L4PD	PHONE	RECYCLED	NORTEL PHONES
NNTMHPG2DM9W	PHONE	RECYCLED	NORTEL PHONES
6jblqt2	LAPTOP	RECYCLED	DELL
b0pnqn2	LAPTOP	RECYCLED	DELL
glb3yz2	LAPTOP	RECYCLED	DELL
8G8XY22	CHROMEBOOK	RECYCLED	DELL
6YS9MF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
f45y0g2	CHROMEBOOK	RECYCLED	DELL
6M59MF2	CHROMEBOOK	RECYCLED	DELL
2ggw0g2	CHROMEBOOK	RECYCLED	DELL
3vth2h2	CHROMEBOOK	RECYCLED	DELL
dpgh2h2	CHROMEBOOK	RECYCLED	DELL
83ct0g2	CHROMEBOOK	RECYCLED	DELL
P23MHKM	CHROMEBOOK	RECYCLED	DELL
247y0g2	CHROMEBOOK	RECYCLED	DELL
12002	CHROMEBOOK	RECYCLED	DELL
5vrj2h2	CHROMEBOOK	RECYCLED	DELL
czby0g2	CHROMEBOOK	RECYCLED	DELL
fl6k2h2	CHROMEBOOK	RECYCLED	DELL
2XRY226VY19B2	CHROMEBOOK	RECYCLED	LENOVO
HF029B2	CHROMEBOOK	RECYCLED	DELL
49DZ8B2	CHROMEBOOK	RECYCLED	DELL
H569MF2	CHROMEBOOK	RECYCLED	DELL
6N7Z8B2	CHROMEBOOK	RECYCLED	DELL
8106	CHROMEBOOK	RECYCLED	DELL
26X19B2	CHROMEBOOK	RECYCLED	DELL
3QT8LF2	CHROMEBOOK	RECYCLED	DELL
FT3X8B2	CHROMEBOOK	RECYCLED	DELL
2669MF2	CHROMEBOOK	RECYCLED	DELL
9J029B2	CHROMEBOOK	RECYCLED	DELL
CKT9MF2	CHROMEBOOK	RECYCLED	DELL
JQ4X8B2	CHROMEBOOK	RECYCLED	DELL
8W4X8B2	CHROMEBOOK	RECYCLED	DELL
gdnk2h2	CHROMEBOOK	RECYCLED	DELL
7cgj2h2	CHROMEBOOK	RECYCLED	DELL
1yfv0g2	CHROMEBOOK	RECYCLED	DELL
987k2h2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
716k2h2	CHROMEBOOK	RECYCLED	DELL
P2035VNG	CHROMEBOOK	RECYCLED	LENOVO
P203MHFH	CHROMEBOOK	RECYCLED	LENOVO
P203MZ7Q	CHROMEBOOK	RECYCLED	LENOVO
P2035WPS	CHROMEBOOK	RECYCLED	LENOVO
14T9MF2	CHROMEBOOK	RECYCLED	DELL
24wk0g2	CHROMEBOOK	RECYCLED	DELL
DPJ9MF2	CHROMEBOOK	RECYCLED	DELL
3CDZ8B2	CHROMEBOOK	RECYCLED	DELL
8X59MF2	CHROMEBOOK	RECYCLED	DELL
H56X8B2	CHROMEBOOK	RECYCLED	DELL
CRCZ8B2	CHROMEBOOK	RECYCLED	DELL
FZ59MF2	CHROMEBOOK	RECYCLED	DELL
GQY19B2	CHROMEBOOK	RECYCLED	DELL
6S4X8B2	CHROMEBOOK	RECYCLED	DELL
3TT8LF2	CHROMEBOOK	RECYCLED	DELL
314X8B2	CHROMEBOOK	RECYCLED	DELL
3L59MF2	CHROMEBOOK	RECYCLED	DELL
3YT8LF2	CHROMEBOOK	RECYCLED	DELL
3NT8LF2	CHROMEBOOK	RECYCLED	DELL
FQT9MF2	CHROMEBOOK	RECYCLED	DELL
6GDZ8B2	CHROMEBOOK	RECYCLED	DELL
8K029B2	CHROMEBOOK	RECYCLED	DELL
4BGD9B2	CHROMEBOOK	RECYCLED	DELL
bjlm0g2	CHROMEBOOK	RECYCLED	DELL
3F59MF2	CHROMEBOOK	RECYCLED	DELL
13X19B2	CHROMEBOOK	RECYCLED	DELL
BTT8LF2	CHROMEBOOK	RECYCLED	DELL
5XY19B2	CHROMEBOOK	RECYCLED	DELL
9QS8LF2	CHROMEBOOK	RECYCLED	DELL
P203MHKM	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
A994BCBY76-167188			
KM3F925191L			
jj0j2h2			
h8sh2h2			
dkyh2h2	CHROMEBOOK	RECYCLED	DELL
9qsj2h2	CHROMEBOOK	RECYCLED	DELL
c5dk2h2	CHROMEBOOK	RECYCLED	DELL
38tw0g2	CHROMEBOOK	RECYCLED	DELL
9rnj2h2	CHROMEBOOK	RECYCLED	DELL
by9y0g2	CHROMEBOOK	RECYCLED	DELL
645k2h2	CHROMEBOOK	RECYCLED	DELL
8byv0g2	CHROMEBOOK	RECYCLED	DELL
59nk2h2	CHROMEBOOK	RECYCLED	DELL
4jqt2m2	CHROMEBOOK	RECYCLED	DELL
HX3X8B2	CHROMEBOOK	RECYCLED	DELL
3XY19B2	CHROMEBOOK	RECYCLED	DELL
6LV9MF2	CHROMEBOOK	RECYCLED	DELL
9PH9MF2	CHROMEBOOK	RECYCLED	DELL
HB4X8B2	CHROMEBOOK	RECYCLED	DELL
2W59MF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
CY59MF2	CHROMEBOOK	RECYCLED	DELL
F3X19B2	CHROMEBOOK	RECYCLED	DELL
BVY19B2	CHROMEBOOK	RECYCLED	DELL
204X8B2	CHROMEBOOK	RECYCLED	DELL
FWY19B2	CHROMEBOOK	RECYCLED	DELL
7LH99B2	CHROMEBOOK	RECYCLED	DELL
J1Z19B2	CHROMEBOOK	RECYCLED	DELL
9M4X8B2	CHROMEBOOK	RECYCLED	DELL
BLTVY22	CHROMEBOOK	RECYCLED	DELL
2469MF2	CHROMEBOOK	RECYCLED	DELL
26T9MF2	CHROMEBOOK	RECYCLED	DELL
9K19MF2	CHROMEBOOK	RECYCLED	DELL
6NT8LF2	CHROMEBOOK	RECYCLED	DELL
G6X19B2	CHROMEBOOK	RECYCLED	DELL
GDH99B2	CHROMEBOOK	RECYCLED	DELL
HPQ5B62	CHROMEBOOK	RECYCLED	DELL
9H69MF2	CHROMEBOOK	RECYCLED	DELL
3HH99B2	CHROMEBOOK	RECYCLED	DELL
GRH99B2	CHROMEBOOK	RECYCLED	DELL
DXXW8B2	CHROMEBOOK	RECYCLED	DELL
G5PXY22	CHROMEBOOK	RECYCLED	DELL
7RT8LF2	CHROMEBOOK	RECYCLED	DELL
8SY19B2	CHROMEBOOK	RECYCLED	DELL
DLV9MF2	CHROMEBOOK	RECYCLED	DELL
7259	CHROMEBOOK	RECYCLED	DELL
2GGD9B2	CHROMEBOOK	RECYCLED	DELL
DR19MF2	CHROMEBOOK	RECYCLED	DELL
3F029B2	CHROMEBOOK	RECYCLED	DELL
HK029B2	CHROMEBOOK	RECYCLED	DELL
P2036S98	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P2035WMU	CHROMEBOOK	RECYCLED	DELL
P203MHPV	CHROMEBOOK	RECYCLED	DELL
P203MGBE	CHROMEBOOK	RECYCLED	DELL
P2035VJH	CHROMEBOOK	RECYCLED	DELL
P2033WHM	CHROMEBOOK	RECYCLED	DELL
P203SEV8	CHROMEBOOK	RECYCLED	DELL
b6nk2h2	CHROMEBOOK	RECYCLED	DELL
1WPLY22	CHROMEBOOK	RECYCLED	DELL
CDX19B2	CHROMEBOOK	RECYCLED	DELL
5K59MF2	CHROMEBOOK	RECYCLED	DELL
G44X8B2	CHROMEBOOK	RECYCLED	DELL
DHV9MF2	CHROMEBOOK	RECYCLED	DELL
DJ4X8B2	CHROMEBOOK	RECYCLED	DELL
104X8B2	CHROMEBOOK	RECYCLED	DELL
JBDZ8B2	CHROMEBOOK	RECYCLED	DELL
68029B2	CHROMEBOOK	RECYCLED	DELL
7FCT8LF2	CHROMEBOOK	RECYCLED	DELL
BJ4X8B2	CHROMEBOOK	RECYCLED	DELL
BWY19B2	CHROMEBOOK	RECYCLED	DELL
JJ029B2	CHROMEBOOK	RECYCLED	DELL
4VQ5B62	CHROMEBOOK	RECYCLED	DELL
9V4X8B2	CHROMEBOOK	RECYCLED	DELL
8DGD9B2	CHROMEBOOK	RECYCLED	DELL
4G4X8B2	CHROMEBOOK	RECYCLED	DELL
CN7Z8B2	CHROMEBOOK	RECYCLED	DELL
FWS9MF2	CHROMEBOOK	RECYCLED	DELL
D54X8B2	CHROMEBOOK	RECYCLED	DELL
DXQ5B62	CHROMEBOOK	RECYCLED	DELL
854X8B2	CHROMEBOOK	RECYCLED	DELL
JGT9MF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
11X19B2	CHROMEBOOK	RECYCLED	DELL
CCGD9B2	CHROMEBOOK	RECYCLED	DELL
CWY19B2	CHROMEBOOK	RECYCLED	DELL
6YT8LF2	CHROMEBOOK	RECYCLED	DELL
GMP99B2	CHROMEBOOK	RECYCLED	DELL
HLT9MF2	CHROMEBOOK	RECYCLED	DELL
DJKW8B2	CHROMEBOOK	RECYCLED	DELL
CQG9MF2	CHROMEBOOK	RECYCLED	DELL
7TCZ8B2	CHROMEBOOK	RECYCLED	DELL
2TDZ8B2	CHROMEBOOK	RECYCLED	DELL
4CX19B2	CHROMEBOOK	RECYCLED	DELL
4XY19B2	CHROMEBOOK	RECYCLED	DELL
61Z19B2	CHROMEBOOK	RECYCLED	DELL
1Q4X8B2	CHROMEBOOK	RECYCLED	DELL
9WS9MF2	CHROMEBOOK	RECYCLED	DELL
DK029B2	CHROMEBOOK	RECYCLED	DELL
19X19B2	CHROMEBOOK	RECYCLED	DELL
JBX19B2	CHROMEBOOK	RECYCLED	DELL
21029B2	CHROMEBOOK	RECYCLED	DELL
334X8B2	CHROMEBOOK	RECYCLED	DELL
7F69MF2	CHROMEBOOK	RECYCLED	DELL
9169MF2	CHROMEBOOK	RECYCLED	DELL
D2NXY22	CHROMEBOOK	RECYCLED	DELL
2CPXY22	CHROMEBOOK	RECYCLED	DELL
7254	CHROMEBOOK	RECYCLED	DELL
JCPXY22	CHROMEBOOK	RECYCLED	DELL
D1X19B2	CHROMEBOOK	RECYCLED	DELL
4459MF2	CHROMEBOOK	RECYCLED	DELL
FFSVY22	CHROMEBOOK	RECYCLED	DELL
8B6X8B2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
DTRY22	CHROMEBOOK	RECYCLED	DELL
F2NXY22	CHROMEBOOK	RECYCLED	DELL
99DR242	CHROMEBOOK	RECYCLED	DELL
35SYY22	CHROMEBOOK	RECYCLED	DELL
7QY19B2	CHROMEBOOK	RECYCLED	DELL
7335	CHROMEBOOK	RECYCLED	DELL
1WY19B2	CHROMEBOOK	RECYCLED	DELL
8VCZ8B2	CHROMEBOOK	RECYCLED	DELL
5L029B2	CHROMEBOOK	RECYCLED	DELL
49V9MF2	CHROMEBOOK	RECYCLED	DELL
J4PXY22	CHROMEBOOK	RECYCLED	DELL
18029B2	CHROMEBOOK	RECYCLED	DELL
FM6X8B2	CHROMEBOOK	RECYCLED	DELL
HG029B2	CHROMEBOOK	RECYCLED	DELL
5R4X8B2	CHROMEBOOK	RECYCLED	DELL
5YZ19B2	CHROMEBOOK	RECYCLED	DELL
7KH99B2	CHROMEBOOK	RECYCLED	DELL
HY3X8B2	CHROMEBOOK	RECYCLED	DELL
J1X19B2	CHROMEBOOK	RECYCLED	DELL
2CH99B2	CHROMEBOOK	RECYCLED	DELL
1SS9MF2	CHROMEBOOK	RECYCLED	DELL
CV59MF2	CHROMEBOOK	RECYCLED	DELL
7WZ19B2	CHROMEBOOK	RECYCLED	DELL
3HNXY22	CHROMEBOOK	RECYCLED	DELL
6MTVY22	CHROMEBOOK	RECYCLED	DELL
3CTVY22	CHROMEBOOK	RECYCLED	DELL
8HPXY22	CHROMEBOOK	RECYCLED	DELL
17PXY22	CHROMEBOOK	RECYCLED	DELL
4DPXY22	CHROMEBOOK	RECYCLED	DELL
3469MF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
2ZS9MF2	CHROMEBOOK	RECYCLED	DELL
JHX19B2	CHROMEBOOK	RECYCLED	DELL
FD69MF2	CHROMEBOOK	RECYCLED	DELL
1069MF2	CHROMEBOOK	RECYCLED	DELL
FRCZ8B2	CHROMEBOOK	RECYCLED	DELL
GR59MF2	CHROMEBOOK	RECYCLED	DELL
3RPLY22	CHROMEBOOK	RECYCLED	DELL
73SYY22	CHROMEBOOK	RECYCLED	DELL
9V9YY22	CHROMEBOOK	RECYCLED	DELL
C2PXY22	CHROMEBOOK	RECYCLED	DELL
8PNXY22	CHROMEBOOK	RECYCLED	DELL
22PXY22	CHROMEBOOK	RECYCLED	DELL
9NTVY22	CHROMEBOOK	RECYCLED	DELL
BWQ5B62	CHROMEBOOK	RECYCLED	DELL
8RPLY22	CHROMEBOOK	RECYCLED	DELL
6CGD9B2	CHROMEBOOK	RECYCLED	DELL
GB029B2	CHROMEBOOK	RECYCLED	DELL
CXPLY22	CHROMEBOOK	RECYCLED	DELL
HJ029B2	CHROMEBOOK	RECYCLED	DELL
12V9MF2	CHROMEBOOK	RECYCLED	DELL
NNTMHPG23GMV	PHONES	RECYCLED	NORTEL PHONES
NNTMN5007HWT	PHONES	RECYCLED	NORTEL PHONES
c2nrpq2	LAPTOP	RECYCLED	DELL
d1pqnj2	LAPTOP	RECYCLED	DELL
cg4wg22	LAPTOP	RECYCLED	DELL
3LHNKH1	LAPTOP	RECYCLED	DELL
9rfkqn2	LAPTOP	RECYCLED	DELL
h5trpq2	LAPTOP	RECYCLED	DELL
35nrpq2	LAPTOP	RECYCLED	DELL
d8pqnj2	LAPTOP	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
59nrpq2	LAPTOP	RECYCLED	DELL
hh0gpq2	LAPTOP	RECYCLED	DELL
d693yz2	LAPTOP	RECYCLED	DELL
hhyrpq2	LAPTOP	RECYCLED	DELL
glb3yz2	LAPTOP	RECYCLED	DELL
b0pnqn2	LAPTOP	RECYCLED	DELL
6jblqt2	LAPTOP	RECYCLED	DELL
B0KH4N1	LAPTOP	RECYCLED	DELL
5h4wg22	LAPTOP	RECYCLED	DELL
BTKH4N1	LAPTOP	RECYCLED	DELL
FTKH4N1	LAPTOP	RECYCLED	DELL
6WHMBT1	LAPTOP	RECYCLED	DELL
9395	CHROMEBOOK	RECYCLED	LENOVO
8Y3X8B2	CHROMEBOOK	RECYCLED	DELL
6W4X8B2	CHROMEBOOK	RECYCLED	DELL
F2T8LF2	CHROMEBOOK	RECYCLED	DELL
3LV9MF2	CHROMEBOOK	RECYCLED	DELL
F9029B2	CHROMEBOOK	RECYCLED	DELL
604X8B2	CHROMEBOOK	RECYCLED	DELL
G4X19B2	CHROMEBOOK	RECYCLED	DELL
F2X19B2	CHROMEBOOK	RECYCLED	DELL
HNT9MF2	CHROMEBOOK	RECYCLED	DELL
GH029B2	CHROMEBOOK	RECYCLED	DELL
8S3X8B2	CHROMEBOOK	RECYCLED	DELL
7338	CHROMEBOOK	RECYCLED	DELL
B5PXY22	CHROMEBOOK	RECYCLED	DELL
gjblqt2	LAPTOP	RECYCLED	DELL
69pqnj2	LAPTOP	RECYCLED	DELL
653mpq2	LAPTOP	RECYCLED	DELL
4YPLY22	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
0J5VWM	LAPTOP	RECYCLED	DELL
1			
NNTMHPG2TMC6	PHONE	RECYCLED	NORTELL
NNTMHPG1L4JP	PHONE	RECYCLED	NORTELL
NNTMHPG1NCEW	PHONE	RECYCLED	NORTELL
NNTMHPG1KMXH	PHONE	RECYCLED	NORTELL
12003	PHONE	RECYCLED	NORTELL
FOGVMD3	LAPTOP	RECYCLED	DELL
R52J40R9G5E	TABLET	RECYCLED	SAMSUNG
A994BCBY76-167188	PROJECTOR	RECYCLED	ESPON
KM3F923281L	PROJECTOR	RECYCLED	ESPON
KM3F923281L	PROJECTOR	RECYCLED	ESPON
KM3F835942L	PROJECTOR	RECYCLED	ESPON
MT5F0Y0037L	PROJECTOR	RECYCLED	ESPON
MT5F041622L	PROJECTOR	RECYCLED	ESPON
KM3F925597L	PROJECTOR	RECYCLED	ESPON
KM3F835691L	PROJECTOR	RECYCLED	ESPON
KM3F925595L	PROJECTOR	RECYCLED	ESPON
KM3F925146L	PROJECTOR	RECYCLED	ESPON
MT5F041633L	PROJECTOR	RECYCLED	ESPON
KM3F835951L	PROJECTOR	RECYCLED	ESPON
LSFF9Y0422L	PROJECTOR	RECYCLED	ESPON
LSFF9Y0281L	PROJECTOR	RECYCLED	ESPON
KM3F835925L	PROJECTOR	RECYCLED	ESPON
JJKF751083L	PROJECTOR	RECYCLED	ESPON
KM3F925187L	PROJECTOR	RECYCLED	ESPON
KM3F83C558L	PROJECTOR	RECYCLED	ESPON
KM3F82D156L	PROJECTOR	RECYCLED	ESPON
KM3F82D144L	PROJECTOR	RECYCLED	ESPON
KM3F922567L	PROJECTOR	RECYCLED	ESPON

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P9FF113729L	LAPTOP	RECYCLED	DELL
LSFF9Y0426L	LAPTOP	RECYCLED	DELL
3BK2F42			
6G0WD42			
70QYDB2	DESKTOP	RECYCLED	DELL
FLVMR22	DESKTOP	RECYCLED	DELL
A994BCBY76-167188	DESKTOP	RECYCLED	DELL
B429382	CHROMEBOOK	RECYCLED	DELL
21GTY12	CHROMEBOOK	RECYCLED	DELL
6CMLHX1	CHROMEBOOK	RECYCLED	DELL
JWYQ282	CHROMEBOOK	RECYCLED	DELL
FLJZR22	CHROMEBOOK	RECYCLED	DELL
G4KRB42	CHROMEBOOK	RECYCLED	DELL
1ZXRY12	CHROMEBOOK	RECYCLED	DELL
JV14282	CHROMEBOOK	RECYCLED	DELL
JF07LN1	CHROMEBOOK	RECYCLED	DELL
JF0LS22	CHROMEBOOK	RECYCLED	DELL
FLJ0S22	CHROMEBOOK	RECYCLED	DELL
7DZ6B42	CHROMEBOOK	RECYCLED	DELL
6H0LHX1	CHROMEBOOK	RECYCLED	DELL
FLSMR22	CHROMEBOOK	RECYCLED	DELL
JF0PS22	CHROMEBOOK	RECYCLED	DELL
FLNKR22	CHROMEBOOK	RECYCLED	DELL
J3TRD22	CHROMEBOOK	RECYCLED	DELL
JV0K182	CHROMEBOOK	RECYCLED	DELL
7DL7B42	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
5SR9XQ2	CHROMEBOOK	RECYCLED	DELL
5SR8XQ2	CHROMEBOOK	RECYCLED	DELL
d47y0g2	CHROMEBOOK	RECYCLED	DELL
f7mj0g2	DESKTOP	RECYCLED	DELL
8rxj0g2	DESKTOP	RECYCLED	DELL
3m5t0g2	DESKTOP	RECYCLED	DELL
g8hk2h2	DESKTOP	RECYCLED	DELL
9b9r0g2	DESKTOP	RECYCLED	DELL
9k6k2h2	DESKTOP	RECYCLED	DELL
hpzj2h2	DESKTOP	RECYCLED	DELL
dfxh2h2	DESKTOP	RECYCLED	DELL
8551622	DESKTOP	RECYCLED	DELL
8556976	DESKTOP	RECYCLED	DELL
8557009	DESKTOP	RECYCLED	DELL
8557055	DESKTOP	RECYCLED	DELL
8551572	DESKTOP	RECYCLED	DELL
8551605	DESKTOP	RECYCLED	DELL
8556973	DESKTOP	RECYCLED	DELL
8534861	DESKTOP	RECYCLED	DELL
009277	DESKTOP	RECYCLED	DELL
001700	DESKTOP	RECYCLED	DELL
44NVD22	DESKTOP	RECYCLED	DELL
5smcxq2	DESKTOP	RECYCLED	DELL
54NS282	DESKTOP	RECYCLED	DELL
JF0J842	DESKTOP	RECYCLED	DELL
6PIYDB2	DESKTOP	RECYCLED	DELL
F769MF2	CHROMEBOOK	RECYCLED	DELL
2p1k0g2	CHROMEBOOK	RECYCLED	DELL
jmyh2h2	CHROMEBOOK	RECYCLED	DELL
9h6k2h2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
8s0k2h2	CHROMEBOOK	RECYCLED	DELL
9z9y0g2	CHROMEBOOK	RECYCLED	DELL
6rnx2m2	CHROMEBOOK	RECYCLED	DELL
hzsw0g2	CHROMEBOOK	RECYCLED	DELL
hb3k2h2	CHROMEBOOK	RECYCLED	DELL
d9mv0g2	CHROMEBOOK	RECYCLED	DELL
5snj2h2	CHROMEBOOK	RECYCLED	DELL
jtlw0g2	CHROMEBOOK	RECYCLED	DELL
DBX19B2	CHROMEBOOK	RECYCLED	DELL
2FH99B2	CHROMEBOOK	RECYCLED	DELL
8T3X8B2	CHROMEBOOK	RECYCLED	DELL
BPDZ8B2	CHROMEBOOK	RECYCLED	DELL
G1X19B2	CHROMEBOOK	RECYCLED	DELL
174X8B2	CHROMEBOOK	RECYCLED	DELL
5J029B2	CHROMEBOOK	RECYCLED	DELL
4WY19B2	CHROMEBOOK	RECYCLED	DELL
7KT8LF2	CHROMEBOOK	RECYCLED	DELL
3169MF2	CHROMEBOOK	RECYCLED	DELL
54qj2h2	CHROMEBOOK	RECYCLED	DELL
MP1VDNLV	CHROMEBOOK	RECYCLED	LENOVO
MP1VA9KJ	CHROMEBOOK	RECYCLED	LENOVO
MP1VA847	CHROMEBOOK	RECYCLED	LENOVO
	CHROMEBOOK	RECYCLED	LENOVO
p203mbdt	CHROMEBOOK	RECYCLED	LENOVO
p203v1d5	CHROMEBOOK	RECYCLED	LENOVO
MP1VA9DL	CHROMEBOOK	RECYCLED	LENOVO
P2035LTE	CHROMEBOOK	RECYCLED	LENOVO
MP1WP3ZT	CHROMEBOOK	RECYCLED	LENOVO
p203v1xx	CHROMEBOOK	RECYCLED	LENOVO
P2036XPY	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
MP1VDJ4P	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLKR	CHROMEBOOK	RECYCLED	LENOVO
MP1WP3L1	CHROMEBOOK	RECYCLED	LENOVO
p203n4hq	CHROMEBOOK	RECYCLED	LENOVO
p203n3xu	CHROMEBOOK	RECYCLED	LENOVO
p203mhtu	CHROMEBOOK	RECYCLED	LENOVO
p203mymk	CHROMEBOOK	RECYCLED	LENOVO
p203mgml	CHROMEBOOK	RECYCLED	LENOVO
0011433	CHROMEBOOK	RECYCLED	LENOVO
009862	CHROMEBOOK	RECYCLED	LENOVO
MP1VDKY0	CHROMEBOOK	RECYCLED	LENOVO
p203m3mx	CHROMEBOOK	RECYCLED	LENOVO
p203mgbm	CHROMEBOOK	RECYCLED	LENOVO
P2035WPA	CHROMEBOOK	RECYCLED	LENOVO
P20337UU	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLF7	CHROMEBOOK	RECYCLED	LENOVO
P2035VUW	CHROMEBOOK	RECYCLED	LENOVO
P2035R12	CHROMEBOOK	RECYCLED	LENOVO
P2036S52	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLHX	CHROMEBOOK	RECYCLED	LENOVO
dt3w0g2	CHROMEBOOK	RECYCLED	DELL
7kzx0g2	CHROMEBOOK	RECYCLED	DELL
jqqh2h2	CHROMEBOOK	RECYCLED	DELL
bxlv0g2	CHROMEBOOK	RECYCLED	DELL
23vh2h2	CHROMEBOOK	RECYCLED	DELL
cbnk2h2	CHROMEBOOK	RECYCLED	DELL
4nnj2h2	CHROMEBOOK	RECYCLED	DELL
fshk2h2	CHROMEBOOK	RECYCLED	DELL
glxh2h2	CHROMEBOOK	RECYCLED	DELL
3vqh2h2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
cy6y0g2	CHROMEBOOK	RECYCLED	DELL
hhhk2h2	CHROMEBOOK	RECYCLED	DELL
1lzx0g2	CHROMEBOOK	RECYCLED	DELL
7rfk2h2	CHROMEBOOK	RECYCLED	DELL
ghsj0g2	CHROMEBOOK	RECYCLED	DELL
3l2y0g2	CHROMEBOOK	RECYCLED	DELL
925k2h2	CHROMEBOOK	RECYCLED	DELL
526k2h2	CHROMEBOOK	RECYCLED	DELL
g1fh2h2	CHROMEBOOK	RECYCLED	DELL
4cfr0g2	CHROMEBOOK	RECYCLED	DELL
9pnj2h2	CHROMEBOOK	RECYCLED	DELL
fyfl0g2	CHROMEBOOK	RECYCLED	DELL
hr3w0g2	CHROMEBOOK	RECYCLED	DELL
197y0g2	CHROMEBOOK	RECYCLED	DELL
9ssj2h2	CHROMEBOOK	RECYCLED	DELL
fwmw0g2	CHROMEBOOK	RECYCLED	DELL
3jzx0g2	CHROMEBOOK	RECYCLED	DELL
2m5v0g2	CHROMEBOOK	RECYCLED	DELL
4vqh2h2	CHROMEBOOK	RECYCLED	DELL
1hhk2h2	CHROMEBOOK	RECYCLED	DELL
gw1k0g2	CHROMEBOOK	RECYCLED	DELL
gthk2h2	CHROMEBOOK	RECYCLED	DELL
g5mv0g2	CHROMEBOOK	RECYCLED	DELL
857y0g2	CHROMEBOOK	RECYCLED	DELL
7zhj2h2	CHROMEBOOK	RECYCLED	DELL
16hk2h2	CHROMEBOOK	RECYCLED	DELL
7kfk2h2	CHROMEBOOK	RECYCLED	DELL
7t9y0g2	CHROMEBOOK	RECYCLED	DELL
80rh2h2	CHROMEBOOK	RECYCLED	DELL
jymt2m2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
5zsw0g2	CHROMEBOOK	RECYCLED	DELL
g95k2h2	CHROMEBOOK	RECYCLED	DELL
97sj0g2	CHROMEBOOK	RECYCLED	DELL
fj0k2h2	CHROMEBOOK	RECYCLED	DELL
hc2y0g2	CHROMEBOOK	RECYCLED	DELL
1d2y0g2	CHROMEBOOK	RECYCLED	DELL
5zqh2h2	CHROMEBOOK	RECYCLED	DELL
8rqh2h2	CHROMEBOOK	RECYCLED	DELL
brsj2h2	CHROMEBOOK	RECYCLED	DELL
b1tw0g2	CHROMEBOOK	RECYCLED	DELL
7x6k0g2	CHROMEBOOK	RECYCLED	DELL
8zth2h2	CHROMEBOOK	RECYCLED	DELL
81rh2h2	CHROMEBOOK	RECYCLED	DELL
9snj2h2	CHROMEBOOK	RECYCLED	DELL
167y0g2	CHROMEBOOK	RECYCLED	DELL
77jk2h2	CHROMEBOOK	RECYCLED	DELL
j0sj2h2	CHROMEBOOK	RECYCLED	DELL
3yrj2h2	CHROMEBOOK	RECYCLED	DELL
7q0k2h2	CHROMEBOOK	RECYCLED	DELL
c5rk0g2	CHROMEBOOK	RECYCLED	DELL
bgxh2h2	CHROMEBOOK	RECYCLED	DELL
437y0g2	CHROMEBOOK	RECYCLED	DELL
c0by0g2	CHROMEBOOK	RECYCLED	DELL
51vh2h2	CHROMEBOOK	RECYCLED	DELL
fynh2h2	CHROMEBOOK	RECYCLED	DELL
64nk2h2	CHROMEBOOK	RECYCLED	DELL
dnyv0g2	CHROMEBOOK	RECYCLED	DELL
6nfw0g2	CHROMEBOOK	RECYCLED	DELL
273k2h2	CHROMEBOOK	RECYCLED	DELL
53rk0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
dygs0g2	CHROMEBOOK	RECYCLED	DELL
hmnj2h2	CHROMEBOOK	RECYCLED	DELL
97sh2h2	CHROMEBOOK	RECYCLED	DELL
1tqh2h2	CHROMEBOOK	RECYCLED	DELL
dlyh2h2	CHROMEBOOK	RECYCLED	DELL
7y0l0g2	CHROMEBOOK	RECYCLED	DELL
b0yj0g2	CHROMEBOOK	RECYCLED	DELL
bcjk2h2	CHROMEBOOK	RECYCLED	DELL
4wrj2h2	CHROMEBOOK	RECYCLED	DELL
9byv0g2	CHROMEBOOK	RECYCLED	DELL
5qps0g2	CHROMEBOOK	RECYCLED	DELL
*kph2h2	CHROMEBOOK	RECYCLED	DELL
54tw0g2	CHROMEBOOK	RECYCLED	DELL
fcsj2h2	CHROMEBOOK	RECYCLED	DELL
ffyv0g2	CHROMEBOOK	RECYCLED	DELL
7lxx2h2	CHROMEBOOK	RECYCLED	DELL
2h0k2h2	CHROMEBOOK	RECYCLED	DELL
h33j2h2	CHROMEBOOK	RECYCLED	DELL
8mgj0g2	CHROMEBOOK	RECYCLED	DELL
3z0l0g2	CHROMEBOOK	RECYCLED	DELL
5pth2h2	CHROMEBOOK	RECYCLED	DELL
bk6k2h2	CHROMEBOOK	RECYCLED	DELL
cz4y0g2	CHROMEBOOK	RECYCLED	DELL
72sj2h2	CHROMEBOOK	RECYCLED	DELL
hpqt0g2	CHROMEBOOK	RECYCLED	DELL
7mlv0g2	CHROMEBOOK	RECYCLED	DELL
f3xx0g2	CHROMEBOOK	RECYCLED	DELL
1wqh2h2	CHROMEBOOK	RECYCLED	DELL
38ch2h2	CHROMEBOOK	RECYCLED	DELL
61xx0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
dwrj2h2	CHROMEBOOK	RECYCLED	DELL
1yyj2h2	CHROMEBOOK	RECYCLED	DELL
g5wk0g2	CHROMEBOOK	RECYCLED	DELL
7zrj2h2	CHROMEBOOK	RECYCLED	DELL
cgkh2h2	CHROMEBOOK	RECYCLED	DELL
5kxh2h2	CHROMEBOOK	RECYCLED	DELL
1jxh2h2	CHROMEBOOK	RECYCLED	DELL
clyh2h2	CHROMEBOOK	RECYCLED	DELL
6rsj2h2	CHROMEBOOK	RECYCLED	DELL
427y0g2	CHROMEBOOK	RECYCLED	DELL
5myh2h2	CHROMEBOOK	RECYCLED	DELL
9vxj0g2	CHROMEBOOK	RECYCLED	DELL
7v9y0g2	CHROMEBOOK	RECYCLED	DELL
605y0g2	CHROMEBOOK	RECYCLED	DELL
9n3w0g2	CHROMEBOOK	RECYCLED	DELL
1snj2h2	CHROMEBOOK	RECYCLED	DELL
gqnj2h2	CHROMEBOOK	RECYCLED	DELL
fzj0g2	CHROMEBOOK	RECYCLED	DELL
7vnh2h2	CHROMEBOOK	RECYCLED	DELL
7tnh2h2	CHROMEBOOK	RECYCLED	DELL
4z4y0g2	CHROMEBOOK	RECYCLED	DELL
67y92h2	CHROMEBOOK	RECYCLED	DELL
3zth2h2	CHROMEBOOK	RECYCLED	DELL
ghzx0g2	CHROMEBOOK	RECYCLED	DELL
606k2h2	CHROMEBOOK	RECYCLED	DELL
j9bj2h2	CHROMEBOOK	RECYCLED	DELL
c5cv0g2	CHROMEBOOK	RECYCLED	DELL
b0sj2h2	CHROMEBOOK	RECYCLED	DELL
6g5v0g2	CHROMEBOOK	RECYCLED	DELL
485t0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
g6bt0g2	CHROMEBOOK	RECYCLED	DELL
5gyv0g2	CHROMEBOOK	RECYCLED	DELL
c5nk2h2	CHROMEBOOK	RECYCLED	DELL
9p5t0g2	CHROMEBOOK	RECYCLED	DELL
fw9y0g2	CHROMEBOOK	RECYCLED	DELL
j7sh2h2	CHROMEBOOK	RECYCLED	DELL
7v8w0g2	CHROMEBOOK	RECYCLED	DELL
75hk2h2	CHROMEBOOK	RECYCLED	DELL
9kqp0g2	CHROMEBOOK	RECYCLED	DELL
6156	CHROMEBOOK	RECYCLED	DELL
fksj2h2	CHROMEBOOK	RECYCLED	DELL
b8sh2h2	CHROMEBOOK	RECYCLED	DELL
6z6y0g2	CHROMEBOOK	RECYCLED	DELL
54ct0g2	CHROMEBOOK	RECYCLED	DELL
33sj2h2	CHROMEBOOK	RECYCLED	DELL
fjhg2h2	CHROMEBOOK	RECYCLED	DELL
csnh2h2	CHROMEBOOK	RECYCLED	DELL
61vh2h2	CHROMEBOOK	RECYCLED	DELL
c2ck2h2	CHROMEBOOK	RECYCLED	DELL
5M6K2H2	CHROMEBOOK	RECYCLED	DELL
dmzj2h2	CHROMEBOOK	RECYCLED	DELL
155y0g2	CHROMEBOOK	RECYCLED	DELL
3gjj2h2	CHROMEBOOK	RECYCLED	DELL
7zqk0g2	CHROMEBOOK	RECYCLED	DELL
hf2y0g2	CHROMEBOOK	RECYCLED	DELL
bl4j2h2	CHROMEBOOK	RECYCLED	DELL
5wnh2h2	CHROMEBOOK	RECYCLED	DELL
d8sj0g2	CHROMEBOOK	RECYCLED	DELL
4gnj2h2	CHROMEBOOK	RECYCLED	DELL
64wn0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
3z3w0g2	CHROMEBOOK	RECYCLED	DELL
3FGD9B2	CHROMEBOOK	RECYCLED	DELL
10DZ8B2	CHROMEBOOK	RECYCLED	DELL
9MP99B2	CHROMEBOOK	RECYCLED	DELL
9R3X8B2	CHROMEBOOK	RECYCLED	DELL
2GH99B2	CHROMEBOOK	RECYCLED	DELL
DCH99B2	CHROMEBOOK	RECYCLED	DELL
CG029B2	CHROMEBOOK	RECYCLED	DELL
FZ3X8B2	CHROMEBOOK	RECYCLED	DELL
DH4X8B2	CHROMEBOOK	RECYCLED	DELL
BH029B2	CHROMEBOOK	RECYCLED	DELL
BT4X8B2	CHROMEBOOK	RECYCLED	DELL
5TCZ8B2	CHROMEBOOK	RECYCLED	DELL
76GD9B2	CHROMEBOOK	RECYCLED	DELL
DWT9MF2	CHROMEBOOK	RECYCLED	DELL
984X8B2	CHROMEBOOK	RECYCLED	DELL
F34X8B2	CHROMEBOOK	RECYCLED	DELL
2MT8LF2	CHROMEBOOK	RECYCLED	DELL
2H4X8B2	CHROMEBOOK	RECYCLED	DELL
J4029B2	CHROMEBOOK	RECYCLED	DELL
F6Z19B2	CHROMEBOOK	RECYCLED	DELL
7FH99B2	CHROMEBOOK	RECYCLED	DELL
CL029B2	CHROMEBOOK	RECYCLED	DELL
708Z8B2	CHROMEBOOK	RECYCLED	DELL
FCGD9B2	CHROMEBOOK	RECYCLED	DELL
HDH99B2	CHROMEBOOK	RECYCLED	DELL
7Z59MF2	CHROMEBOOK	RECYCLED	DELL
JJX19B2	CHROMEBOOK	RECYCLED	DELL
3MT9MF2	CHROMEBOOK	RECYCLED	DELL
54T9MF2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
D815B62	CHROMEBOOK	RECYCLED	DELL
J3X19B2	CHROMEBOOK	RECYCLED	DELL
707y0g2	CHROMEBOOK	RECYCLED	DELL
byyx0g2	CHROMEBOOK	RECYCLED	DELL
3jjj2h2	CHROMEBOOK	RECYCLED	DELL
5rsj2h2	CHROMEBOOK	RECYCLED	DELL
3jwj2h2	CHROMEBOOK	RECYCLED	DELL
j15y0g2	CHROMEBOOK	RECYCLED	DELL
74DR242	CHROMEBOOK	RECYCLED	DELL
HPT9MF2	CHROMEBOOK	RECYCLED	DELL
8T4X8B2	CHROMEBOOK	RECYCLED	DELL
DF4X8B2	CHROMEBOOK	RECYCLED	DELL
2SCZ8B2	CHROMEBOOK	RECYCLED	DELL
1MS8LF2	CHROMEBOOK	RECYCLED	DELL
ftnh2h2	CHROMEBOOK	RECYCLED	DELL
79nk2h2	CHROMEBOOK	RECYCLED	DELL
g35y0g2	CHROMEBOOK	RECYCLED	DELL
9tqh2h2	CHROMEBOOK	RECYCLED	DELL
j37y0g2	CHROMEBOOK	RECYCLED	DELL
18ct0g2	CHROMEBOOK	RECYCLED	DELL
2rfk2h2	CHROMEBOOK	RECYCLED	DELL
3d7k2h2	CHROMEBOOK	RECYCLED	DELL
735k2h2	CHROMEBOOK	RECYCLED	DELL
38dv0g2	CHROMEBOOK	RECYCLED	DELL
55cy0g2	CHROMEBOOK	RECYCLED	DELL
9j0k2h2	CHROMEBOOK	RECYCLED	DELL
2hzx0g2	CHROMEBOOK	RECYCLED	DELL
4bgw0g2	CHROMEBOOK	RECYCLED	DELL
20jj2h2	CHROMEBOOK	RECYCLED	DELL
33ck2h2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
95nk2h2	CHROMEBOOK	RECYCLED	DELL
717x2m2	CHROMEBOOK	RECYCLED	DELL
1rjk2h2	CHROMEBOOK	RECYCLED	DELL
2xqh2h2	CHROMEBOOK	RECYCLED	DELL
cj5t0g2	CHROMEBOOK	RECYCLED	DELL
c2nk2h2	CHROMEBOOK	RECYCLED	DELL
h9bj2h2	CHROMEBOOK	RECYCLED	DELL
7kyv0g2	CHROMEBOOK	RECYCLED	DELL
78sv0g2	CHROMEBOOK	RECYCLED	DELL
2lyh2h2	CHROMEBOOK	RECYCLED	DELL
1ymw0g2	CHROMEBOOK	RECYCLED	DELL
jz6y0g2	CHROMEBOOK	RECYCLED	DELL
ghjj2h2	CHROMEBOOK	RECYCLED	DELL
3tsj2h2	CHROMEBOOK	RECYCLED	DELL
b84q0g2	CHROMEBOOK	RECYCLED	DELL
8fqx2m2	CHROMEBOOK	RECYCLED	DELL
3h0k2h2	CHROMEBOOK	RECYCLED	DELL
5x1k0g2	CHROMEBOOK	RECYCLED	DELL
2gps0g2	CHROMEBOOK	RECYCLED	DELL
9jwj2h2	CHROMEBOOK	RECYCLED	DELL
8cnj2h2	CHROMEBOOK	RECYCLED	DELL
29jk2h2	CHROMEBOOK	RECYCLED	DELL
bjzx0g2	CHROMEBOOK	RECYCLED	DELL
9psj2h2	CHROMEBOOK	RECYCLED	DELL
2zqh2h2	CHROMEBOOK	RECYCLED	DELL
fl2k2h2	CHROMEBOOK	RECYCLED	DELL
71rk0g2	CHROMEBOOK	RECYCLED	DELL
8z0l0g2	CHROMEBOOK	RECYCLED	DELL
6cnk2h2	CHROMEBOOK	RECYCLED	DELL
63fr0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
ggvq0g2	CHROMEBOOK	RECYCLED	DELL
9fmj0g2	CHROMEBOOK	RECYCLED	DELL
2v9y0g2	CHROMEBOOK	RECYCLED	DELL
7sfv0g2	CHROMEBOOK	RECYCLED	DELL
6wqh2h2	CHROMEBOOK	RECYCLED	DELL
3j3k2h2	CHROMEBOOK	RECYCLED	DELL
72xx0g2	CHROMEBOOK	RECYCLED	DELL
byqh2h2	CHROMEBOOK	RECYCLED	DELL
gn1k0g2	CHROMEBOOK	RECYCLED	DELL
5pjk2h2	CHROMEBOOK	RECYCLED	DELL
bdjk2h2	CHROMEBOOK	RECYCLED	DELL
8xmw0g2	CHROMEBOOK	RECYCLED	DELL
bskj2h2	CHROMEBOOK	RECYCLED	DELL
2kfk2h2	CHROMEBOOK	RECYCLED	DELL
g2hk2h2	CHROMEBOOK	RECYCLED	DELL
gwqh2h2	CHROMEBOOK	RECYCLED	DELL
hwrj2h2	CHROMEBOOK	RECYCLED	DELL
ggmj0g2	CHROMEBOOK	RECYCLED	DELL
gfhk2h2	CHROMEBOOK	RECYCLED	DELL
6knj2h2	CHROMEBOOK	RECYCLED	DELL
225y0g2	CHROMEBOOK	RECYCLED	DELL
d3ck2h2	CHROMEBOOK	RECYCLED	DELL
6yzx2m2	CHROMEBOOK	RECYCLED	DELL
jxcq0g2	CHROMEBOOK	RECYCLED	DELL
2mgh2h2	CHROMEBOOK	RECYCLED	DELL
5hgj0g2	CHROMEBOOK	RECYCLED	DELL
3jfk2h2	CHROMEBOOK	RECYCLED	DELL
jvby0g2	CHROMEBOOK	RECYCLED	DELL
5jwj2h2	CHROMEBOOK	RECYCLED	DELL
6xmw0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
b67y0g2	CHROMEBOOK	RECYCLED	DELL
5wzj2h2	CHROMEBOOK	RECYCLED	DELL
38gw0g2	CHROMEBOOK	RECYCLED	DELL
jp1k0g2	CHROMEBOOK	RECYCLED	DELL
G0QJ2H2	CHROMEBOOK	RECYCLED	DELL
1KX19B2	CHROMEBOOK	RECYCLED	DELL
3M25B62	CHROMEBOOK	RECYCLED	DELL
1HH99B2	CHROMEBOOK	RECYCLED	DELL
B2Z19B2	CHROMEBOOK	RECYCLED	DELL
DF029B2	CHROMEBOOK	RECYCLED	DELL
BY3X8B2	CHROMEBOOK	RECYCLED	DELL
JFGD9B2	CHROMEBOOK	RECYCLED	DELL
J7GD9B2	CHROMEBOOK	RECYCLED	DELL
B9X19B2	CHROMEBOOK	RECYCLED	DELL
CH6X8B2	CHROMEBOOK	RECYCLED	DELL
HF69MF2	CHROMEBOOK	RECYCLED	DELL
HWZ19B2	CHROMEBOOK	RECYCLED	DELL
7PT8LF2	CHROMEBOOK	RECYCLED	DELL
JZCZ8B2	CHROMEBOOK	RECYCLED	DELL
3W4X8B2	CHROMEBOOK	RECYCLED	DELL
3HX19B2	CHROMEBOOK	RECYCLED	DELL
DF6X8B2	CHROMEBOOK	RECYCLED	DELL
70X19B2	CHROMEBOOK	RECYCLED	DELL
B08Z8B2	CHROMEBOOK	RECYCLED	DELL
9H4X8B2	CHROMEBOOK	RECYCLED	DELL
GGH99B2	CHROMEBOOK	RECYCLED	DELL
1XS8LF2	CHROMEBOOK	RECYCLED	DELL
9VS8LF2	CHROMEBOOK	RECYCLED	DELL
DY3X8B2	CHROMEBOOK	RECYCLED	DELL
GWH99B2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
BM59MF2	CHROMEBOOK	RECYCLED	DELL
P2035BQM	CHROMEBOOK	RECYCLED	LENOVO
P203V175	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNSV	CHROMEBOOK	RECYCLED	LENOVO
P203MZJ2	CHROMEBOOK	RECYCLED	LENOVO
P2035UG8	CHROMEBOOK	RECYCLED	LENOVO
P20389EA	CHROMEBOOK	RECYCLED	LENOVO
P203MHHA	CHROMEBOOK	RECYCLED	LENOVO
P203MHHK	CHROMEBOOK	RECYCLED	LENOVO
MP1WP8PL	CHROMEBOOK	RECYCLED	LENOVO
P203MH9W	CHROMEBOOK	RECYCLED	LENOVO
P2035VNF	CHROMEBOOK	RECYCLED	LENOVO
P203MZNP	CHROMEBOOK	RECYCLED	LENOVO
P2035VMQ	CHROMEBOOK	RECYCLED	LENOVO
P2035VQP	CHROMEBOOK	RECYCLED	LENOVO
MP1VDG2X	CHROMEBOOK	RECYCLED	LENOVO
8F4X8B2	CHROMEBOOK	RECYCLED	DELL
9HJD9B2	CHROMEBOOK	RECYCLED	DELL
FV59MF2	CHROMEBOOK	RECYCLED	DELL
G7DZ8B2	CHROMEBOOK	RECYCLED	DELL
4G029B2	CHROMEBOOK	RECYCLED	DELL
7S819B2	CHROMEBOOK	RECYCLED	DELL
CFH99B2	CHROMEBOOK	RECYCLED	DELL
FLT9MF2	CHROMEBOOK	RECYCLED	DELL
CNTVY22	CHROMEBOOK	RECYCLED	DELL
B3PXY22	CHROMEBOOK	RECYCLED	DELL
HXPLY22	CHROMEBOOK	RECYCLED	DELL
HZRVY22	CHROMEBOOK	RECYCLED	DELL
4JTVY22	CHROMEBOOK	RECYCLED	DELL
5T1LY22	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
1SP7JQ3	CHROMEBOOK	RECYCLED	DELL
5XMJJQ3	CHROMEBOOK	RECYCLED	DELL
P203MNKN	CHROMEBOOK	RECYCLED	LENOVO
P2033834	CHROMEBOOK	RECYCLED	LENOVO
P20337RQ	CHROMEBOOK	RECYCLED	LENOVO
P203N0V2	CHROMEBOOK	RECYCLED	LENOVO
P203N03L	CHROMEBOOK	RECYCLED	LENOVO
P20389EL	CHROMEBOOK	RECYCLED	LENOVO
P203V1FV	CHROMEBOOK	RECYCLED	LENOVO
P203MGRL	CHROMEBOOK	RECYCLED	LENOVO
P203MH8F	CHROMEBOOK	RECYCLED	LENOVO
P209QEAY	CHROMEBOOK	RECYCLED	LENOVO
P209R318	CHROMEBOOK	RECYCLED	LENOVO
P209R32K	CHROMEBOOK	RECYCLED	LENOVO
P209R2AR	CHROMEBOOK	RECYCLED	LENOVO
P209R2DC	CHROMEBOOK	RECYCLED	LENOVO
P203MZNJ	CHROMEBOOK	RECYCLED	LENOVO
P20337NC	CHROMEBOOK	RECYCLED	LENOVO
p203n3yl	CHROMEBOOK	RECYCLED	LENOVO
p203mztv	CHROMEBOOK	RECYCLED	LENOVO
p203mzrw	CHROMEBOOK	RECYCLED	LENOVO
P2035VR4	CHROMEBOOK	RECYCLED	LENOVO
p203v16V	CHROMEBOOK	RECYCLED	LENOVO
p203v1d9	CHROMEBOOK	RECYCLED	LENOVO
p203n45a	CHROMEBOOK	RECYCLED	LENOVO
p203v1dn	CHROMEBOOK	RECYCLED	LENOVO
P2035VML	CHROMEBOOK	RECYCLED	LENOVO
P2036S50	CHROMEBOOK	RECYCLED	LENOVO
p203v1ar	CHROMEBOOK	RECYCLED	LENOVO
P2036S28	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P2035V9S	CHROMEBOOK	RECYCLED	LENOVO
p203mhr9	CHROMEBOOK	RECYCLED	LENOVO
p203mzv6	CHROMEBOOK	RECYCLED	LENOVO
p203n3ux	CHROMEBOOK	RECYCLED	LENOVO
MP1VDKM6	CHROMEBOOK	RECYCLED	LENOVO
MP1WP6BB	CHROMEBOOK	RECYCLED	LENOVO
MP1WP6CS	CHROMEBOOK	RECYCLED	LENOVO
P203MGAU	CHROMEBOOK	RECYCLED	LENOVO
P2036S7Z	CHROMEBOOK	RECYCLED	LENOVO
MP1WP7X1	CHROMEBOOK	RECYCLED	LENOVO
P2035WMW	CHROMEBOOK	RECYCLED	LENOVO
P2036S4A	CHROMEBOOK	RECYCLED	LENOVO
P203N4K8	CHROMEBOOK	RECYCLED	LENOVO
P203N4H2	CHROMEBOOK	RECYCLED	LENOVO
P203N062	CHROMEBOOK	RECYCLED	LENOVO
MP1VA161	CHROMEBOOK	RECYCLED	LENOVO
	CHROMEBOOK	RECYCLED	LENOVO
5CD134027J	CHROMEBOOK	RECYCLED	HP
5CD13402DM	CHROMEBOOK	RECYCLED	HP
5CD115VFW4	CHROMEBOOK	RECYCLED	HP
5CD13402KG	CHROMEBOOK	RECYCLED	HP
5CD115RPW8	CHROMEBOOK	RECYCLED	HP
5CD115RLP4	CHROMEBOOK	RECYCLED	HP
5CD115VGHK	CHROMEBOOK	RECYCLED	HP
5CD115GNVY	CHROMEBOOK	RECYCLED	HP
5CD115LWVK	CHROMEBOOK	RECYCLED	HP
P2037TRA	CHROMEBOOK	RECYCLED	LENOVO
P2036S89	CHROMEBOOK	RECYCLED	LENOVO
P2036SF7	CHROMEBOOK	RECYCLED	LENOVO
P20389D6	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P2036S81	CHROMEBOOK	RECYCLED	LENOVO
P203MHAU	CHROMEBOOK	RECYCLED	LENOVO
P203DBN5	CHROMEBOOK	RECYCLED	LENOVO
MP1WP8SX	CHROMEBOOK	RECYCLED	LENOVO
P201YMKH	CHROMEBOOK	RECYCLED	LENOVO
P203MHB9	CHROMEBOOK	RECYCLED	LENOVO
P2035QWM	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLPN	CHROMEBOOK	RECYCLED	LENOVO
MP1VDEH3	CHROMEBOOK	RECYCLED	LENOVO
P2035V1N	CHROMEBOOK	RECYCLED	LENOVO
P203MZ64	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLG8	CHROMEBOOK	RECYCLED	LENOVO
C1NXY22	CHROMEBOOK	RECYCLED	DELL
92PXY22	CHROMEBOOK	RECYCLED	DELL
J9TVY22	CHROMEBOOK	RECYCLED	DELL
BJPXY22	CHROMEBOOK	RECYCLED	DELL
D8PXY22	CHROMEBOOK	RECYCLED	DELL
CVNXY22	CHROMEBOOK	RECYCLED	DELL
5SMR242	CHROMEBOOK	RECYCLED	DELL
P2035866	CHROMEBOOK	RECYCLED	LENOVO
P2036SLK	CHROMEBOOK	RECYCLED	LENOVO
P203MZ5U	CHROMEBOOK	RECYCLED	LENOVO
P2036XTJ	CHROMEBOOK	RECYCLED	LENOVO
P2035A35	CHROMEBOOK	RECYCLED	LENOVO
MP1VA3GJ	CHROMEBOOK	RECYCLED	LENOVO
MP1VDL6L	CHROMEBOOK	RECYCLED	LENOVO
P2035VQ1	CHROMEBOOK	RECYCLED	LENOVO
P2036YBG	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNJT	CHROMEBOOK	RECYCLED	LENOVO
P2035BP2	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P2036YB2	CHROMEBOOK	RECYCLED	LENOVO
p203v1f5	CHROMEBOOK	RECYCLED	LENOVO
p203mnp2	CHROMEBOOK	RECYCLED	LENOVO
P2035LP8	CHROMEBOOK	RECYCLED	LENOVO
MP1WP8ST	CHROMEBOOK	RECYCLED	LENOVO
p203myqe	CHROMEBOOK	RECYCLED	LENOVO
MP1WP8NE	CHROMEBOOK	RECYCLED	LENOVO
MP1WP94G	CHROMEBOOK	RECYCLED	LENOVO
P203MHJZ	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLJX	CHROMEBOOK	RECYCLED	LENOVO
MP1VA8X3	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNT6	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNK2	CHROMEBOOK	RECYCLED	LENOVO
P20348YS	CHROMEBOOK	RECYCLED	LENOVO
P2035VHY	CHROMEBOOK	RECYCLED	LENOVO
P209R31C	CHROMEBOOK	RECYCLED	LENOVO
P209R2DQ	CHROMEBOOK	RECYCLED	LENOVO
5Y3X8B2	CHROMEBOOK	RECYCLED	DELL
634X8B2	CHROMEBOOK	RECYCLED	DELL
HM6X8B2	CHROMEBOOK	RECYCLED	DELL
3R4X8B2	CHROMEBOOK	RECYCLED	DELL
9Z8XY22	CHROMEBOOK	RECYCLED	DELL
7KP99B2	CHROMEBOOK	RECYCLED	DELL
2129MF2	CHROMEBOOK	RECYCLED	DELL
8G69MF2	CHROMEBOOK	RECYCLED	DELL
GDV9MF2	CHROMEBOOK	RECYCLED	DELL
P209QCE3	CHROMEBOOK	RECYCLED	LENOVO
P209QDSV	CHROMEBOOK	RECYCLED	LENOVO
P209R1SF	CHROMEBOOK	RECYCLED	LENOVO
P209QC0	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P209R2A2	CHROMEBOOK	RECYCLED	LENOVO
P209R2YA	CHROMEBOOK	RECYCLED	LENOVO
PF2M054T	CHROMEBOOK	RECYCLED	LENOVO
5CD13402BP	CHROMEBOOK	RECYCLED	HP
5CD13402RD	CHROMEBOOK	RECYCLED	HP
5CD115VGMV	CHROMEBOOK	RECYCLED	HP
P203MHBX	CHROMEBOOK	RECYCLED	LENOVO
MP1VA2Q8	CHROMEBOOK	RECYCLED	LENOVO
MP1VDKVV	CHROMEBOOK	RECYCLED	LENOVO
P2035WPH	CHROMEBOOK	RECYCLED	LENOVO
P203N4HF	CHROMEBOOK	RECYCLED	LENOVO
P2035V42	CHROMEBOOK	RECYCLED	LENOVO
P20348Y8	CHROMEBOOK	RECYCLED	LENOVO
P20342WQ	CHROMEBOOK	RECYCLED	LENOVO
P203MZWE	CHROMEBOOK	RECYCLED	LENOVO
P209R0V4	CHROMEBOOK	RECYCLED	LENOVO
P209QC1D	CHROMEBOOK	RECYCLED	LENOVO
PF2MY7SC	CHROMEBOOK	RECYCLED	LENOVO
PF2MYKB2	CHROMEBOOK	RECYCLED	LENOVO
DDGW0G2	CHROMEBOOK	RECYCLED	DELL
4FYV0G2	CHROMEBOOK	RECYCLED	DELL
7G0K2H2	CHROMEBOOK	RECYCLED	DELL
BLXH2H2	CHROMEBOOK	RECYCLED	DELL
90PH2H2	CHROMEBOOK	RECYCLED	DELL
FVY19B2	CHROMEBOOK	RECYCLED	DELL
5Z3X8B2	CHROMEBOOK	RECYCLED	DELL
FZW19B2	CHROMEBOOK	RECYCLED	DELL
HB69MF2	CHROMEBOOK	RECYCLED	DELL
HYFD9B2	CHROMEBOOK	RECYCLED	DELL
JZ3X8B2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P203N3U1	CHROMEBOOK	RECYCLED	LENOVO
P2035VRF	CHROMEBOOK	RECYCLED	LENOVO
P2035QY0	CHROMEBOOK	RECYCLED	LENOVO
P203MNN2	CHROMEBOOK	RECYCLED	LENOVO
P2035VS6	CHROMEBOOK	RECYCLED	LENOVO
P203MB0P	CHROMEBOOK	RECYCLED	LENOVO
P203MZC9	CHROMEBOOK	RECYCLED	LENOVO
P203N477	CHROMEBOOK	RECYCLED	LENOVO
P203MNF8	CHROMEBOOK	RECYCLED	LENOVO
P203382T	CHROMEBOOK	RECYCLED	LENOVO
P203D6EQ	CHROMEBOOK	RECYCLED	LENOVO
6G029B2	CHROMEBOOK	RECYCLED	DELL
1L6K2H2	CHROMEBOOK	RECYCLED	DELL
DTSJ2H2	CHROMEBOOK	RECYCLED	DELL
6R4X8B2	CHROMEBOOK	RECYCLED	DELL
GD029B2	CHROMEBOOK	RECYCLED	DELL
F8D7JQ3	CHROMEBOOK	RECYCLED	DELL
5CD115RM0Q	CHROMEBOOK	RECYCLED	HP
5CD13402C2	CHROMEBOOK	RECYCLED	HP
5CD115RLDM	CHROMEBOOK	RECYCLED	HP
5CD13402RY	CHROMEBOOK	RECYCLED	HP
5CD115VFTR	CHROMEBOOK	RECYCLED	HP
P2035UAR	CHROMEBOOK	RECYCLED	HP
P203UERT	CHROMEBOOK	RECYCLED	HP
5CD134027N	CHROMEBOOK	RECYCLED	HP
5CD13402RR	CHROMEBOOK	RECYCLED	HP
5CD115VFYD	CHROMEBOOK	RECYCLED	HP
50sj2h2	CHROMEBOOK	RECYCLED	DELL
jqcn0g2	CHROMEBOOK	RECYCLED	DELL
hn8w0g2	CHROMEBOOK	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
4p8y0g2	CHROMEBOOK	RECYCLED	DELL
5wrj2h2	CHROMEBOOK	RECYCLED	DELL
7hjk2h2	CHROMEBOOK	RECYCLED	DELL
c77y0g2	CHROMEBOOK	RECYCLED	DELL
8pjk2h2	CHROMEBOOK	RECYCLED	DELL
13wn0g2	CHROMEBOOK	RECYCLED	DELL
13sj2h2	CHROMEBOOK	RECYCLED	DELL
8znh2h2	CHROMEBOOK	RECYCLED	DELL
grrj2h2	CHROMEBOOK	RECYCLED	DELL
2j0k2h2	CHROMEBOOK	RECYCLED	DELL
cwth2h2	CHROMEBOOK	RECYCLED	DELL
jwrj2h2	CHROMEBOOK	RECYCLED	DELL
fv0l0g2	CHROMEBOOK	RECYCLED	DELL
j25k2h2	CHROMEBOOK	RECYCLED	DELL
fpzj2h2	CHROMEBOOK	RECYCLED	DELL
43vh2h2	CHROMEBOOK	RECYCLED	DELL
84tw0g2	CHROMEBOOK	RECYCLED	DELL
74xx0g2	CHROMEBOOK	RECYCLED	DELL
p203mgbpp29yb8b01001	CHROMEBOOK	RECYCLED	LENOVO
p203v1fjp29yb8c06001	CHROMEBOOK	RECYCLED	LENOVO
P20337YVP29YB880200D	CHROMEBOOK	RECYCLED	LENOVO
MP1VDJ3VMPNXB0A05003	CHROMEBOOK	RECYCLED	LENOVO
P20389PLP29YB8902002	CHROMEBOOK	RECYCLED	LENOVO
P2035UGWP29YB8902002	CHROMEBOOK	RECYCLED	LENOVO
p209r32e	CHROMEBOOK	RECYCLED	LENOVO
p206n2m4p2n0b990100k	CHROMEBOOK	RECYCLED	LENOVO
p209qzw3	CHROMEBOOK	RECYCLED	LENOVO
p209r332	CHROMEBOOK	RECYCLED	LENOVO
p209r30d	CHROMEBOOK	RECYCLED	LENOVO
p209r32x	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
MP1VDL0KMPNXB0A05003			
p203dgehp29yb8a06001			
p203v1atp29yb8c06001			
MP1WP8Q9MPNXB0B23003			
p209r31r			
p209r2eap2n0b070901n			
p209r2xs			
p209r2yb			
P2035R1Y	CHROMEBOOK	RECYCLED	LENOVO
P20344KS	CHROMEBOOK	RECYCLED	LENOVO
P2036YC4	CHROMEBOOK	RECYCLED	LENOVO
p203mypa	CHROMEBOOK	RECYCLED	LENOVO
P2033V93	CHROMEBOOK	RECYCLED	LENOVO
P2036XZ5	CHROMEBOOK	RECYCLED	LENOVO
MP1VDKY9	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNKE	CHROMEBOOK	RECYCLED	LENOVO
P2035VPW	CHROMEBOOK	RECYCLED	LENOVO
p203mhlw	CHROMEBOOK	RECYCLED	LENOVO
p201x5cx	CHROMEBOOK	RECYCLED	LENOVO
P2035VNW	CHROMEBOOK	RECYCLED	LENOVO
P2035VT5	CHROMEBOOK	RECYCLED	LENOVO
MP1VDP62	CHROMEBOOK	RECYCLED	LENOVO
P20389E9	CHROMEBOOK	RECYCLED	LENOVO
P203MJBX	CHROMEBOOK	RECYCLED	LENOVO
P209R279	CHROMEBOOK	RECYCLED	LENOVO
MP1WP1BY	CHROMEBOOK	RECYCLED	LENOVO
MP1VDHFM	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNKY	CHROMEBOOK	RECYCLED	LENOVO
MP1VA90F	CHROMEBOOK	RECYCLED	LENOVO
MP1WP8J5	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
MP1VDLJG	CHROMEBOOK	RECYCLED	LENOVO
5CD115VFVZ	CHROMEBOOK	RECYCLED	HP
5CD115GNCM	CHROMEBOOK	RECYCLED	HP
5CD115VGMZ	CHROMEBOOK	RECYCLED	HP
5CD115VGKH	CHROMEBOOK	RECYCLED	HP
P203MYJN	CHROMEBOOK	RECYCLED	LENOVO
MP1WP6NC	CHROMEBOOK	RECYCLED	LENOVO
P203N3PL	CHROMEBOOK	RECYCLED	LENOVO
P203V0ZK	CHROMEBOOK	RECYCLED	LENOVO
P2035VL2	CHROMEBOOK	RECYCLED	LENOVO
MP1V9WDW	CHROMEBOOK	RECYCLED	LENOVO
P203MZRQ	CHROMEBOOK	RECYCLED	LENOVO
MP1WP6GL	CHROMEBOOK	RECYCLED	LENOVO
P203MNRL	CHROMEBOOK	RECYCLED	LENOVO
PF2N02V6	CHROMEBOOK	RECYCLED	LENOVO
P203MGUR	CHROMEBOOK	RECYCLED	LENOVO
P203V15G	CHROMEBOOK	RECYCLED	LENOVO
P209R2YY	CHROMEBOOK	RECYCLED	LENOVO
P209R32P	CHROMEBOOK	RECYCLED	LENOVO
P209R29V	CHROMEBOOK	RECYCLED	LENOVO
P209R29J	CHROMEBOOK	RECYCLED	LENOVO
P209R2E9	CHROMEBOOK	RECYCLED	LENOVO
MP1VDKNS	CHROMEBOOK	RECYCLED	LENOVO
P203DGEQ	CHROMEBOOK	RECYCLED	LENOVO
P203MHG5	CHROMEBOOK	RECYCLED	LENOVO
8LQT2M2	CHROMEBOOK	RECYCLED	DELL
5CD115RLQZ	CHROMEBOOK	RECYCLED	HP
5CD115GBNY	CHROMEBOOK	RECYCLED	HP
5CD115VFTW	CHROMEBOOK	RECYCLED	HP
HY3A91TD609434W	CHROMEBOOK	RECYCLED	SAMSUNG

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
HY3A91TD609292B	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609471Y	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609208W	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609336B	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609554A	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609533N	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609530L	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609240T	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609243E	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609184M	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609303K	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91MD505434X	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609283X	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609466L	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609622R	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609230E	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91MD505169A	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609430N	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD608906T	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609221V	CHROMEBOOK	RECYCLED	SAMSUNG
HY3A91TD609234V	CHROMEBOOK	RECYCLED	SAMSUNG
5CD1340247	CHROMEBOOK	RECYCLED	HP
5CD115GBLN	CHROMEBOOK	RECYCLED	HP
CSRY22	CHROMEBOOK	RECYCLED	DELL
P2036S7Y	CHROMEBOOK	RECYCLED	LENOVO
P203MZY8	CHROMEBOOK	RECYCLED	LENOVO
P20389AM	CHROMEBOOK	RECYCLED	LENOVO
P20389S3	CHROMEBOOK	RECYCLED	LENOVO
MP1WJ8D7	CHROMEBOOK	RECYCLED	LENOVO
MP1VDNTZ	CHROMEBOOK	RECYCLED	LENOVO

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
P203MNDD	CHROMEBOOK	RECYCLED	LENOVO
p203mga1p29yb8b01001	CHROMEBOOK	RECYCLED	LENOVO
p203mhf7p29yb8b01001	CHROMEBOOK	RECYCLED	LENOVO
p203v14xp29yb8c06001	CHROMEBOOK	RECYCLED	LENOVO
p203n4jep29yb8b01001	CHROMEBOOK	RECYCLED	LENOVO
MP1VDLHHMPNXB0A05003	CHROMEBOOK	RECYCLED	LENOVO
5cdh5rl89	CHROMEBOOK	RECYCLED	LENOVO
6holhx1	DESKTOP	RECYCLED	DELL
007786	PROJECTOR	RECYCLED	ESPON
005542	PROJECTOR	RECYCLED	ESPON
003139	PROJECTOR	RECYCLED	ESPON
005866	PROJECTOR	RECYCLED	ESPON
003138	PROJECTOR	RECYCLED	ESPON
km3f925182l	PROJECTOR	RECYCLED	ESPON
007858	PROJECTOR	RECYCLED	ESPON
003142	PROJECTOR	RECYCLED	ESPON
005555	PROJECTOR	RECYCLED	ESPON
008889	PROJECTOR	RECYCLED	ESPON
X8W61700826	PROJECTOR	RECYCLED	ESPON
008882	PROJECTOR	RECYCLED	ESPON
X8W61700924	PROJECTOR	RECYCLED	ESPON
001971	TABLET	RECYCLED	APPLE
	2390 MONITOR	RECYCLED	DELL
LTM02742	MONITOR	RECYCLED	DELL
LTM4240	MONITOR	RECYCLED	DELL
	1219 MONITOR	RECYCLED	DELL
LTM02813	MONITOR	RECYCLED	DELL
	3517 MONITOR	RECYCLED	DELL
	2697 MONITOR	RECYCLED	DELL
	6491 MONITOR	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
5353	MONITOR	RECYCLED	DELL
3269	MONITOR	RECYCLED	DELL
CN0FJ1816418066S3HPS	MONITOR	RECYCLED	DELL
CN0Y42997161855SAE9M	MONITOR	RECYCLED	DELL
CN0Y42997161855RCA2R	MONITOR	RECYCLED	DELL
1182	MONITOR	RECYCLED	DELL
1595	MONITOR	RECYCLED	DELL
1166	MONITOR	RECYCLED	DELL
1454	MONITOR	RECYCLED	DELL
1227	MONITOR	RECYCLED	DELL
2243	MONITOR	RECYCLED	DELL
1256	MONITOR	RECYCLED	DELL
2216	MONITOR	RECYCLED	DELL
5284	MONITOR	RECYCLED	DELL
5635	MONITOR	RECYCLED	DELL
1252	MONITOR	RECYCLED	DELL
CNK5441MW1	MONITOR	RECYCLED	DELL
2422	MONITOR	RECYCLED	DELL
CN0C5369641805183PJS	MONITOR	RECYCLED	DELL
86D1MY2	MONITOR	RECYCLED	DELL
3328	MONITOR	RECYCLED	DELL
MX0T6130483235BG3T1L	MONITOR	RECYCLED	DELL
5CD115VGJ5	CHROMEBOOK	RECYCLED	HP
5YPGKX1	LAPTOP	RECYCLED	DELL
7CW67V1	LAPTOP	RECYCLED	DELL
GPJ5ZV1	LAPTOP	RECYCLED	DELL
961H3R1	LAPTOP	RECYCLED	DELL
B805BS1	LAPTOP	RECYCLED	DELL
FVM33R1	LAPTOP	RECYCLED	DELL
7608FS1	LAPTOP	RECYCLED	DELL

SERIAL TAG/NUMBER	ASSET TYPE	STATUS	MANUFACTURER
3LJ7FS2	MONITOR	RECYCLED	DELL
9265	MONITOR	RECYCLED	DELL
JLB7FS2	MONITOR	RECYCLED	DELL
9268	MONITOR	RECYCLED	DELL
MP1VA7EH	CHROMEBOOK	RECYCLED	LENOVO
J8WWMX1	LAPTOP	RECYCLED	DELL
DMMV8W1	LAPTOP	RECYCLED	DELL
6yndxw1	LAPTOP	RECYCLED	DELL
CNB9F42211	PRINTER	RECYCLED	HP
CNGS389967	PRINTER	RECYCLED	HP
CNB9T43073	PRINTER	RECYCLED	HP
VNB3C36638	PRINTER	RECYCLED	HP
CNB9R67577	PRINTER	RECYCLED	HP
CNB9HBD893	PRINTER	RECYCLED	HP
D9MT5R1	LAPTOP	RECYCLED	DELL
JY90PX1	LAPTOP	RECYCLED	DELL
DV2N4R1	LAPTOP	RECYCLED	DELL
77YFR93	LAPTOP	RECYCLED	DELL
f2g81b3	LAPTOP	RECYCLED	DELL
gfwfpj2	LAPTOP	RECYCLED	DELL
h3nrpq2	LAPTOP	RECYCLED	DELL
9l9nqn2	LAPTOP	RECYCLED	DELL
d84vqn2	LAPTOP	RECYCLED	DELL
4d7pqn2	LAPTOP	RECYCLED	DELL
ffwfpj2	LAPTOP	RECYCLED	DELL
6pb3yz2	LAPTOP	RECYCLED	DELL
djblqt2	LAPTOP	RECYCLED	DELL
4jblqt2	LAPTOP	RECYCLED	DELL

JOB TITLE: Safety Director
REPORTS TO: District Superintendent
SUPERVISES: Staff & Students
DEPARTMENT: Safety

JOB STATUS: Part-Time
FLSA STATUS: Exempt
SALARY/ Commensurate with education
BENEFITS: & experience

I. JOB FUNCTION

The Safety Director will plan and coordinate the fire, safety, and security operations of the District.

II. TERM

Shall work two-hundred six (206) days each fiscal year, commencing and ending as determined by the Superintendent.

III. DUTIES AND RESPONSIBILITIES

This list is not all-inclusive and is only intended to illustrate the various responsibilities and duties performed.

- A. Oversees the District's safety and security operations.
- B. Conducts performance evaluations for security staff that are timely and constructive.
- C. Reviews, revises, maintains, and implements the organizations fire prevention, safety, and security policies and procedures.
- D. Develops long-range plans for yearly professional development for the district.
- E. Maintains the safety initiatives within the district improvement plan.
- F. Communicates with the superintendent and cabinet to keep all abreast of safety initiatives.
- G. Assists administrators when working with law enforcement concerns.
- H. Regularly communicates with cabinet members and the superintendent as it relates to duties.
- I. Conducts inspections to identify fire, safety, and security risks; recommends and implements solutions.
- J. Conducts risk management audits and asset loss investigations.
- K. Coordinates with local law enforcement and safety staff as required to support and/or conduct investigations.
- L. Drafts and submits reports and work orders related to fire, safety, and security operations.
- M. Attends professional conferences, seminars, and workshops as per master agreement and/or Superintendent.
- N. Attends work as scheduled and arrives in a timely manner.
- O. Performs other related duties as assigned.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

- A. Extensive knowledge of fire prevention, safety, and security operations.
- B. Excellent management and supervisory skills.
- C. Excellent verbal and written communication skills.

- D. Strong analytical and problem-solving skills.
- E. Proficient with Google Suite or related software.

V. EDUCATION AND EXPERIENCE

Bachelor's degree in Law Enforcement, Business Management, or related field; Administrative Endorsement; at least five years of safety/security experience; advanced training or certification in safety and security are highly preferred.

VI. PHYSICAL REQUIREMENTS

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. Must be able to traverse various District grounds and facilities. If requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

**ADDENDUM TO 2023-2024 EMPLOYMENT AGREEMENT BETWEEN
BOARD OF EDUCATION LYONS ELEMENTARY SCHOOL DISTRICT 103
AND JOSHUA DAKINS**

This ADDENDUM, made this 20th day of June, 2023 by and between BOARD OF EDUCATION LYONS ELEMENTARY SCHOOL DISTRICT 103, COOK COUNTY, ILLINOIS (hereinafter referred to as the “BOARD”), AND JOSHUA DAKINS (hereinafter referred to as the “ADMINISTRATOR”), is attached to the ADMINISTRATOR’S Contract, titled School Principal & District Athletic Director, executed on the 25th of April 2023 (“AGREEMENT”) by the BOARD and together the ADDENDUM and AGREEMENT reflect the terms of the Contract between the Board and the ADMINISTRATOR (“CONTRACT”).

I. SCOPE OF THE ADDENDUM AND AGREEMENT

Under the CONTRACT, all other provisions of the AGREEMENT remain in full force and effect except to the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the AGREEMENT, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the AGREEMENT. The terms in this ADDENDUM are the only changes to the AGREEMENT. The following Sections of the AGREEMENT are amended as follows by striking through the deleted language and adding the bolded and underlined language:

A1. Term. The Board, after the execution of this Agreement the Administrator as a Principal and ~~Athletic Director~~ **Safety Director** for the 2023-2024 school year which begins July 1, 2023, and ends June 30, 2024, unless this Agreement is terminated earlier pursuant to Section G of this Agreement.

A2. Salary. The Board shall pay to the Administrator an annual salary during the term of this Agreement of ~~One Hundred Twenty Thousand Five Hundred Ten Dollars (\$ 120,510.00)~~ **One Hundred Twenty One Thousand One Hundred Dollars (\$121,300.00)** in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. This salary is comprised of ~~\$7,210.00~~ \$8,000.00 as compensation for the ~~Athletic Director~~ **Safety Director** position and \$113,300.00 as compensation for the Principal position. Required federal and state withholdings will be deducted from this compensation.

II. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this ADDENDUM on 20th of June, 2023.

BOARD OF EDUCATION LYONS
ELEMENTARY SCHOOL DISTRICT 103

ADMINISTRATOR

President

Joshua Dakins

ATTEST:

Secretary

**ADDENDUM TO 2023-2024 EMPLOYMENT AGREEMENT BETWEEN
BOARD OF EDUCATION LYONS ELEMENTARY SCHOOL DISTRICT 103
AND KYLE NOVAK**

This ADDENDUM, made this 20th day of June, 2023 by and between BOARD OF EDUCATION LYONS ELEMENTARY SCHOOL DISTRICT 103, COOK COUNTY, ILLINOIS (hereinafter referred to as the “BOARD”), AND KYLE NOVAK (hereinafter referred to as the “ADMINISTRATOR”), is attached to the ADMINISTRATOR’S Contract, titled School Dean Employment Agreement executed on the 25th of April 2023 (“AGREEMENT”) by the BOARD and together the ADDENDUM and AGREEMENT reflect the terms of the Contract between the Board and the ADMINISTRATOR (“CONTRACT”).

I. SCOPE OF THE ADDENDUM AND AGREEMENT

Under the CONTRACT, all other provisions of the AGREEMENT remain in full force and effect except to the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the AGREEMENT, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the AGREEMENT. The terms in this ADDENDUM are the only changes to the AGREEMENT. The following Sections of the AGREEMENT are amended as follows by striking through the deleted language and adding the bolded and underlined language:

A1. Term. The Board, after the execution of this Agreement, hereby employs the Administrator as a ~~Dean~~ **Assistant Principal and Athletic Director** for the 2023-2024 school year which begins July 1, 2023, and ends June 30, 2024, unless this Agreement is terminated earlier pursuant to Section G of this Agreement.

A2. Salary. The Board shall pay to the Administrator an annual salary during the term of this Agreement of ~~Eighty-Four Thousand Eight Hundred Seventy-Two and no/100 Dollars (\$84,872.00)~~ **Ninety-One Thousand Eight Hundred Seventy- Two (\$91,872.00)** in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. **This salary is comprised of \$7,000.00 as compensation for the Athletic Director position and \$84,872.00 as compensation for the Assistant Principal Position.** Required federal and state withholdings will be deducted from this compensation.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

BOARD OF EDUCATION OF LYONS
SCHOOL DISTRICT NO. 103, COOK
COUNTY, ILLINOIS

ADMINISTRATOR

President

ATTEST:

Secretary

**2023-2024 EMPLOYMENT AGREEMENT BETWEEN
BOARD OF EDUCATION LYONS ELEMENTARY SCHOOL DISTRICT 103
AND MARTHA HENRIKSON**

THIS AGREEMENT is made on the 27th of June 2023, by and between the **BOARD OF EDUCATION OF LYONS SCHOOL DISTRICT 103, COOK COUNTY, ILLINOIS**, hereinafter referred to as the “Board” and **MARTHA HENRIKSON** hereinafter referred to as the “Interim Administrator.”

The Interim Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

A. EMPLOYMENT AND COMPENSATION

1. Term.

- a. The Board, after execution of this Agreement, hereby employs the Interim Administrator commencing on July 17, 2023, and terminating on December 21, 2023, subject to the employment restrictions set forth in Paragraph A(1)(b) below, unless this Agreement is terminated earlier pursuant to Paragraph H of the Agreement. The Interim Administrator shall be employed as an Interim Principal.
- b. Because the Interim Administrator is a TRS Retiree, during the term of this Agreement, the Interim Administrator shall not work more than 120 paid days or 600 hours per school year, as calculated and in accordance with the rules and regulations established by the Illinois Teachers’ Retirement System. The term "paid day" means the actual days and hours that the Interim Administrator works and receives compensation from the Board. The length and schedule of the Interim Administrator's work days shall be agreed upon between the Interim Administrator and the Superintendent.

2. Position. The Interim Administrator shall be employed by the Board as an Interim Principal.

3. Salary. The Board shall pay the Interim Administrator at a rate of \$550.00 for each day the Interim Administrator performs services pursuant to this Agreement, subject to amounts withheld for Federal and State income tax, social security and unemployment benefits.

4. Salary Adjustment. Any salary or other adjustment or modification made during the life of this Agreement shall be in the form of a written amendment and shall become part of this Agreement, but such adjustment or modification shall not be construed as a new Agreement with the Interim Administrator, nor as an extension of the termination date of this Agreement.

5. Employment. The Interim Administrator shall be considered a temporary employee of the Board.

B. BENEFITS

The Interim Administrator shall receive no other compensation, insurance or fringe benefits from the Board during the term of this Agreement. The Interim Administrator shall receive no vacation, sick leave or personal leave during the term of this Agreement.

The Interim Administrator hereby waives and releases any and all claims to employment benefits other than the daily compensation amount set forth in Paragraph A2 above.

C. MILEAGE

The Board shall pay the established IRS rate per mile to the Administrator for vouchered mileage expenses incurred by the Administrator while using the Administrator's personal vehicle for the conduct of approved school district business. Reimbursement shall be pursuant to the District's policies, rules, and regulations.

D. DUTIES

1. The duties and responsibilities of the Interim Administrator shall be those duties set forth in the Interim Administrator's job description, those obligations imposed by the laws of the State of Illinois, and all such other professional duties as may be assigned by the Administrator and as required by applicable Board policies, rules and regulations.
2. The Administrator shall submit recommendations, as requested, to the Administrator concerning the appointment, retention, promotion, and assignment of all personnel under their supervision and shall keep such other registers and records and make such other reports as may be directed by the Administrator and the Board or as required by law.
3. The Administrator agrees to devote their best efforts to this employment at the School District and shall not undertake or accept other employment or responsibilities which will conflict with Administrator's assigned duties.

E. TENURE

The Interim Administrator specifically acknowledges and agrees that he/she is not eligible to acquire tenure in School District No. 103 by virtue of services rendered under this Agreement, nor shall he/she be entitled to any notice of dismissal or non-renewal of this Agreement or their employment pursuant to Sections 5/24-11 or 5/24-12 of the Illinois School Code. The Interim Administrator hereby waives and relinquishes any right to acquire tenure in School District No. 103 and any right to notice of dismissal or non-renewal of this Agreement or his/her employment pursuant to the above-cited statutory provisions.

F. WITHHOLDINGS

The Interim Administrator specifically understands and agrees that the Board will not withhold or otherwise pay any contributions to the Illinois Teachers' Retirement System or the Illinois Municipal Retirement Fund or make any other voluntary deductions from their compensation.

The Interim Administrator on behalf of himself/herself and his/her heirs, successors and assigns, hereby waives and releases any claims, demands or causes of action, at law or in equity, he/she may have or acquire against the Board, and covenant not to sue the Board, its members, officers, employees, agents, successors and assigns, for recovery of any loss the Interim Administrator may suffer due in whole or in part as a result of the items specified above not being withheld from their compensation. The Board assumes no liability and makes no warranties or representations to the Interim Administrator with respect to any tax liability resulting from this Agreement.

The Interim Administrator agrees that he/she shall bear the risk of loss and remain liable for any tax consequences hereunder and hereby agrees to protect, defend, indemnify, save and hold the Board, its members, officers, employees, agents, successors and assigns, harmless for any such tax liability, including interest and penalties, if any, assessed against the Board as a result of this Agreement. In the event any such liability is assessed against the Board, the Board may, at the option of the Board, and without waiving any other remedies at law, withhold a reasonable prorated amount from the compensation amount due to the Interim Administrator for services rendered under this Agreement to reimburse the Board for such liability.

G. LICENSE

The Interim Administrator throughout the life of this Agreement shall hold a valid and appropriate license as defined in the Illinois School Code for the position employed.

H. TERMINATION

This Agreement may be terminated by:

- a. Mutual agreement;
- b. Permanent disability
- c. Discharge for cause;

- 1. Permanent Disability.** The Board may terminate this contract for reasons of permanent disability or incapacity. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Administrator shall be entitled to a hearing before the Board as detailed in paragraph H(2) if he so requests.

2. **Discharge for Cause.** Discharge for cause shall be for any conduct, act, omission, or failure to act by the Interim Administrator which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Interim Administrator chooses to be accompanied by legal counsel, he shall be responsible for any costs involved. The Board hearing shall be conducted in a closed session.

I. TERMINATION AT END OF AGREEMENT

The employment as an Interim Administrator shall be deemed terminated upon expiration of this Agreement unless terminated earlier under Paragraph H above.

J. BACKGROUND INVESTIGATION

Under Section 10-21.9 of the Illinois School Code, the Board is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If any criminal background investigation reveals that there has been a violation of this law, this Agreement shall immediately become null and void.

K. NOTICE

All notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of the mailing thereof by first class mail, registered mail, postage prepaid, addressed:

If to the Board: Board of Education
Lyons School District No. 103
4100 Joliet Ave.
Lyons, Illinois 60534

If to the Administrator: Martha Henrikson
At the last known address
on file with the District

L. APPLICABLE LAW

This Agreement shall be interpreted in accordance with the laws of the State of Illinois.

M. ENTIRE AGREEMENT

This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

N. SIGNATURE IN COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

**INTERIM
ADMINISTRATOR**

**BOARD OF EDUCATION OF
LYONS SCHOOL DISTRICT NO. 103
COOK COUNTY, ILLINOIS**

Martha Henrikson

President

ATTEST:

Secretary

SCHOOL ASSISTANT PRINCIPAL
EMPLOYMENT AGREEMENT

AGREEMENT made on the Twenty-Seventh ("27th") day of June, 2023, between the **BOARD OF EDUCATION OF LYONS SCHOOL DISTRICT NO. 103, COOK COUNTY, ILLINOIS**, hereinafter referred to as the "Board," and Emelia Zarenana, hereinafter referred to as the "Administrator."

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

A. EMPLOYMENT AND COMPENSATION

1. Term. The Board, after the execution of this Agreement, hereby employs the Administrator as a Assistant Principal for the 2023-2024 school year which begins July 1, 2023, and ends June 30, 2024, unless this Agreement is terminated earlier pursuant to Section G of this Agreement.

2. Salary. The Board shall pay to the Administrator an annual salary during the term of this Agreement of Eighty-Two Thousand Four Hundred and no/100 Dollars (\$82,400.00) in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. Required federal and state withholdings will be deducted from this compensation.

3. TRS and THIS Contributions. In addition to the annual salary stated in paragraph A.2 of this Contract, the Board shall make a contribution on behalf of the Administrator to the Illinois Teacher Retirement System ("TRS") in the amount equal to the Administrator's required member contribution to TRS applicable to the Administrator's annual salary. In addition, the Board shall pay the Administrator's required annual contribution for Teacher Retiree's Health Insurance (THIS). The Board's combined contribution on behalf of the Administrator to TRS and for THIS shall be limited to a maximum of 11%. It is the intention of the parties to qualify all such payments paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator does not have any right or claim to said amounts except as they may become available at the time of retirement or resignation from the State of Illinois' Teacher Retirement System. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois' Teachers' Retirement System, and that such contributions are made as a condition of employment to secure the Administrator's future services, knowledge, and experience.

4. Salary Adjustment. Any salary or other adjustment or modification made during the life of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement, but such adjustment or modification shall

not be construed as a new Agreement with the Administrator, nor as an extension of the termination date of this Agreement.

B. BENEFITS

The Board will provide the Administrator with the following benefits:

1. Insurance Benefits.

a. Term life insurance in the amount of Seventy-Five Thousand Dollars (\$75,000); and

b. Long-term disability insurance in accordance with the basic LTD Insurance offered to licensed administrators; and

c. 100% payment of District group health and dental insurance premium payments for individual and family/dependent coverage; and

d. If any Board paid Insurance premium payments or subsidies are determined, during the course of this agreement, to be violative of any state or federal law, including but not limited to the Affordable Care Act, the Board reserves the right to amend or change the Board paid insurance premium payment or subsidy to comply with the dictates of any applicable state or federal law.

2. Work Days / Vacation / Holidays. The Administrator shall work two-hundred six (206) days each fiscal year, commencing and ending as determined by the Superintendent.

The Administrator shall be entitled to all legal school holidays, winter, and spring recess periods. Given this schedule, the Administrator will not earn or be eligible for vacation time. In an emergency situation, the superintendent is authorized to request that Administrator report to work on a school holiday, weekend, or recess day.

3. Sick Leave, Personal Leave, and Bereavement Days. The Administrator shall be granted sick leave, as defined in Section 24-6 of the Illinois School Code, of fifteen (15) working days per year which may be accumulated to a maximum of three hundred fifty-five (355) days. The Superintendent may require the Administrator to submit a physician's statement certifying the medical basis for the Administrator's absence for three (3) consecutive work days or more, or in other circumstances as the Superintendent deems necessary to validate the medical reason for the absence.

The Administrator shall be granted three (3) paid personal leave days per contract year for personal business. Unused personal leave days shall accumulate and carry over from year-to-year, and shall be credited toward the

Administrator's accumulated sick leave. Without prior approval of the Superintendent, personal leave days may not be taken on institute days nor on work days immediately preceding or following a district holiday, winter recess, spring recess, or summer recess.

The Administrator shall be granted paid bereavement days for a death in the Administrator's immediate family as follows:

- a. Five (5) school days of absence without loss of pay in the event of the death of an immediate family member. An immediate family member for the purposes of this section shall include a spouse, Civil Union Partner (defined as a legal relationship between two (2) of either the same or opposite sex, established pursuant to the Illinois Religious Freedom Protection and Civil Union Act) child, brother, sister, step-child, step-brother, step-sister, grandchild, grandparent, and parent, step-parents, or parent-in-law.
- b. Three (3) school days of absence without loss of pay in the event of the death of a brother-in-law or sister-in-law.
- c. The Superintendent or designee may grant bereavement leave for an immediate member of the household who is not listed above.
- d. Paid bereavement leave shall be substituted for unpaid Family Bereavement Leave Act ("FLBA") leave. Paid sick leave may be substituted for the remainder of the unpaid FLBA leave.

The Administrator must seek pre-approval for Bereavement Days from the Superintendent except in emergency situations. Paid bereavement days must be used within two (2) weeks of the death of the family member unless otherwise approved by the Superintendent and do not accumulate nor carry over from year-to-year. Paid bereavement leave shall not be cumulative, nor shall the use of such paid bereavement leave cause any reduction in sick leave.

C. MILEAGE

The Board shall pay the established IRS rate per mile to the Administrator for vouchered mileage expenses incurred by the Administrator while using the Administrator's personal vehicle for the conduct of approved school district business. Reimbursement shall be pursuant to the District's policies, rules, and regulations.

D. DUTIES

1. The duties and responsibilities of the Administrator shall be those duties set forth in the Administrator's job description, those obligations imposed by the laws of the State of Illinois, and all such other professional duties as may be

assigned by the Superintendent and as required by applicable Board policies, rules and regulations.

2. The Administrator shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion, and assignment of all personnel under their supervision and shall keep such other registers and records and make such other reports as may be directed by the Superintendent and the Board or as required by law.

3. The Administrator agrees to devote their best efforts to this full-time employment at the School District and shall not undertake or accept other employment or responsibilities which will conflict with Administrator's assigned duties.

E. LICENSE

The Administrator throughout the life of this Agreement shall hold a valid and appropriate license as defined in the Illinois School Code to act as an Administrator for the position employed.

F. EVALUATION

The Administrator shall be evaluated in accordance with Section 24A-15 of the Illinois School Code. This evaluation shall take place by March 1 of the contract year.

G. TERMINATION

This Agreement may be terminated by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Discharge for cause;
- d. Retirement; or
- e. Resignation, provided, however, the Administrator shall provide the Board at least ninety (90) days advance written notice of the resignation.

1. Permanent Disability. The Board may terminate this contract for reasons of permanent disability or incapacity at any time after the Administrator has exhausted their available leave and vacation benefits and either has been absent from their employment for a continuous period of three (3) months or presents to the Board upon request a physician's statement certifying that he is permanently disabled or incapacitated. All obligations of the Board shall cease upon written

notice of termination for permanent disability or incapacity, provided that the Administrator shall be entitled to a hearing before the Board as detailed in paragraph G(2) if he so requests.

2. Discharge for Cause. Discharge for cause shall be for any conduct, act, omission, or failure to act by the Administrator which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall be responsible for any costs involved. The Board hearing shall be conducted in a closed session.

H. TERMINATION AT END OF AGREEMENT

The employment as an Administrator shall be deemed terminated upon expiration of this Agreement unless this Agreement is extended or the Administrator and the Board enter into a new Agreement. The Board, however, shall give notice of non-renewal and if applicable, a notice of reclassification, to the Administrator by April 1 of the contract year.

I. BACKGROUND INVESTIGATION

Under Section 10-21.9 of the Illinois School Code, the Board is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If any criminal background investigation reveals that there has been a violation of this law, this Agreement shall immediately become null and void.

J. NOTICE

All notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of the mailing thereof by first class mail, registered mail, postage prepaid, addressed:

If to the Board: Board of Education
Lyons School District No. 103
4100 Joliet Ave.
Lyons, Illinois 60534

If to the Administrator: Emelia Zarenana
At the last known address
on file with the District

K. APPLICABLE LAW

This Agreement shall be interpreted in accordance with the laws of the State of Illinois.

L. ENTIRE AGREEMENT

This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

M. SIGNATURE IN COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

ADMINISTRATOR

**BOARD OF EDUCATION OF
LYONS SCHOOL DISTRICT NO. 103
COOK COUNTY, ILLINOIS**

President

ATTEST:

Secretary

SCHOOL DEAN
EMPLOYMENT AGREEMENT

AGREEMENT made on the Twenty-Seventh ("27th") day of June, 2023, between the **BOARD OF EDUCATION OF LYONS SCHOOL DISTRICT NO. 103, COOK COUNTY, ILLINOIS**, hereinafter referred to as the "Board," and Sharon Patrick, hereinafter referred to as the "Administrator."

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

A. EMPLOYMENT AND COMPENSATION

1. Term. The Board, after the execution of this Agreement, hereby employs the Administrator as a Dean for the 2023-2024 school year which begins July 1, 2023, and ends June 30, 2024, unless this Agreement is terminated earlier pursuant to Section G of this Agreement.

2. Salary. The Board shall pay to the Administrator an annual salary during the term of this Agreement of Eighty Thousand and no/100 Dollars (\$80,000.00) in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. Required federal and state withholdings will be deducted from this compensation.

3. TRS and THIS Contributions. In addition to the annual salary stated in paragraph A.2 of this Contract, the Board shall make a contribution on behalf of the Administrator to the Illinois Teacher Retirement System ("TRS") in the amount equal to the Administrator's required member contribution to TRS applicable to the Administrator's annual salary. In addition, the Board shall pay the Administrator's required annual contribution for Teacher Retiree's Health Insurance (THIS). The Board's combined contribution on behalf of the Administrator to TRS and for THIS shall be limited to a maximum of 11%. It is the intention of the parties to qualify all such payments paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator does not have any right or claim to said amounts except as they may become available at the time of retirement or resignation from the State of Illinois' Teacher Retirement System. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois' Teachers' Retirement System, and that such contributions are made as a condition of employment to secure the Administrator's future services, knowledge, and experience.

4. Salary Adjustment. Any salary or other adjustment or modification made during the life of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement, but such adjustment or modification shall

not be construed as a new Agreement with the Administrator, nor as an extension of the termination date of this Agreement.

B. BENEFITS

The Board will provide the Administrator with the following benefits:

1. Insurance Benefits.

a. Term life insurance in the amount of Seventy-Five Thousand Dollars (\$75,000); and

b. Long-term disability insurance in accordance with the basic LTD Insurance offered to licensed administrators; and

c. 100% payment of District group health and dental insurance premium payments for individual and family/dependent coverage; and

d. If any Board paid Insurance premium payments or subsidies are determined, during the course of this agreement, to be violative of any state or federal law, including but not limited to the Affordable Care Act, the Board reserves the right to amend or change the Board paid insurance premium payment or subsidy to comply with the dictates of any applicable state or federal law.

2. Work Days / Vacation / Holidays. The Administrator shall work two-hundred six (206) days each fiscal year, commencing and ending as determined by the Superintendent.

The Administrator shall be entitled to all legal school holidays, winter, and spring recess periods. Given this schedule, the Administrator will not earn or be eligible for vacation time. In an emergency situation, the superintendent is authorized to request that Administrator report to work on a school holiday, weekend, or recess day.

3. Sick Leave, Personal Leave, and Bereavement Days. The Administrator shall be granted sick leave, as defined in Section 24-6 of the Illinois School Code, of fifteen (15) working days per year which may be accumulated to a maximum of three hundred fifty-five (355) days. The Superintendent may require the Administrator to submit a physician's statement certifying the medical basis for the Administrator's absence for three (3) consecutive work days or more, or in other circumstances as the Superintendent deems necessary to validate the medical reason for the absence.

The Administrator shall be granted three (3) paid personal leave days per contract year for personal business. Unused personal leave days shall accumulate and carry over from year-to-year, and shall be credited toward the

Administrator's accumulated sick leave. Without prior approval of the Superintendent, personal leave days may not be taken on institute days nor on work days immediately preceding or following a district holiday, winter recess, spring recess, or summer recess.

The Administrator shall be granted paid bereavement days for a death in the Administrator's immediate family as follows:

- a. Five (5) school days of absence without loss of pay in the event of the death of an immediate family member. An immediate family member for the purposes of this section shall include a spouse, Civil Union Partner (defined as a legal relationship between two (2) of either the same or opposite sex, established pursuant to the Illinois Religious Freedom Protection and Civil Union Act) child, brother, sister, step-child, step-brother, step-sister, grandchild, grandparent, and parent, step-parents, or parent-in-law.
- b. Three (3) school days of absence without loss of pay in the event of the death of a brother-in-law or sister-in-law.
- c. The Superintendent or designee may grant bereavement leave for an immediate member of the household who is not listed above.
- d. Paid bereavement leave shall be substituted for unpaid Family Bereavement Leave Act ("FLBA") leave. Paid sick leave may be substituted for the remainder of the unpaid FLBA leave.

The Administrator must seek pre-approval for Bereavement Days from the Superintendent except in emergency situations. Paid bereavement days must be used within two (2) weeks of the death of the family member unless otherwise approved by the Superintendent and do not accumulate nor carry over from year-to-year. Paid bereavement leave shall not be cumulative, nor shall the use of such paid bereavement leave cause any reduction in sick leave.

C. MILEAGE

The Board shall pay the established IRS rate per mile to the Administrator for vouchered mileage expenses incurred by the Administrator while using the Administrator's personal vehicle for the conduct of approved school district business. Reimbursement shall be pursuant to the District's policies, rules, and regulations.

D. DUTIES

1. The duties and responsibilities of the Administrator shall be those duties set forth in the Administrator's job description, those obligations imposed by the laws of the State of Illinois, and all such other professional duties as may be

assigned by the Superintendent and as required by applicable Board policies, rules and regulations.

2. The Administrator shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion, and assignment of all personnel under their supervision and shall keep such other registers and records and make such other reports as may be directed by the Superintendent and the Board or as required by law.

3. The Administrator agrees to devote their best efforts to this full-time employment at the School District and shall not undertake or accept other employment or responsibilities which will conflict with Administrator's assigned duties.

E. LICENSE

The Administrator throughout the life of this Agreement shall hold a valid and appropriate license as defined in the Illinois School Code to act as an Administrator for the position employed.

F. EVALUATION

The Administrator shall be evaluated in accordance with Section 24A-15 of the Illinois School Code. This evaluation shall take place by March 1 of the contract year.

G. TERMINATION

This Agreement may be terminated by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Discharge for cause;
- d. Retirement; or
- e. Resignation, provided, however, the Administrator shall provide the Board at least ninety (90) days advance written notice of the resignation.

1. Permanent Disability. The Board may terminate this contract for reasons of permanent disability or incapacity at any time after the Administrator has exhausted their available leave and vacation benefits and either has been absent from their employment for a continuous period of three (3) months or presents to the Board upon request a physician's statement certifying that he is permanently disabled or incapacitated. All obligations of the Board shall cease upon written

notice of termination for permanent disability or incapacity, provided that the Administrator shall be entitled to a hearing before the Board as detailed in paragraph G(2) if he so requests.

2. Discharge for Cause. Discharge for cause shall be for any conduct, act, omission, or failure to act by the Administrator which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall be responsible for any costs involved. The Board hearing shall be conducted in a closed session.

H. TERMINATION AT END OF AGREEMENT

The employment as an Administrator shall be deemed terminated upon expiration of this Agreement unless this Agreement is extended or the Administrator and the Board enter into a new Agreement. The Board, however, shall give notice of non-renewal and if applicable, a notice of reclassification, to the Administrator by April 1 of the contract year.

I. BACKGROUND INVESTIGATION

Under Section 10-21.9 of the Illinois School Code, the Board is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If any criminal background investigation reveals that there has been a violation of this law, this Agreement shall immediately become null and void.

J. NOTICE

All notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of the mailing thereof by first class mail, registered mail, postage prepaid, addressed:

If to the Board: Board of Education
Lyons School District No. 103
4100 Joliet Ave.
Lyons, Illinois 60534

If to the Administrator: Sharon Patrick
At the last known address
on file with the District

K. APPLICABLE LAW

This Agreement shall be interpreted in accordance with the laws of the State of Illinois.

L. ENTIRE AGREEMENT

This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

M. SIGNATURE IN COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

ADMINISTRATOR

**BOARD OF EDUCATION OF
LYONS SCHOOL DISTRICT NO. 103
COOK COUNTY, ILLINOIS**

President

ATTEST:

Secretary

NON-APPROPRIATION ADDENDUM

This is an addendum (“Addendum”) to and part of that certain agreement between Impact Networking, LLC (“we”, “us”, “our”) and Lyons Elementary School District 103 (“Governmental Entity”, “you”, “your”), which agreement is identified in our records as agreement number 1886814 (“Agreement”). All capitalized terms used in this Addendum which are not defined herein shall have the meanings given to such terms in the Agreement.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation. If and to the extent that the items financed under the Agreement is/are software, the above-referenced certificate shall also include certification that the software is no longer being used by you as of the termination date.

The undersigned, as a representative of the Governmental Entity, agrees that this Addendum is made a part of the Agreement.

GOVERNMENTAL ENTITY’S AUTHORIZED SIGNATURE		
(As Stated Above)	X	
	SIGNATURE	PRINT NAME & TITLE
		DATE
OUR SIGNATURE		
Impact Networking, LLC		
	SIGNATURE	PRINT NAME & TITLE
		DATE



This Agreement has been written in "Plain English". When we use the words You and Your in this Agreement, we mean the Customer described below. When we use the words We, Us, and Our, We mean Impact Networking, LLC. Our address is 13875 W. Boulton Blvd., Lake Forest, IL 60045.

CUSTOMER INFORMATION: Customer Name: Lyons Elementary School District 103, Billing Street Address/City/County/State/Zip: 4100 Joliet Ave Lyons, IL 60534, Equipment Location: (if different from above), Supplier Name, Address, Phone ("SUPPLIER"): Impact Networking, LLC, 13875 W. Boulton Blvd., Lake Forest, IL 60045

EQUIPMENT table with columns: Make / Model / Accessories, Serial Number, Starting Meter. Rows include: (9) Kyocera M2635dw / (20) HP E40040dn / PaperCut, (9) HP Color E45028dn / (25) Kyocera 4054ci / (1) Kyocera 7054ci

RENTAL TERMS table with columns: RENTAL PAYMENT AMOUNT, Documentation Fee/Origination Fee: \$200.00, Supplier Fuel/Freight Fee: \$19.50 per month, Total Number Advance Payments: 2, Total Advance Payment Amount: \$ 21,400.12

Overage Meter Frequency: Monthly Quarterly Semi-Annual Annual

Monthly Copy Allowance:

Table with columns: Meter Type, Allowance, Meter Type, Allowance. Rows: A3 B/w: 80,000, A3 Color: 25,000, A4 B/w: 30,000, A4 Color: 3,000

Overage Copy Charge:

Table with columns: Meter Type, Overage Rate, Meter Type, Overage Rate. Rows: A3 B/w: \$0.006, A3 Color: \$0.05, A4 B/w: \$0.015, A4 Color: \$0.15

END OF TERM OPTIONS: You will have the following options at the end of the original term, provided the Lease has not terminated early and no event of default under this Lease has occurred and is continuing: Fair Market Value Purchase Option \$1.00 Purchase Option Fixed Price Purchase Option of 9% of Total Cash Price

YOU HAVE SELECTED THE EQUIPMENT DESCRIBED ABOVE (SUCH EQUIPMENT, TOGETHER WITH ANY AND ALL ACCESSORIES, ADDITIONS AND REPLACEMENTS THERETO, THE "EQUIPMENT"). THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OF ANY ASSIGNEE OF OWNER AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS AGREEMENT.

YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS AGREEMENT SHALL BE DEEMED FULLY EXECUTED AND PERFORMED IN ILLINOIS OR THE STATE OF OWNER OR ITS ASSIGNEE'S PRINCIPAL PLACE OF BUSINESS, AS ELECTED BY OWNER OR ITS ASSIGNEE, AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH SUCH LAWS.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU.

You agree that by providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider, and this consent applies to each such telephone number you provide to us now or in the future.

TERMS AND CONDITIONS

1. COMMENCEMENT OF AGREEMENT. Commencement of this Agreement and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software".

2. IMAGE CHARGES. Each month during the Term of this Agreement, you agree to remit to us the Rental Payment and all other sums when due and payable at the address we provide to you from time to time. In return for the Rental Payment, you are entitled to produce the Monthly Copy Allowance for each applicable copy type each month. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only.

3. OTHER CHARGES. You agree to: (a) pay all assessments, taxes and charges governmentally imposed upon Owner's purchase, ownership, possession, leasing, renting, operation, control or use and pay all premiums and other costs of insuring the Equipment; (b) reimburse us for all costs and expenses incurred in enforcing this Agreement; and (c) pay all other costs and expenses for which you are obligated under this Agreement. You agree, at our

Continued on Page 2

OWNER ("We", "Us") Impact Networking, LLC; CUSTOMER ("You") Lyons Elementary School District 103. Includes fields for By, Name, Title, Date, and Federal Tax ID.

discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit to us each month our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period sums includes a separately stated estimate of personal property and other similar taxes, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. As compensation for our internal and external costs in the administration of taxes related to this Agreement, you agree to pay us a processing fee by asset or contract per year during the Term, not to exceed the maximum permitted by applicable law. The Tax Administrative Fee, at our sole discretion, may be increased by an amount not exceeding 10% thereof for each subsequent year of the Term to reflect our increased cost of administration and we will notify you of any such increase by indicating such increased amount in the relevant invoice or in such other manner as we deem appropriate. We may take on your behalf any action required under this Agreement which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law). You agree to pay a monthly Fuel/Freight Fee, specified on page 1 of this Agreement, which will be remitted by us to the Supplier. In addition, we may charge you and you agree to pay us a UCC filing fee of \$35.00 and reimburse us for all costs involved in documenting and servicing this Agreement.

4. **LATE CHARGES.** For any payment which is not received within three (3) days of its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

5. **MAINTENANCE AND SERVICE; OWNERSHIP AND USE.** The Supplier identified on page 1 of this Agreement ("Supplier") has agreed to provide **FULL SERVICE MAINTENANCE DURING NORMAL BUSINESS HOURS, INCLUDING ALL TONER, DEVELOPER AND PARTS NECESSARY TO PRODUCE IMAGES. YOU MUST PURCHASE COPIER PAPER AND STAPLES SEPARATELY.** You acknowledge that: (a) the Supplier is solely responsible for all service maintenance of the Equipment set forth herein; (b) in the event that we assign this Agreement, our assignee (1) shall not be responsible for any service, repair or maintenance of the Equipment; and (2) will bill (on a pass through basis) on behalf of Supplier any applicable Overage Copy Charges and the portion of the Rental Payment attributable to service maintenance of the Equipment, whether "Service Only" or not; and (c) no assignee of us shall be a party to any service maintenance agreement. You agree to pay for service maintenance outside of the Supplier's normal business hours for service required by your negligence or misuse of the Equipment at Supplier's customary rates. We reserve a security interest in the Equipment to secure all of your obligations under this Agreement. We own the Equipment and you have the right to use the Equipment under the terms of this Agreement. If this Agreement is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Agreement. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on page 1 of this Agreement without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty and specifications; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records. If any Equipment is designated "Service Only", you acknowledge and agree that: (1) we do not own such Equipment; (2) we are not providing such Equipment to you pursuant to the terms of this Agreement; (3) Supplier has agreed to provide full service maintenance of such Equipment pursuant to the terms outlined above; and (4) the portion of the Rental Payment which relates to such Equipment includes only the full service maintenance of such Equipment and not the use or rental of the Equipment.

6. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of this Agreement for acts or omissions which occurred during the Term of this Agreement. You also agree that this Agreement has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in this Agreement to be correct or caused by your acts or omissions inconsistent with such assumption or this Agreement. In the event of any such loss, we may increase the Rental Payments and other amounts due to offset any such adverse effect.

7. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Rental Payments, Overage Copy Charges and other charges; (ii) the present value of all remaining Rental Payments and other charges for the effected item(s) of Equipment; and (iii) the Fair Market Value of the effected item(s) of Equipment. We will then transfer to you all our right, title and interest in the effected item(s) of Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Agreement, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us. No such loss or damage shall relieve you of your payment obligations under this Agreement.

8. **INSURANCE/COLLATERAL PROTECTION.** You agree (a) to keep the Equipment fully insured through a carrier acceptable to Us against loss at its replacement cost, with us named as loss payee; (b) you also agree to obtain a general public liability insurance policy from anyone who is acceptable to us and to include us as an insured on the policy; (c) to provide proof of insurance satisfactory to us no later than thirty (30) days following the commencement of this Agreement (or at commencement if we so elect), and thereafter upon our written request; (d) if you fail to obtain and maintain property loss insurance satisfactory to us and/or you fail to provide proof of such insurance to us within thirty (30) days of the commencement of the Agreement (or at commencement if we so elect), we have the option, but not the obligation, to do as provided in either (A) or (B) as follows, as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we place insurance on the Equipment, we will not name you as an insured and your interests may not be fully protected. If we secure insurance on the Equipment, you will pay us for the insurance premiums and related charges on which we may make a profit and you acknowledge the premiums may be higher than the premiums that you would pay if you placed the insurance independently, and may result in a profit to us through an investment in reinsurance. Any insurance proceeds received will be applied, at our option, (i) to repair, restore or replace the Equipment, or (ii) to pay us the remaining balance of the Agreement plus our estimated residual value, both discounted at 3% per year, provided we elect to apply this subsection A. (B) We may bill you and you shall pay us a monthly property damage surcharge of up to .0035 of the total stream of payments as a result of our administrative costs, credit risk or other costs. We may make a profit on this program. Provided you are current in paying the property damage surcharge and all other obligations under this Agreement at the time of a loss (intentional acts are not included), the remaining balance owed on this Agreement will be forgiven, provided we elected to apply this subsection B. **NOTHING IN THIS SECTION WILL RELIEVE YOU OF YOUR OBLIGATION TO MAINTAIN LIABILITY INSURANCE COVERING THE EQUIPMENT.**

9. **DEFAULT.** You will be in default under this Agreement if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under this Agreement; (b) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law; (c) any representation made by you is false or misleading in any material respect; (d) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors; or (e) you default under any other agreement with us or our assignees.

10. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Rental Payments, Overage Copy Charges and other charges; (ii) the present value of all remaining Rental Payments and other charges, discounted at the rate of 3% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 11, or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

11. **END OF TERM OPTIONS; RETURN OF EQUIPMENT.** If you are not in default, at least 30 days prior to the end of the Term (or the Renewal Term) you shall give us written notice of your intention at the end of the Term (or the Renewal Term) which election cannot be revoked, to either: (a) return all, but not less than all, of the Equipment at your expense; or (b) purchase all, but not less than all, of the Equipment AS-IS AND WHERE-IS WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE for the Fair Market Value, plus applicable sales and other taxes. **IF YOU FAIL TO PROVIDE US WITH SUCH 30 DAY PRIOR WRITTEN NOTICE, OR HAVING NOTIFIED US, YOU FAIL TO EITHER RETURN THE EQUIPMENT, OR PURCHASE ALL OF THE EQUIPMENT AT THE END OF THE TERM OF THIS AGREEMENT, THEN THIS AGREEMENT SHALL AUTOMATICALLY RENEW ON A MONTH-TO-MONTH BASIS (THE "RENEWAL TERM")** and all of the provisions of this Agreement shall continue to apply, including, without limitation, your obligations to remit Rental Payments, Overage Copy Charges and other charges, until all of the Equipment is returned to us (either because we demand return of the Equipment or you decide to return the Equipment). If you are in default, or at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with this Agreement or for damages incurred in shipping and handling.

12. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under this Agreement or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign all or any portion of this Agreement or our interest in the Equipment; and (b) release information we have about you and this Agreement to the manufacturer, Supplier or any prospective investor, participant or purchaser of this Agreement. If we do make an assignment under subsection 12(a) above, our assignee will have all of our rights under this Agreement, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

13. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you have authority to enter into this Agreement and by so doing you will not violate any law or agreement; and (b) this Agreement is signed by your authorized officer or agent. This Agreement is the entire agreement between us, and cannot be modified except by another document signed by us. This Agreement is binding on you and your successors and assigns. All financial information you have provided is true and a reasonable representation of your financial condition. You authorize us, our agent or our assignee to: (a) obtain credit reports and make credit inquiries; (b) furnish your information, including credit application, payment history, and account information to credit reporting agencies and our assignees, potential purchasers or investors, and parties having an economic interest in this Agreement or the Equipment, including, without limitation, the seller, Supplier or any manufacturer of the Equipment; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise, Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of this Agreement to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Agreement, including your proper legal name, serial numbers and any other information describing the Equipment. At our sole discretion, we may permit the early termination of this Agreement. If permitted, you agree to pay us a fee for such privilege. **THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A (508-522) OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR THE SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT.** We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Agreement below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Agreement is reflected in the Rental Payment.

14. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** This Agreement may be executed (including via electronic signature) in counterparts. The executed counterpart, or version with your manual, faxed, scanned or electronic signature, which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to this Agreement; and (ii) any determination as to which version of this Agreement constitutes the single true original item of chattel paper under the UCC. If you sign and transmit this Agreement to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other electronic transmission of this Agreement manually signed by us, when attached to the facsimile or other electronic copy signed (manually or electronically) by you, shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing this Agreement, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the electronic or manual signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as a counterpart thereof containing original signatures; and (d) at our request, you, who executed this Agreement and transmitted its signature by facsimile or other electronic transmission, shall provide the counterpart of this Agreement containing your original manual signature to us, if applicable. No party may raise as a defense to the enforcement of this Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to this Agreement.



TERMS AND CONDITIONS

This Supplement J - Print Maintenance Agreement ("Supplement J") is an Exhibit to the Master Service Agreement indicated above (the "Agreement") between "Impact" and the "Client" indicated in the Agreement.) Impact and Client may sometimes be referred to as a "Party."

This Supplement J includes all supplies except staples. All contracts that include supplies are based on manufacturer's specified yield at 5% print or copy coverage. Any additional supplies beyond this specification will be charged to the Client at normal supply rates. Freight for delivery of supplies and parts is charged to the Client on all agreements. Any copies above the stated amount will be billed at the Excess Image Charge, identified on the previous page.

No service will be performed until payment is received. This Supplement J is non-cancellable for the term specified, except as provided herein. The additional pages titled Print Maintenance Agreement Supplement J - Terms and Conditions hereof are incorporated in and made part of this Supplement J.

1. SCOPE OF SERVICES: The charges established by this Supplement J include payment for maintenance by Impact (during normal business hours) of the Equipment, which includes inspection, adjustments, parts replacement, drums and cleaning material required for the proper operation of the Equipment as determined by Impact. All paper 11X17 or greater will be recognized and billed as two pages unless otherwise stated in special instructions. External card or coin operated equipment are excluded from this agreement. Staples must be separately purchased by Client. Networked equipment will be covered up to the computer or network connection of the copier and service calls caused by the computer or network will be charged at the current published hourly labor rate.

This Supplement J covers both the labor and the material for adjustments, repairs and replacements of parts as required under normal use of the Equipment except as hereinafter provided. Damage to the Equipment or its parts arising out of misuse, abuse, negligence, incorrect power and/or outlet, or causes beyond Impact's control are not covered. In addition, Impact may terminate this Supplement J in the event the Equipment is modified, damaged, altered or serviced by personnel other than those employed by Impact.

2. LABOR PERFORMED: Labor performed during a service call includes lubrication and cleaning of the Equipment and adjustment, repair or replacement of parts. All parts necessary for the normal maintenance of the Equipment and subject to the general scope of coverage, will be furnished free of charge during a service call included in the maintenance service provided by this Supplement J, unless otherwise noted.

3. SERVICE LIMITATIONS: Client agrees Impact will not be required to make adjustments, repairs or replacements made necessary resulting from (i) unauthorized third parties performing any maintenance, repair or replacement, (ii) Client modifying, relocating, damaging (including without limitation, unavoidable accidents), abusing or misusing the Equipment (including without limitation, the spilling of toner or other substance in the machine), and the breaking of lids, hinges, cassettes, etc., (iii) unauthorized Equipment alteration and tampering, or interconnection with non-compatible Equipment, (iv) obsolete Equipment or components deemed beyond repair in the sole judgment of Impact, (v) placing the Equipment in an area that does not conform to Impact space, electrical and environmental requirements (including without limitation, excessive dust, chemical residues, abnormal high or low temperatures), (vi) telephone or electrical power failure, (vii) strikes, accidents, embargoes, or war (viii) Acts of God, lightning or other incidents of excess voltage or power surges, or (ix) Client using toner, drum, processing units, ink, film, etc., from any source other than a service provider authorized by Impact. If maintenance is made necessary resulting from any of the above listed occurrences or other work not covered under the remedial maintenance obligation, at Impact's election, Impact may (a) provide such maintenance and bill to Client at Impact's then current rates for labor and parts which shall be due and payable in full upon receipt of invoice, (b) remove the affected Equipment from this Supplement J, or (c) terminate this Supplement J. Client agrees that Impact will not be required to make adjustments, repairs, or replacements if Impact is not provided reasonable access to the Equipment.

4. ADVANCE INSPECTION: Impact reserves the right to inspect all Equipment to be covered under this Supplement J to determine its mechanical condition. Equipment that is identified as requiring immediate repair will be identified to Client. Client, at its option, can elect to have such Equipment repaired at the then current hourly service labor rate plus parts or may elect to remove the affected Equipment from this Supplement J. All parts greater than \$100 required during the first 90 days of this Supplement J will be billed at Impact's cost.

5. REMEDIAL MAINTENANCE: During the term of this Supplement J, Impact agrees to perform the maintenance and repair that will keep the Equipment in good working order and condition, normal wear and tear excepted. If Impact is notified by Client during the term of this Supplement J that the Equipment is not in good working condition, Impact will, during Impact's established normal service hours, make necessary adjustments and repairs including replacement of parts (if parts are included as part of the terms of this Supplement J). If parts are not included in this Supplement J, Impact will promptly provide a quote for the appropriate part(s).

Impact's normal service hours are 8:00 a.m. to 7:00p.m. Central Standard Time (Monday through Friday), excluding holidays. Impact may from time to time adjust these hours as may be required in the course of business, at which time Client will be advised. Client agrees to pay for all travel and labor time for service calls after Impact's normal service hours, on weekends and on holidays at overtime rates in effect at the time the service call is made. Impact provides 24/7 service by calling 888-752-0052. Applicable rates will be given at time of call. Service at times other than Impact's established normal service hours may be furnished on an "as available basis" at published rates then in effect. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Impact.

6. RECONDITIONING: When, in its sole discretion, Impact determines reconditioning is necessary to keep the Equipment in working condition, Impact will submit to Client an estimate of needed repairs and the cost thereof, which will be in addition to any other charges payable under this Supplement J, refunding the unused portion of the maintenance charge. Thereafter, service will be available by Impact on a per call basis at Impact's published rates.

7. CLIENT RESPONSIBILITY: Client will be responsible for daily care and cleaning of the top glass, dusting Equipment, replenishing toner, replacing disposal tank, clearing jams, etc., (where applicable). Client also agrees to provide suitable electrical service and maintain proper environmental conditions. Client agrees to allow Impact to deploy a remote monitoring application (Data Collection Agent) to gather meter readings, toner & service alerts for Impact supported equipment connected to Client's network.

8. AUTOMATIC RENEWAL OR TERMINATION: The initial term of this Supplement J is indicated on page 1-1 of this Supplement, or at the completion of the stated amount of copies, whichever occurs first, unless otherwise terminated pursuant to this Supplement J. This Supplement J will automatically renew for a 12-month period upon completion of the above stated amount of copies or the expiration of the initial term, unless Client notifies Impact, in writing, not less than 90 days prior to expiration of the then current term or not less than 90 days prior to the completion of the above stated amount of copies. Impact reserves the right to cancel this contract at its discretion upon five days written notice. Client agrees that after the initial 12-month period (or any extension or renewal) of this Supplement J, and at the end of each following 12-month period thereafter, the maintenance charges are subject to change in accordance with current volume, current prices and Equipment age.

9. CHARGES: The initial charge for maintenance under this Supplement J shall be the amount set forth on the front page of this Supplement J. The Client agrees to pay all additional charges for maintenance provided hereunder 10 days from the date of invoice for such charges. A late payment fee of 1.5% per month or the maximum rate permitted by law, whichever is less, shall be charged on all overdue amounts from the date of invoice until paid. The Client understands that alterations, attachments or specification changes may require an increase in maintenance charges and agrees to pay such charges promptly when due.

10. SUPPLIES: Toner-inclusive contracts are based on manufacturer supply consumption rates. Impact will determine and deliver supplies in accordance with agreed upon usage. Use of covered supply products above the expected usage may result in additional charges. Toner may be OEM original or non-OEM at Impact's discretion.

11. PERFORMANCE OF EQUIPMENT AND USE OF OUTSIDE SUPPLIES: If the Client uses supplies other than the supplies specifically manufactured for the use in the Equipment that is covered and such supplies are defective or not acceptable for use in the Equipment, resulting in service problems, abnormally frequent service calls, or damage to the Equipment, then Impact may, at its option, terminate this Supplement J and refund the unused portion of the maintenance charges. In that event, the Client will be offered service on a "per call" basis at published rates. Impact may also decline to service the Equipment if Client uses supplies from a manufacturer other than the manufacturer of the supplies currently being used by Impact.

12. METER READINGS: Client agrees to provide Impact with accurate meter readings, or if mutually agreed upon, to provide Impact with timely access to all Equipment so that Impact may obtain meter readings as required. If accurate meter readings are not provided, or if timely access is not provided, Impact reserves the right to estimate the meter reading from previous meter readings.

13. EARLY CARTRIDGE EXCHANGE: Should it be determined that toner supplies provided by Impact are exchanged by Client when more than 15% or higher of the toner remains in the cartridge on a consistent basis (to be determined by Impact), the Client will incur a charge for the additional toner needed or an account review must be held to determine a price escalation to cover the additional charges. The early exchange of toner cartridges/units incurs additional costs to Impact that must then be assumed by the Client.

14. DEFECTIVE SUPPLY RETURN POLICY: In the event of a defective Equipment, Client will notify Impact and receive instructions on the proper return of the defective Equipment. Impact will supply the prepaid means by which to return the Equipment. It is the Client's responsibility to ensure the defective Equipment is returned following the instructions and return label provided within 5 business days of receipt of the replacement Equipment. If the Equipment is not returned within the stated time period, the Client will be charged full retail value of the provided replacement Equipment.

15. PRINTER REPLACEMENT DUE TO VALUE OF REPAIR: Should it be determined that Equipment repair will exceed 125% of the then-current value of the Equipment, as determined by Impact, the Equipment will be considered un-repairable and be replaced at the Client's expense or excluded for coverage. Replacement devices may be provided by Impact at a percentage discount from retail to be determined by contractual value.

16. RELOCATION OF EQUIPMENT: Client agrees to keep the Equipment at the installation address and shall not move it from that location without prior written consent of Impact, which shall not be unreasonably withheld. Client shall be responsible for all costs associated with relocation. If the Equipment is moved to a new location, Impact shall have the right to charge a new rate for the new location.

17. CLIENT UPGRADE OF EQUIPMENT: If the Client upgrades its Equipment covered to other Impact equipment, Impact will credit the unused portion of this Supplement J towards a new equipment maintenance agreement covering the new equipment at the published price in effect at the time of the upgrade for a one year period.

18. DEFAULT: Client shall be in default under this Supplement J if Client: (i) fails to make any payment to Impact or its agent within ten (10) days of when due or (ii) breaches any other term or condition included in this Supplement J and Client fails to cure any such breach within ten (10) days. In the event of a default, Impact may, in addition to other remedies, (i) refuse to service the Equipment until payment in full, including any late payment fees, are made; (ii) declare any and all sums (including penalties) which are due under the terms of this Supplement J to be immediately due, (iii) furnish service on a C.O.D. "per call" basis at published rates; (iv) terminate this Supplement J without advance notice; and/or (v) exercise any and all other remedies to which it may be entitled. The Client agrees to pay Impact for all costs and expenses, including reasonable attorneys' fees, incurred by Impact in establishing or enforcing its right hereunder.

AGREEMENT

Client and Impact acknowledge that they have read this Supplement J, have caused this Supplement J to be duly executed by their respective authorized representatives, and hereby agree as set forth herein.

CLIENT (OBLIGOR)

IMPACT

CLIENT AUTHORIZED SIGNATURE

IMPACT AUTHORIZED SIGNATURE

CLIENT FIRST AND LAST NAME PRINTED

260 IMPACT FIRST AND LAST NAME PRINTED

CLIENT TITLE

DATE CLIENT SIGNED

IMPACT TITLE

DATE IMPACT SIGNED

Room Description	Building	Address	Device Make/Model	Serial #
Main Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	Kyocera 7054ci	
Supply Room	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	Kyocera 4054ci	
Executive Secretary Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	Kyocera M2635dw	
Accounts Payable Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	HP M602	CNDCGDX11G
Human Resources Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	HP M428fdw	CNDRP3SHDC
Payroll Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	HP M602	CNDCGB80V1
Payroll Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	HP M506	PHBGR69478
Superintendent Office	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	HP M477fdn	VNBKK88JL7
Supply Room	Administrative Headquarters	4100 Joliet Ave, Lyons, IL 60534	HP M428fdw	CNDRPCX0QJ
Library	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	Kyocera 4054ci	
Main Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	Kyocera 4054ci	
Main Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	Kyocera 4054ci	
Staff Lounge	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	Kyocera 4054ci	
Principal Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	HP Color E45028dn	
Kitchen	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	HP E40040dn	
Main Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	HP E40040dn	
Psychologist Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	HP E40040dn	
Social Worker Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	HP E40040dn	
Nurse Office	Costello Elementary School	4632 South Clyde Ave., Lyons, IL 60534	Kyocera M2635dw	
Hallway	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	Kyocera 4054ci	
Library	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	Kyocera 4054ci	
Staff Lounge	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	Kyocera 4054ci	
Supply Room	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	Kyocera 4054ci	
Principal Office	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	HP Color E45028dn	
Kitchen	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	HP E40040dn	
Main Office	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	HP E40040dn	
Resource Suite	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	HP E40040dn	
Nurse Office	Edison Elementary School	4100 Scoville Ave., Stickney, IL 60402	Kyocera M2635dw	
Library	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	Kyocera 4054ci	
Main Office	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	Kyocera 4054ci	
Staff Lounge	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	Kyocera 4054ci	
Staff Lounge	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	Kyocera 4054ci	
Principal Office	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	HP Color E45028dn	

Kitchen	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	HP E40040dn	
Main Office	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	HP E40040dn	
Psychologist/Social Worker Office	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	HP E40040dn	
Nurse Office	Home Elementary School	4400 South Home Ave., Stickney, IL 60402	Kyocera M2635dw	
Library	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	Kyocera 4054ci	
Main Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	Kyocera 4054ci	
Staff Lounge	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	Kyocera 4054ci	
Staff Lounge	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	Kyocera 4054ci	
Assistant Principal Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	HP Color E45028dn	
Principal Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	HP Color E45028dn	
Kitchen	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	HP E40040dn	
Main Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	HP E40040dn	
Psychologist Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	HP E40040dn	
Social Worker Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	HP E40040dn	
Nurse Office	Lincoln Elementary School	4300 Grove Avenue, Brookfield, IL 60513	Kyocera M2635dw	
Library	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	Kyocera 4054ci	
Staff Lounge	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	Kyocera 4054ci	
Staff Lounge	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	Kyocera 4054ci	
Principal Office	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	HP Color E45028dn	
Main Office	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	HP E40040dn	
Psychologist Office	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	HP E40040dn	
Social Worker Office	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	HP E40040dn	
Nurse Office	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	Kyocera M2635dw	
Kitchen	Robinson Elementary School	4431 S Gage Ave., Lyons, IL 60534	HP M404n	VNG3F23597
Hallway	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera 4054ci	
Library	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera 4054ci	
Main Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera 4054ci	
Staff Lounge	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera 4054ci	
Staff Lounge	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera 4054ci	
Assistant Principal Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP Color E45028dn	
Dean Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP Color E45028dn	
Principal Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP Color E45028dn	
Kitchen	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP E40040dn	
Main Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP E40040dn	

Special Education Hallway	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP E40040dn	
Building & Grounds Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera M2635dw	
Nurse Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera M2635dw	
Technology Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	Kyocera M2635dw	
Psychologist Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP M404n	PHDBB29083
Social Worker Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP M454DN	TBD
Social Worker Office	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP M506	PHBGR69477
Social Worker Office #3	Washington Middle School	8101 Ogden Ave., Lyons, IL 60534	HP M506	PHBGR69363

Software Maintenance & Upgrade Agreement

CLIENT INFORMATION

COMPANY FULL LEGAL NAME (CLIENT)

CLIENT CONTACT

COMPANY ADDRESS

CITY

STATE

ZIP

CLIENT EMAIL

CLIENT PHONE

CLIENT FAX

MASTER SERVICE AGREEMENT

DATE

MSA NUMBER

EFFECTIVE DATES OF THIS SUPPLEMENT

START DATE

END DATE

TERM (MONTHS)

TERMS AND CONDITIONS

This Supplement I - Software Maintenance and Upgrade Agreement (SMUA) ("this Supplement I") is for Software Maintenance and Upgrades (defined on subsequent pages) of software itemized on the SMUA Sales Order. For so long as Client continues to pay Impact service/maintenance fees for software, or until such time as this SMUA Supplement is otherwise canceled by either party pursuant to the terms of this Supplement I, Impact, via its software manufacturer partners, shall provide updates, upgrades and new versions of the software to Client, as they are available for general release and at the discretion of Impact. The decision to perform a software upgrade shall be at the sole discretion of Impact. Client shall not perform upgrades without the written consent or approval of Impact or its authorized agents. Upgrades are included under this Supplement I but necessary professional services time may be chargeable if upgrades are not necessary in order to solve open support items. "Maintenance" means assistance in troubleshooting or correcting any performance issue or instances directly related to software or solution failure provided by Impact. Maintenance does not include expansion, in any form, of the original solution as described in the Sales Order. Examples of expansion include, but are not limited to, migrations new configurations, new PC installations, workflow expansion, new employee setup, etc.

Services Provided

This Supplement I is designed to provide services based on a fixed cost on an annual basis. This does not mean that other costs may not be incurred.

Telephone Support

The hours of operation for Impact are 7:00 AM to 6:00 PM, CST, (Monday through Friday), excluding holidays. The Client shall appoint two individuals within its organization to serve as the primary contacts between Impact and Client to receive support through the telephone support center. Impact will make all reasonable efforts to provide phone support services within two hours from the time the Client makes the initial request. Client must call the number listed on front of this Supplement I for support.

Remote Diagnostics

Prior to an on-site response, personnel from Impact may attempt to resolve any issue via remote-access, web-based software. In the event that this is necessary, Client agrees to provide any assistance necessary in diagnosing and resolving any issues. Impact shall not be held liable for any software or network failures during these remote sessions. Client authorizes Impact to utilize remote diagnostic services in order to solve necessary support items.

On-Site Response

If Impact personnel are unable to resolve issues via telephone/remote support, an on-site visit to the Client location may be required. In the event that an on-site visit is required, Client agrees to provide Impact personnel with any resources necessary to resolve any open issue in a timely manner. An on-site visit will incur hourly charges as deemed necessary by Impact and are described in the section below titled Service Hours and Fees.

Service Hours and Fees

Hourly fee for services not covered or for on-site support pursuant to this Supplement I:

Business Hours (7:00 a.m. - 6:00 p.m.): \$275.00 (the "Normal Rate")

Non-Business Hours (6:01 p.m. - 10:00 p.m.) billed at 1.5x Normal Rate.

Non-Business Hours (10:01 p.m. - 6:59 a.m.) billed at 2x Normal Rate.

Travel time will be charged per visit and may vary depending on distance to Client from local Impact office.

Exclusions

Third party vendors may need to be consulted during the process of diagnosing and resolving any solution issues. No representative of Impact is authorized to give a binding completion time for any service performed under this Supplement I, and any representation of a completion time will be considered only an estimate. Impact is not responsible for third party vendor costs (including costs incurred by Client's third party IT staff). Servers provided by Impact include only the manufacturers' support. Warranty and support information will be delivered to Client. This Supplement I does not include any extension of said warranty and any server or PC provided is excluded from this Supplement I. Data backup is the sole responsibility of the Client. Impact is not responsible for any data backup procedure or the verification of backup procedure provided by the Client. This Supplement I does not cover any backup of described solution. In the event a restoration is necessary from viable backup means, Impact's time and support will incur extra charges as described in the Service Hours and Fees under "Hourly fee for services not covered". Impact will not be held liable for any missing, corrupt, or lost information as a result of data loss in any form. Impact shall not be held liable for any product failure that is a result of unintended use or altering of the original intended use of the software solution without the written consent of Impact.

Limitations

- Performances under or pursuant to this Supplement I shall be limited to Impact's obligation to provide a replacement component and/or for installation services for such components. In no event shall Impact's liability exceed the actual consideration paid by Client for the component or service in question.
- Impact cannot guarantee against the following: (1) problems with the software or hardware that were unknown to it prior to installation or (2) a virus; (3) equipment failure, whether or not the equipment was provided by Impact; (4) problems that are caused by operator or company error such as an overheated server room or improper care of equipment; or (5) an act of God such as flood, power surges or fire.

Term and Termination

This contract will be valid for the term stated on the front of this Supplement I. This Supplement I will automatically renew for a period of one year, unless prior written notice of termination is given by either party not less than 90 days prior to any renewal date of this Supplement I. A corresponding invoice shall be issued for the renewal of this Supplement I when the associated cost is above and beyond any normal payments agreed upon at the inception of the software solution. The annual cost of this Supplement I may increase without prior notice to Client. Impact may terminate this Supplement I at any time upon a breach by the Client of its obligations hereunder.

NOTES / SPECIAL INSTRUCTIONS



Equipment Removal / Buyout Authorization

CUSTOMER _____

VENDOR _____

Vendor does hereby agree to pay:

_____ ("Third Party Lessor") an amount identified below ("Buyout Amount") to pay off and/or reduce Customer's obligations owing under that certain lease agreement # _____ ("Third Party Lease") between Customer and Third Party Lessor relating to the equipment identified in that contract ("Equipment").

OR

Customer an amount identified below ("Buyout Amount") to pay off and/or reduce Customer's obligations owing under that certain lease agreement # _____ ("Third Party Lease") between Customer and _____ ("Third Party Lessor") relating to the equipment identified in that contract ("Equipment"). Customer agrees to remit the Buyout Amount to the Third Party Lessor in payment of at least the partial balance owed.

Buyout Amount \$ _____

Vendor shall have no further liability to the Customer or to any third party as a result of this transaction. The Buyout Amount (above) has been determined based upon the Customer's representation that the remaining balance due under the Third party Lease is at least equal to the Buyout Amount.

Reimbursement Information

Customer _____

City _____

Address _____

State _____

ZIP _____

Agreed and Accepted

CUSTOMER SIGNATURE _____

VENDOR SIGNATURE _____

NAME _____

NAME _____

TITLE _____

DATE _____

TITLE _____

DATE _____

Locaion & Room Number	Make	Model	Serial #
4100 Scoville Ave Berwyn Il (???)	HP	CP2025dn	CNGS389963
8101 OGDEN AVE (Main Office) LYONS, IL	HP	CP2025dn	CNGS389959
4431 GAGE AVE (Princepal Office) LYONS, IL	HP	CP2025dn	CNGS366342
4100 Scoville Ave Berwyn Il (Libery)	HP	4250	CNRXG80416
8101 OGDEN AVE (Libery) LYONS, IL	HP	4250	CNRXX82265
4300 GROVE AVE (???) BROOKFIELD, IL	HP	4250	USBXS10559
4431 GAGE AVE (119) LYONS, IL	HP	4250	USBXS10560
4100 Scoville Ave Berwyn Il (Teacher Lounge)	HP	4250	NA
4100 Joliet Ave Lyons Il (Kim West)	HP	M118dw	VNB5F67339
4400 HOME AVE BERWYN, IL (Libery)	HP	P2035n	CNB9F41874
4400 HOME AVE BERWYN, IL (Kitchen)	HP	P2035n	CNB9X40063
4100 Joliet Ave Lyons Il (Lupe)	HP	P2035n	VNB3M25926
4100 Scoville Ave Berwyn Il (117)	HP	P2035n	CNB9R75328
4100 Scoville Ave Berwyn Il (115 Art Room)	HP	P2035n	CNB0B06939
4100 Scoville Ave Berwyn Il (Media 107)	HP	P2035n	CNB9X40058
8101 OGDEN AVE (Princapal Office) LYONS, IL	HP	P2035n	CNB9S47901
8101 OGDEN AVE (Boys Locker Room) LYONS, IL	HP	P2035n	CNB9S21848
8101 OGDEN AVE (254 2nd floor) LYONS, IL	HP	P2035n	NA
8101 OGDEN AVE (166 BNO) LYONS, IL	HP	P2035n	CNB9T71904
8101 OGDEN AVE (143 Return to Learn) LYONS, IL	HP	P2035n	CNB0B02983
8101 OGDEN AVE (100) LYONS, IL	HP	P2035n	VNB3C36638
8101 OGDEN AVE (109) LYONS, IL	HP	P2035n	NA
8101 OGDEN AVE (Lunch Room) LYONS, IL	HP	P2035n	VNB3K02678
8101 OGDEN AVE (131) LYONS, IL	HP	P2035n	CNB9S61603
8101 OGDEN AVE (111) LYONS, IL	HP	P2035n	CNB09X70047
4300 GROVE AVE (Kitchen) BROOKFIELD, IL	HP	P2035n	VNB3K03948
4632 CLYDE AVE (Kitchen) LYONS, IL	HP	P2035n	CNB9R76778

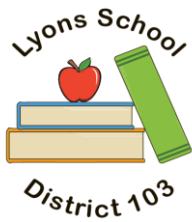
4632 CLYDE AVE (Principal Office) LYONS, IL	HP	P2035n	CNB9X40065
Could not Find (Kitchen)	HP	P2035n	CNB9T43187
4100 Scoville Ave Berwyn Il (Hall Class)	Konica	C458	A79M011045916
4300 GROVE AVE (Main Office) BROOKFIELD, IL	Konica	C458	A79M011045866
4400 HOME AVE (Library) BERWYN, IL	Konica	C458	A79M011045743
4431 GAGE AVE (Libery) LYONS, IL	Konica	C458	A79M011045770
4632 CLYDE AVE (Libery) LYONS, IL	Konica	C458	A79M011045978
8101 OGDEN AVE (Hallway 2nd Floor) LYONS, IL	Konica	C458	A79M011045869
4100 Joliet Ave Lyons Il (Office 1)	Konica	C658	A79J013008511
4100 Scoville Ave Berwyn Il (Media Room 107)	Konica	C658	A79J013008551
4100 Scoville Ave Berwyn Il (Media Room)	Konica	C658	A79J013008539
4100 Scoville Ave Berwyn Il (Teacher Lounge)	Konica	C658	A79J013008579
4300 GROVE AVE (Teacher Lounge) BROOKFIELD, IL	Konica	C658	A79J013008577
4300 GROVE AVE (Computer Room 116) BROOKFIELD, IL	Konica	C658	A79J013008458
4300 GROVE AVE (Teacher Lounge) BROOKFIELD, IL	Konica	C658	A79J013008546
4400 HOME AVE (Teacher Lounge) BERWYN, IL	Konica	C658	A79J013007849
4400 HOME AVE (Teacher Lounge) BERWYN, IL	Konica	C658	A79J013008359
4400 HOME AVE BERWYN, IL (Front Office)	Konica	C658	A79J013003870
4431 GAGE AVE LYONS, IL (Libery)	Konica	C658	A79J013005178
4431 GAGE AVE (Teacher Lounge Room 115) LYONS, IL	Konica	C658	A79J013008504
4431 GAGE AVE (Teacher Lounge) LYONS, IL	Konica	C658	A79J013008501
4632 CLYDE AVE (Princeple Office) LYONS, IL	Konica	C658	A79J013008526
4632 CLYDE AVE (Teacher Lounge) LYONS, IL	Konica	C658	A79J013008574
4632 CLYDE AVE (Princple Office) LYONS, IL	Konica	C658	A79J013008578
8101 OGDEN AVE (Copier Room) LYONS, IL	Konica	C658	A79J013008562
8101 OGDEN AVE LYONS, IL (Copier Room)	Konica	C658	A79J013008497

8101 OGDEN AVE (Main Office) LYONS, IL	Konica	C658	A79J013008566
4100 Joliet Ave Lyons II (Copier Room)	Konica	C658	A79J013008535
4100 Joliet Ave Lyons II (Bill Office)	Xerox	3335	NA
4100 Scoville Ave Berwyn II (Principle Office)	Xerox	3550	VMA586816
4100 Scoville Ave Berwyn II (Princpal Office)	HP	8035	TH0BP5P1Q7
4400 HOME AVE BERWYN, IL (Nurse Office)	Xerox	B215	HDQ956144
4100 Scoville Ave Berwyn II (Nurse Office)	Xerox	B215	NA
8101 OGDEN AVE (Nurse Office) LYONS, IL	Xerox	B215	NA
4300 GROVE AVE (Nurse Office) BROOKFIELD, IL	Xerox	B215	NA
4632 CLYDE AVE (Nurse Office) LYONS, IL	Xerox	B215	NA
4431 GAGE AVE (Nurse Office) LYONS, IL	Xerox	B215	NA
4100 Scoville Ave Berwyn II (???)	HP	M148fdw	VNG3627352
4400 HOME AVE BERWYN, IL (Front Office) (Fax Only)	HP	M227fdw	VNG3G45532

Name:

Signature:

Date:



Lyons Elementary District 103

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

Working Together to Expand Student Opportunities

Mr. Kristopher A. Rivera
Superintendent of Schools

June 27, 2023

The Board of Education of Lyons Elementary District 103 hereby:

1. Extends authority to the administration to hire temporary substitutes for the district;
2. Extends authority to the administration to place students for ten (10) days or less for violation of school rules and other misconduct in the District 103 Alternative School or out-of-school suspension according to district policy and student handbooks;
3. Designates **Ms. Stephanie Koenig** as the Title IX Grievance Officer for the District;
4. Designates **Ms. Stephanie Koenig** as District Nondiscrimination Coordinator;
5. Designates **Ms. Stephanie Koenig** as the Uniform Complaint hearing officer;
6. Designates **Ms. Kim West** as the expulsion hearing officer for Grades K-5, when allowed by district policy;
7. Designates **Ms. Kim West** as District liaison to homeless children;
8. Designates the following two (2) complaint managers for STAFF sexual harassment or sexual discrimination issues: **Ms. Stephanie Koenig and Ms. Kim West**;
9. Designates the following two (2) complaint managers for STUDENT sexual harassment or sexual discrimination issues: **Ms. Stephanie Koenig, and Ms. Kim West**;
10. Designates **the Business Manager** to be in charge of transportation and food sales that compete with the federal student lunch program;
11. Designates the following as Student Activity Fund Managers:
Home School: **Ms. LaTasha Bailey** Costello School: **Mr. Christopher Jamrose**
Robinson School: **Ms. Nicole Lawler** Lincoln School: **Mrs. Theresa Silva**
Edison School: **Brandon Baisden** GWMS: **Mr. Joshua Dakins, Sr.**
12. Designates **Township Treasurer's Office** as Chief Investment Officer;
13. Designates the following as responsible and in charge in the event that the Superintendent is unavailable or unable to act in an emergency situation (in succession):
 - a. **Ms. Kim West**
 - b. **Dr. Regina Redd**
14. Designates **Ms. Stephanie Koenig and Abdul "Kadir" Dada** as the FOIA Officers.