

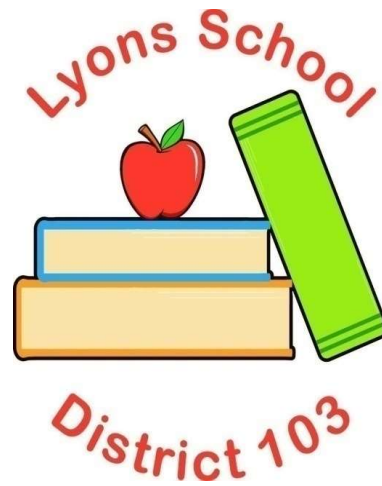
SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
August 27, 2024
6:00 PM

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. Pledge of Allegiance</u>	
<u>III. Roll Call</u>	
<u>IV. Reading of Communications</u>	
<u>V. Year-to-Date Financials</u>	<u>3</u>
<u>VI. Public Comment</u>	
<u>VII. Consent Agenda</u>	
A. Authorize Payment of Monthly Bills for August 2024	
1. Board Bills August 2024	16
B. Approval of Minutes	
1. Regular Minutes of July 23, 2024	43
2. Confidential Minutes of July 23, 2024	
3. Special Meeting Minutes of August 1, 2024	52
C. Approval of Personnel Report List #8.27.24	54
<u>VIII. Board Reports</u>	
A. Press Plus Policies	
1. Policy 2.70 - Vacancies on the Board of Education - Filling Vacancies	56
2. Policy 2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment	58
3. Policy 2:125 - Board Member Compensation; Expenses	64
4. Policy 2:125-E1 Exhibit - Board Member Expense Reimbursement Form	70
5. Policy 2:125-E2 Exhibit - Board Member Estimated Expense Approval Form	72
6. Policy 2:160 Board Attorney	75
7. Policy 2:160-E Exhibit - Checklist for Selecting a Board Attorney	77
8. Policy 4:15 - Identity Protection	83

9. Policy 4:70 - Resource Conservation	85
10. Policy 4:80 - Accounting and Audits	86
11. Policy 5:180 - Temporary Illness or Temporary Incapacity	89
12. Policy 5:200 - Terms and Conditions of Employment and Dismissal	91
13. Policy 5:290 - Employment Termination and Suspensions	93
14. Policy 5:310 - Compensatory Time-Off	96
15. Policy 6:40 - Curriculum Development	98
16. Policy 6:110 - Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	100
17. Policy 6:140 - Education of Homeless Children	102
18. Policy 6:150 - Home and Hospital Instruction	104
19. Policy 7:170 - Vandalism	106
20. Policy 2:260 - Uniform Grievance Procedure	107
21. Policy 2:265 - Title IX Grievance Procedure	113
22. Policy 5:100 - Staff Development Program	118
23. Policy 7:20 - Harassment of Students Prohibited	123
24. Policy 7:185 - Teen Dating Violence Prohibited	127
IX. <u>Action Items</u>	
A. Resolution Recognizing Parent-Teacher Organization (PTO) and Parent- Teacher Association (PTA) as the Vehicles for Parents Involvement in all District 103 Schools and Eliminating the Use of Parent-Teacher Committee (PTC)	129
B. Approval of New Mediscan II, LLC d/b/a Cross Country Education Staffing Agreement	130
C. Disposal of Technology Equipment	140
X. <u>Adjournment</u>	



Working Together to Expand Student Opportunities

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

July YTD Financials

Fiscal Year 2025

Presented to BOE

8/27/2024

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

July 31, 2024

REVENUES	Budget	%	Monthly	YTD	Percent
	FY 2025	Of Total	July	as of	of Budget
		Revenue		7/31/2024	Realized
Property Taxes	\$ 20,685,000	49.22%	\$ 4,174,450	\$ 4,174,450	20.18
Corp. Per. Prop. Replacement Taxes	\$ 3,800,000	9.04%	\$ 521,687	\$ 521,687	13.73
State Evidence Based Funding (EBF)	\$ 12,495,602	29.73%	\$ -	\$ -	-
Categorical State Aid	\$ 1,010,397	2.40%	\$ 40,905	\$ 40,905	4.05
State Early Childhood Block Grant	\$ 679,735	1.62%	\$ -	\$ -	-
Federal Nutrition Program	\$ 815,000	1.94%	\$ 73,897	\$ 73,897	9.07
Federal Title 1	\$ 879,010	2.09%	\$ 289,752	\$ 289,752	32.96
Other Federal	\$ 958,917	2.28%	\$ 109,766	\$ 109,766	11.45
Earnings on Investments	\$ 540,000	1.28%	\$ -	\$ -	-
Food Service	\$ 50,000	0.12%	\$ 594	\$ 594	1.19
Fees	\$ 300	0.00%	\$ -	\$ -	-
Other Rev; Before School & Camps	\$ 110,000	0.26%	\$ 1,110	\$ 1,110	1.01
Total Revenue	\$ 42,023,961	100.00%	\$ 5,212,161	\$ 5,212,161	12.40%

EXPENDITURES	Budget	%	Monthly	YTD	Percent
	FY 2025	Of Total	July	as of	of Budget
		Expenditures		7/31/2024	Realized
Salaries	\$ 21,956,809	55.29%	\$ 258,660	\$ 258,660	1.18
Benefits	\$ 6,362,871	16.02%	\$ 67,774	\$ 67,774	1.07
Purchased Services	\$ 7,689,781	19.36%	\$ 257,527	\$ 257,527	3.35
Supplies	\$ 924,816	2.33%	\$ 101,401	\$ 101,401	10.96
Capital Outlay	\$ 7,242	0.02%	\$ 289	\$ 289	4.00
Special Ed Tuition	\$ 2,564,510	6.46%	\$ 93,494	\$ 93,494	3.65
Dues&Fees/Tuition/Contingency	\$ 206,157	0.52%	\$ -	\$ -	-
Total Expenditures	\$ 39,712,186	100.00%	\$ 779,145	\$ 779,145	1.96%

Surplus/(Deficit)	\$ 2,311,775	4	\$ 4,433,016	\$ 4,433,016	
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Lyons School District 103
OPERATION AND MAINTENANCE FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Property Taxes \$	2,420,000	94.98%	\$ 482,505	\$ 482,505	19.94
Corp. Per. Prop. Replacement Taxes \$	100,000	3.92%	\$ -	\$ -	-
State Evidence Based Funding (EBF) \$	-	0.00%	\$ -	\$ -	-
Federal Aid \$	-	0.00%	\$ -	\$ -	-
Earnings on Investments \$	25,000	0.98%	\$ -	\$ -	-
Rentals \$	-	0.00%	\$ -	\$ -	-
Maintenance Grant \$	-	0.00%	\$ -	\$ -	-
Other Revenue Sources \$	3,000	0.12%	\$ -	\$ -	-
Total Revenue	\$ 2,548,000	100.00%	\$ 482,505	\$ 482,505	18.94%

EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Salaries \$	1,753,276	53.41%	\$ 110,486	\$ 110,486	6.30
Benefits \$	362,274	11.04%	\$ 25,671	\$ 25,671	7.09
Purchased Services \$	534,659	16.29%	\$ 73,171	\$ 73,171	13.69
Supplies \$	591,009	18.00%	\$ 55,843	\$ 55,843	9.45
Capital Outlay \$	41,500	1.26%	\$ -	\$ -	-
Other Objects \$	-	0.00%	\$ -	\$ -	-
Dues&Fees/Contingency \$	-	0.00%	\$ -	\$ -	#DIV/0!
Total Expenditures	\$ 3,282,718	100.00%	\$ 265,171	\$ 265,171	8.08%

Surplus/(Deficit)	\$ (734,718)	5	\$ 217,334	\$ 217,334
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Lyons School District 103
MUNICIPAL RETIREMENT, SOCIAL SECURITY & MEDICARE FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Property Taxes \$	203,500	40.74%	\$ 39,503	\$ 39,503	19.41
Corp. Per. Prop. Replacement Taxes \$	240,000	48.05%	\$ 240,000	\$ 240,000	100.00
Earnings on Investments \$	56,000	11.21%	\$ -	\$ -	-
Other Revenue		0.00%			
Total Revenue	\$ 499,500	100.00%	\$ 279,503	\$ 279,503	55.96%

EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Benefits \$	912,094	100.00%	\$ 31,291	\$ 31,291	3.43
Purchased Services \$	-	0.00%	\$ -	\$ -	-
Total Expenditures	\$ 912,094	100.00%	\$ 31,291	\$ 31,291	3.43%

Surplus/(Deficit)	\$ 5,692		\$ 248,212	\$ 248,212	
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Lyons School District 103
TORT IMMUNITY FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Property Taxes \$	308,000	99.52%	\$ 60,236	\$ 60,236	19.56
Earnings on Investments \$	1,500	0.48%	\$ -	\$ -	-
Other Revenue		0.00%			
Total Revenue	\$ 309,500	100.00%	\$ 60,236	\$ 60,236	19.46%

EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Salaries \$	72,500	18.63%	\$ 6,500	\$ 6,500	8.97
Purchase Services \$	316,694	81.37%	\$ 56,556	\$ 56,556	17.86
Total Expenditures	\$ 389,194	100.00%	\$ 63,056	\$ 63,056	16.20%

Surplus/(Deficit)	\$ (79,694)		\$ (2,820)	\$ (2,820)	
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Lyons School District 103
TRANSPORTATION FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Property Taxes \$	100,000	10.11%	\$ 19,828	\$ 19,828	19.83
Categorical State Aid \$	824,000	83.32%	\$ -	\$ -	-
Earnings on Investments \$	65,000	6.57%	\$ -	\$ -	-
Other Revenue \$	-	0.00%	\$ -	\$ -	-
Total Revenue	\$ 989,000	100.00%	\$ 19,828	\$ 19,828	2.00%

EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Salaries \$	13,640	0.76%	\$ -	\$ -	-
Benefits \$	80	0.00%	\$ -	\$ -	-
Purchased Services \$	1,777,980	99.23%	\$ 61,043	\$ 61,043	3.43
Supplies \$	-	0.00%	\$ -	\$ -	-
Capital Outlay \$	-	0.00%	\$ -	\$ -	-
Dues&Fees/Contingency \$	-	0.00%	\$ -	\$ -	-
Total Expenditures	\$ 1,791,700	100.00%	\$ 61,043	\$ 61,043	3.41%

Surplus/(Deficit)	\$ (802,700)		\$ (41,215)	\$ (41,215)	
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Lyons School District 103
WORKING CASH FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Property Taxes \$	197,500	79.80%	\$ 38,745	\$ 38,745	19.62
Earnings on Investments \$	50,000	20.20%	\$ -	\$ -	-
Total Revenue	\$ 247,500	100.00%	\$ 38,745	\$ 38,745	15.65%
EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Interfund Transfer					0.00%
Total Expenditures	\$ -	0.00%	\$ -	\$ -	0.00%
Surplus/(Deficit)	\$ 247,500		\$ 38,745	\$ 38,745	

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

July 31, 2024

REVENUES	Budget	%	Monthly	YTD	Percent
	FY 2025	Of Total	July	as of	of Budget
		Revenue		7/31/2024	Realized
Property Taxes \$	23,914,000	50.12%	\$ 4,815,266	\$ 4,815,266	20.14
Corp. Per. Prop. Replacement Taxes \$	5,240,000	10.98%	\$ 761,687	\$ 761,687	14.54
State Evidence Based Funding (EBF) \$	12,495,602	26.19%	\$ -	\$ -	-
Categorical State Aid \$	1,834,397	3.84%	\$ 40,905	\$ 40,905	2.23
State Early Childhood Block Grant \$	679,735	1.42%	\$ -	\$ -	-
Federal Nutrition Program \$	815,000	1.71%	\$ 73,897	\$ 73,897	9.07
Federal Title 1 \$	879,010	1.84%	\$ 289,752	\$ 289,752	32.96
Other Federal \$	958,917	2.01%	\$ 109,766	\$ 109,766	11.45
Earnings on Investments \$	737,500	1.55%	\$ -	\$ -	-
Food Service \$	50,000	0.10%	\$ 594	\$ 594	1.19
Fees \$	300	0.00%	\$ -	\$ -	-
Before School Care, Camps \$	110,000	0.23%	\$ 1,110	\$ 1,110	1.01
Rentals \$	-	0.00%	\$ -	\$ -	-
Maintenance Grants \$	-	0.00%	\$ -	\$ -	-
Other Revenue \$	3,000	0.01%	\$ -	\$ -	-
Total Revenue	\$ 47,717,461	100.00%	\$ 6,092,977	\$ 6,092,977	12.77%

EXPENDITURES	Budget	%	Monthly	Actual	Percent
	FY 2025	Of Total	July	as of	of Budget
		Expenditures		7/31/2024	Realized
Salaries \$	23,796,225	51.63%	\$ 375,646	\$ 375,646	1.58
Benefits \$	6,725,225	14.59%	\$ 93,445	\$ 93,445	1.39
IMRF/FICA/SS/Medicare \$	912,094	1.98%	\$ 31,291	\$ 31,291	3.43
Purchased Services \$	10,319,114	22.39%	\$ 448,297	\$ 448,297	4.34
Supplies \$	1,515,825	3.29%	\$ 157,244	\$ 157,244	10.37
Capital Outlay \$	48,742	0.11%	\$ 289	\$ 289	0.59
Special Ed Tuition \$	2,564,510	5.56%	\$ 93,494	\$ 93,494	3.65
Other, Dues&Fees/Contingency \$	206,157	0.45%	\$ -	\$ -	-
Total Expenditures	\$ 46,087,891	100.00%	\$ 1,199,706	\$ 1,199,706	2.60%

Surplus/(Deficit)	\$ 1,629,570	10	\$ 4,893,271	\$ 4,893,271	
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Lyons School District 103
DEBT SERVICE FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Property Taxes \$	98,000	53.26%	\$ 20,468	\$ 20,468	20.89
Earnings on Investments \$	1,000	0.54%	\$ -	\$ -	-
Other Revenue Sources \$	85,000	46.20%	\$ -	\$ -	-
State Evidence Based Funding (EBF) \$	-	0.00%	\$ -	\$ -	-
Total Revenue	\$ 184,000	100.00%	\$ 20,468	\$ 20,468	11.12%

EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Debt Service \$	993,500	100.00%	\$ -	\$ -	-
Total Expenditures	\$ 993,500	100.00%	\$ -	\$ -	0.00%

Surplus/(Deficit)	\$ (809,500)		\$ 20,468	\$ 20,468	
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Lyons School District 103
CAPITAL PROJECTS FUND
Y-T-D REVENUE and EXPENSE by SOURCE

July 31, 2024

REVENUES	Budget FY 2025	% Of Total Revenue	Monthly July	YTD as of 7/31/2024	Percent of Budget Realized
Corp. Per. Prop. Replacement Taxes	\$ 1,100,000	94.31%	\$ -	\$ -	-
Earnings on Investments	\$ -	0.00%	\$ -	\$ -	-
Federal Grant	\$ 1,166,319	51.46%	\$ -	\$ -	-
Total Revenue	\$ 2,266,319	51.46%	\$ -	\$ -	0.00%
EXPENDITURES	Budget FY 2025	% Of Total Expenditures	Monthly July	Actual as of 7/31/2024	Percent of Budget Realized
Purchased Services	\$ -	0.00%	\$ -	\$ -	-
Capital Outlay	\$ 2,182,042	100.00%	\$ 17,020	\$ 17,020	0.78
Total Expenditures	\$ 2,182,042	100.00%	\$ 17,020	\$ 17,020	0.78%
Surplus/(Deficit)	\$ 84,277		\$ (17,020)	\$ (17,020)	

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

July 31, 2024

REVENUES	Budget	%	Monthly	YTD	Percent
	FY 2025	Of Total	July	as of	of Budget
		Revenue		7/31/2024	Realized
Property Taxes \$	360,000	88.24%	\$ 70,422	\$ 70,422	19.56
Earnings on Investments \$	48,000	11.76%	\$ -	\$ -	-
Other Revenue \$	-	0.00%	\$ -	\$ -	-
Total Revenue	\$ 408,000	100.00%	\$ 70,422	\$ 70,422	17.26%
EXPENDITURES	Budget	%	Monthly	Actual	Percent
	FY 2025	Of Total	July	as of	of Budget
		Expenditures		7/31/2024	Realized
Purchased Services \$	-	0.00%	\$ -	\$ -	-
Total Expenditures	\$ -	0.00%	\$ -	\$ -	-
Surplus/(Deficit)	\$ 408,000		\$ 70,422	\$ 70,422	

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

July 31, 2024

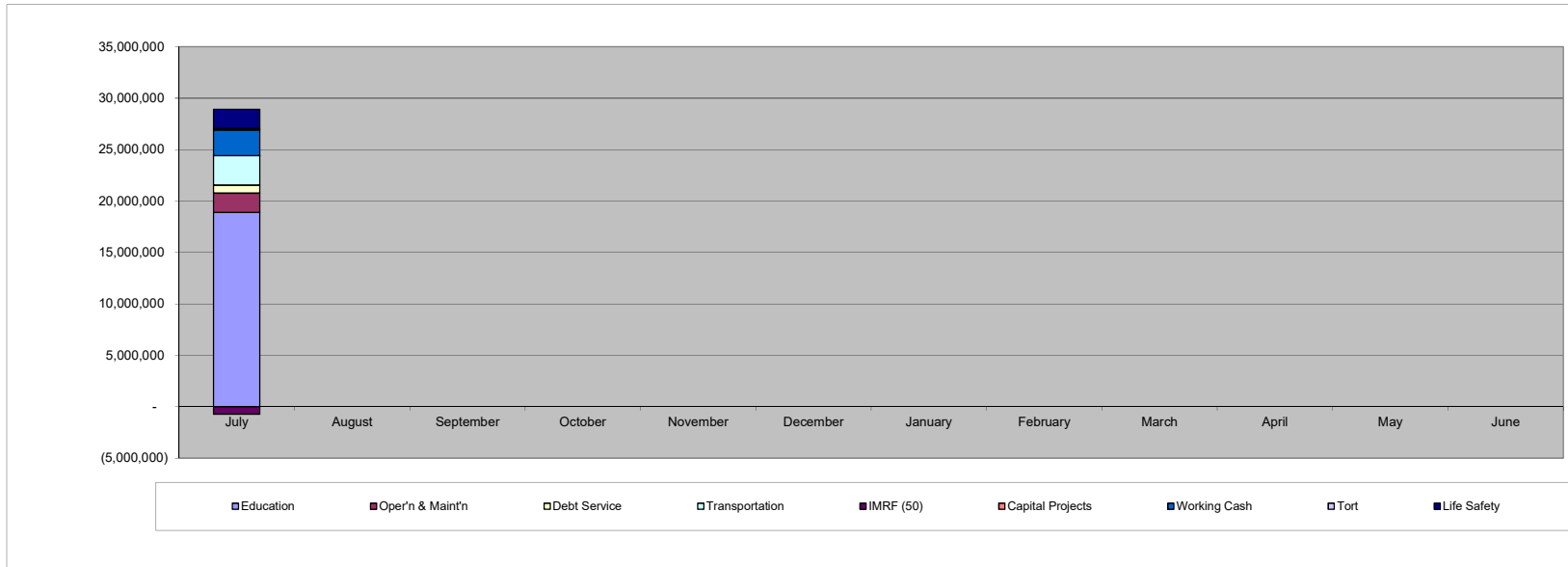
REVENUES	Budget	%	Monthly	YTD	Percent
	FY 2025	Of Total	July	as of	of Budget
		Revenue		7/31/2024	Realized
Property Taxes \$	24,372,000	49%	\$ 4,906,156	\$ 4,906,156	20.13
Corp. Per. Prop. Replacement Taxes \$	5,240,000	11%	\$ 761,687	\$ 761,687	14.54
State Evidence Based Funding (EBF) \$	12,495,602	25%	\$ -	\$ -	-
Categorical State Aid \$	1,834,397	4%	\$ 40,905	\$ 40,905	2.23
State Early Childhood Block Grant \$	679,735	1%	\$ -	\$ -	-
Federal Nutrition Program \$	815,000	2%	\$ 73,897	\$ 73,897	9.07
Federal Title 1 \$	879,010	2%	\$ 289,752	\$ 289,752	32.96
Other Federal \$	2,125,236	4%	\$ 109,766	\$ 109,766	5.16
Earnings on Investments \$	786,500	2%	\$ -	\$ -	-
Food Service \$	50,000	0%	\$ 594	\$ 594	1.19
Fees \$	300	0%	\$ -	\$ -	-
Before School Care, Camps \$	110,000	0%	\$ 1,110	\$ 1,110	1.01
Rentals \$	-	0%	\$ -	\$ -	-
Maintenance Grants \$	-	0%	\$ -	\$ -	-
Other Revenue \$	88,000	0%	\$ -	\$ -	-
Total Revenue	\$ 49,475,780	100.00%	\$ 6,183,867	\$ 6,183,867	12.50%

EXPENDITURES	Budget	%	Monthly	Actual	Percent
	FY 2025	Of Total	July	as of	of Budget
		Expenditures		7/31/2024	Realized
Salaries \$	23,796,225	48.30%	\$ 375,646	\$ 375,646	1.58
Benefits \$	6,725,225	13.65%	\$ 93,445	\$ 93,445	1.39
IMRF/FICA/SS/Medicare Fund \$	912,094	1.85%	\$ 31,291	\$ 31,291	3.43
Debt Service Fund \$	993,500	2.02%	\$ -	\$ -	-
Life Safety Fund \$	-	0.00%	\$ -	\$ -	-
Purchased Services \$	10,319,114	20.95%	\$ 448,297	\$ 448,297	4.34
Supplies \$	1,515,825	3.08%	\$ 157,244	\$ 157,244	10.37
Capital Outlay \$	2,230,784	4.53%	\$ 17,309	\$ 17,309	0.78
Special Ed Tuition \$	2,564,510	5.21%	\$ 93,494	\$ 93,494	3.65
Dues&Fees/Contingency \$	206,157	0.42%	\$ -	\$ -	-
Total Expenditures	\$ 49,263,433	100.00%	\$ 1,216,726	\$ 1,216,726	2.47%

Surplus/(Deficit)	\$ 1,312,347		\$ 4,967,141	\$ 4,967,141	
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Lyons Elementary School District 103
Fiscal Year 2024-25 Fund Balance
Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2024-25												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	18,882,346	-	-	-	-	-	-	-	-	-	-	-
Oper'n & Maint'n	1,884,167	-	-	-	-	-	-	-	-	-	-	-
Debt Service	779,617	-	-	-	-	-	-	-	-	-	-	-
Transportation	2,882,792	-	-	-	-	-	-	-	-	-	-	-
IMRF (50)	(728,257)	-	-	-	-	-	-	-	-	-	-	-
SSI/MEDICARE (51)	2,164,841	-	-	-	-	-	-	-	-	-	-	-
Capital Projects	473	-	-	-	-	-	-	-	-	-	-	-
Working Cash	2,470,578	-	-	-	-	-	-	-	-	-	-	-
Tort	145,466	-	-	-	-	-	-	-	-	-	-	-
Life Safety	1,868,106	-	-	-	-	-	-	-	-	-	-	-
Total	30,350,129	-	-	-	-	-	-	-	-	-	-	-



To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 8/27/2024.

Checks for the amounts shown are hereby requested:

Payee	Date Paid/Description	Amount
Net Salaries	7.14.23 (Special - Teacher Retiree Stipends)	20,479.46
Department of the Treasury	Federal Withholding - Payroll Taxes	7,023.04
Illinois Department of Revenue	State Withholding	1,410.75
Net Salaries	7.15.24	146,962.90
AXA Equitable Life	OMNI Liability	425.00
Department of the Treasury	Federal Withholding - Payroll Taxes	33,759.75
Expert Pay	Child Support	372.50
Illinois Department of Revenue	State Withholding	8,742.95
Illinois Municipal Retirement Fund	Employee Deductions	6,614.64
Lincoln Investment	OMNI Liability Payment	25.00
Lyons School District 103 Flex Spending	Flex Spending Account	220.75
NuMark Credit Union	Employee Deductions	710.00
SEIU Local 73 COPE	Deduction for Aides and Custodians	40.00
Service Employees International Union Local 73	Aide and Custodian Union Dues	749.59
Teachers Health Insurance Security	THIS Employee Deductions	534.11
Teachers Retirement System	TRS Employee Payments	10,503.13
Vision	Employee Deductions	178.46
Illinois Municipal Retirement Fund	IMRF Employer Payments	6,613.02
Teachers Retirement System	TRS Employer Payments	1,376.99
Net Salaries	7.31.24	101,056.52
AXA Equitable Life	OMNI Liability	225.00
Department of the Treasury	Federal Withholding - Payroll Taxes	29,855.76
Expert Pay	Child Support	372.50
Illinois Department of Revenue	State Withholding	6,437.82
Illinois Municipal Retirement Fund	Employee Deductions	6,557.79
Lyons School District 103 Flex Spending	Flex Spending Account	220.75
NuMark Credit Union	Employee Deductions	650.00
SEIU Local 73 COPE	Deduction for Aides and Custodians	38.50
Service Employees International Union Local 73	Aide and Custodian Union Dues	640.00
Teachers Health Insurance Security	THIS Employee Deductions	47.86
Teachers Retirement System	TRS Employee Payments	4,898.61
Vision	Employee Deductions	172.56
Illinois Municipal Retirement Fund	IMRF Employer Payments	6,553.51
Teachers Retirement System	TRS Employer Payments	971.91

To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 8/27/2024.

Checks for the amounts shown are hereby requested:

Payee	Date Paid/Description	Amount
Board President		
Board Secretary		
Prepared by		
<i>God. Doda</i>		
Business Manager		
Superintendent	Salaries/Benefits Special voucher requests	405,441.13 -
8/27/2024		
Total Payroll Bill List Paid in Month		405,441.13

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96454	AMAZON CAPITAL SERVICES	08/27/2024	11DV-CCLM-CGL6	Teacher order for start of school year from Amazon	6002400007	352.84	4,880.20
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		352.84	
			13JK-RPDK-7VK3	23.8 Inch Computer Privacy Screen Filter for Widescreen Monitor - Anti Glare - Blue Light Filter - Anti-Scratch Protector (16:9 Aspect ratio)	7002400010	54.56	
10E000	2642 4100 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/SUPPLIES		54.56	
			1CK7-MPCF-3XW3	Summer School Supplies for ESY - Cardstock paper - colored /Cardstock paper - white/Set of poster boards/Set of wooden slices for crafts - 70/Hand print crafts - set of 12/Play Dough Various Colors/ 36 packs of markers / Packs of camping themed party favors	7022300067	202.52	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		202.52	
			1GRV-W6D1-9PQ9	Costello Mascot - Cougar Mascot Costume	6002400004	276.98	
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		276.98	
			1JYF-Y7P3-C6TJ	Lincoln CD Room 100- Big Screen PlayPanel, Kids Room Divider Blue/Plastic Support Legs Compatible w PlayPanel Blue/ Double Claws -	7022400000	277.84	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1205 4100 00 000000			Yellow Set of 12 /Binders / Ipad Strap/ EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		277.84	
			1L3F-CPY9-CX63	Beginning of school year supplies Kleenex, pencils, white out, teacher tape, tape, glue, folders and binders	5002400003	508.74	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		508.74	
			1MKM-WT7G-9DHY	Wooden Letters for Float	7012400002	40.93	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		40.93	
			1MKM-WT7G-DWCL	Staff supplies 2024-2025	4002300028	1,381.55	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		1,381.55	
			1W1L-1HHJ-79M6	KG and 6th grade Jumpstart Program supplies/ t-shirts	7032400023	1,602.40	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		1,602.40	
			1W3L-HV6X-DWRP	Lincoln CD Classroom: Graphite Pencils/ Pencil Grips/ Vanblue Large 8 Pcs Pop Tubes Fidget Toys/Stress Balls/ Sensory Rings, Toys	7022400001	181.84	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		181.84	
96455	BAILEY, LATASHA	08/27/2024	LB 080824	Mileage	0	399.32	399.32
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		399.32	
96456	Baisden, Brandon	08/27/2024	BB 081424	Mileage	0	470.34	470.34
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		470.34	
96457	BLUE CROSS BLUE SHIELD OF IL	08/27/2024	210863802402	Service 07.01.24 - 07.31.24	0	554,962.52	554,962.52
10L000	4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.		554,962.52	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96458	BMO HARRIS COMMERCIAL CARD	08/27/2024	1793 080524	July 24' charges	0	15,743.56	15,743.56
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		125.21	
10E000	2320 3140 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		10,404.35	
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		1,777.13	
10E000	2320 6400 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		600.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,826.77	
10E000	1250 4100 00 000000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES		10.10	
96459	BOB & JOHN'S MOBIL	08/27/2024	0127682	June 24' Service	0	180.25	652.07
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		180.25	
			0127683	June 24' Service	0	90.04	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		90.04	
			0127689	July 24' Service	0	53.08	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		53.08	
			0127695	July 24' Service	0	105.53	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		105.53	
			0127696	August 24' Service	0	118.55	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		118.55	
			0127699	August 24' Service	0	104.62	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		104.62	
96460	BUCKEYE CLEANING CENTERS	08/27/2024	90600239	Home - glass cleaner, hydrogen perox. cleaner, muscle cleaner, hand sanitizer foam, spray bottles	7012300093	716.14	815.69
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		716.14	
			90600299	Home - glass cleaner, hydrogen perox. cleaner, muscle cleaner, hand sanitizer foam, spray bottles	7012300093	2.29	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		2.29	
			90601831	Home - glass cleaner, hydrogen perox. cleaner, muscle cleaner,	7012300093	97.26	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 4100 00 000000			hand sanitizer foam, spray bottles			
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			97.26	
96461	CASE LOTS INC	08/27/2024	25966	Edison - can liners	7012300089	744.50	7,988.09
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		744.50	
			25970	Robinson - can liners, odor counteractant, pinesol, bleach, vinegar, mop heads, goo gone, graffiti remover, bar towels	7012300090	1,603.35	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,603.35	
			26027	GWMS - machine soap, can liners, table time, kitchen towels, compressed air, hand soap, maxi pads, glue traps, toilet paper, white towels, soap dispenser, nitrile gloves, dawn soap	7012300092	3,144.80	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		3,144.80	
			26139	Home - can liners, toilet paper, johnny mops, toilet bowl cleaner, vinyl gloves, clorox, dawn soap, bleach, dustpan/broom set, magic eraser, absorbent, mr clean, air freshener, sponges, cobweb duster, extension pole, caddy bag	7012300091	2,495.44	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200 2540 4100 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		2,495.44	
96462 CIT		08/27/2024	45286171	Docuware August 24'	0	3,140.94	3,140.94
10E000 2520 3900 00 000000				EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		3,140.94	
96463 CITY SOCIAL MARKETING SOLUTION		08/27/2024	1278	August 24' Communication	0	7,500.00	7,500.00
10E000 2663 3900 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		7,500.00	
96464 COASTAL ENTERPRISES		08/27/2024	38140	Gym Uniform restock SY 24-25	5002400002	14,355.00	14,355.00
10E500 1110 1111 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/PHYSICAL		14,355.00	
96465 COMCAST CABLE		08/27/2024	6742 072224	GWMS 08.01.24-08.31.24	0	272.93	272.93
20E000 2540 3440 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		272.93	
96466 CONNOR & GALLAGHER INS. SERVIC		08/27/2024	4722	Renewal of Catastrophic Accident	0	1,414.32	11,914.32
80E000 2371 3800 00 000000				TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		1,414.32	
			4723	Renewal of Accident	0	10,500.00	
80E000 2371 3800 00 000000				TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		10,500.00	
96467 Cordogan Clark & Assoc., Inc.		08/27/2024	23388	Summer Capital Projects	0	1,543,700.35	1,543,700.35
20E000 2634 5200 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/MANAGEMENT INFORMATION SE		361,658.91	
60E000 2540 5400 00 499803				CAP PROJ/DISTRICT OFFICE/OPERATION AND MAINTENANCE OF P		1,182,041.44	
96468 CRISIS PREVENTION INSTITUTE IN		08/27/2024	NAIN-094823	Membership for S.J.	0	200.00	200.00
10E000 1205 3140 00 000000				EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		200.00	
96469 CURRICULUM ASSOCIATES INC		08/27/2024	90836985	i-Ready License Renewal 9/1/24-8/31/25 Quote # 363749.1	7032400007	54,437.50	54,437.50
10E000 1250 3100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		54,437.50	
96470 DATAKEEPER TECHNOLOGIES, LLC		08/27/2024	27192	Annual Subscription Renewal "Visit Tracker for 3-5 Users 10/8/2024 Qty -1 Item 95. Invoice #27192	3012400011	580.00	580.00
10E000 1275 3410 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/PRESCHO		580.00	

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96471	DESPLAINES VALLEY NEWS	08/27/2024	072824	subscription 1 yr.	0	25.00	25.00
10E000	2310 3500 00 000000			subscription EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		25.00	
96472	EASTER SEALS METROPOLITAN CHIC	08/27/2024	30501	RH July 24'	0	7,892.28	7,892.28
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		7,892.28	
96473	ED-RED	08/27/2024	2024-081424	Membership fee -	0	3,100.00	3,100.00
10E000	2320 3140 00 000000			FY 24 EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		3,100.00	
96474	Elior, Inc.	08/27/2024	INV1900035107	May 24'	0	36,050.71	39,333.55
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		5,198.51	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		4,095.36	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		6,618.91	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		4,290.03	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		12,095.01	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		3,752.89	
10E000	2560 3150 00 000000		INV1900035797	Summer Breakfast	0	3,282.84	3,282.84
				EDUCATION/DISTRICT OFFICE/FOOD SERVICES/FOOD - CONTRACT		3,282.84	
96475	FIRST STUDENT HODGKINS	08/27/2024	11990423	June 24' Service	0	6,045.30	13,542.80
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		6,045.30	
40E000	2550 3310 00 000000		FA24-00001078	Alternative Transportation	0	7,497.50	7,497.50
				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		7,497.50	
96476	FLEXIBLE BENEFITS SERVICE CORP	08/27/2024	248856403033	FSA 08.08.24 /	0	319.00	319.00
10E000	1110 2940 00 000000			Renewal Fee EDUCATION/DISTRICT OFFICE/ELEMENTARY		319.00	
96477	Fox, James	08/27/2024	EEND-611A JF	EEND-611A Tuition	0	585.00	1,365.00
10E000	1110 2300 00 000000			Reimbursement EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		585.00	
10E000	1110 2300 00 000000		EEND-652A JF	EEND-652A Tuition	0	195.00	195.00
				Reimbursement EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		195.00	
10E000	1110 2300 00 000000		EEND-719A JF	EEND-719A Tuition	0	585.00	585.00
				Reimbursement EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		585.00	
96478	FOX VALLEY FIRE & SAFETY COMPA	08/27/2024	IN00700913	Robinson -	0	115.00	230.00
20E400	2540 3230 00 000000			Service OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		115.00	
			IN00701281	District -	0	115.00	115.00

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20E000	2540 3230 00 000000			Service OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		115.00	
96479	FREUND SERVICE COMPANY	08/27/2024	21204	Repair & Maintenance on 11 table and 22 benches	0	2,514.00	4,161.60
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN 21214		2,514.00	
				Repair & maintenance on 8 tables and 16 benches	0	1,647.60	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,647.60	
96480	FRONTLINE TECHNOLOGIES GROUP,	08/27/2024	INVUS205502	Financial Planning Analytics Subscription	0	8,843.66	8,843.66
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		8,843.66	
96481	G & O THERMAL SUPPLY COMPANY	08/27/2024	5109348-00	Costello	0	48.00	427.05
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		48.00	
				5109405-00			
20E000	2540 3230 00 000000			District OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE	0	379.05	
						379.05	
96482	GARCIA-ZAPATA, GABRIELA	08/27/2024	GGZ 060724	Exp. Reimbursement	0	149.74	149.74
10E000	3000 3000 00 490900			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/PURCHASED		149.74	
96483	GEORGE WASHINGTON MIDDLE SCHOO	08/27/2024	GWMS 080924	Postage	0	27.78	27.78
10E500	2400 3400 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/SUPPORT SERVICES - S		27.78	
96484	GIANT STEPS	08/27/2024	103-0624EF	HH May 24' Lunch	0	65.00	14,817.74
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		65.00	
				103-0724E			
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION	0	14,629.24	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,314.62	
						7,314.62	
				103L-0724EF			
10E500	1912 6700 00 000000			HH July 24' Lunch EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU	0	123.50	
						123.50	
96485	GILL, DONNA M	08/27/2024	DG 0814204	Mileage	0	120.84	213.95
10E000	1110 3320 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TRAVEL		120.84	
				DG 082024			
10E000	1110 3320 00 000000			Mileage EDUCATION/DISTRICT OFFICE/ELEMENTARY/TRAVEL	0	93.11	
						93.11	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96486	GLOBAL WATER TECHNOLOGY	08/27/2024	122683	August 24' water treatment	0	364.44	364.44
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		364.44	
96487	GMF CONTRACTORS EQUIPMENT	08/27/2024	64566	GWMS - Installed Tube Repaired	0	77.45	77.45
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		77.45	
96488	GRAND PRAIRIE TRANSIT	08/27/2024	RTINV1006585	June 24' Transportation	0	61,878.83	141,055.78
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		61,878.83	
			RTINV1006608	July 24' Transportation	0	67,908.47	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		67,908.47	
			RTINV1006627	August 24' ESY	0	11,268.48	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		11,268.48	
96489	GreatAmerica Financial Service	08/27/2024	37181920	Period Covered 09.01.24-09.30.24	0	10,719.56	10,719.56
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		10,719.56	
96490	GROOT, INC. A WASTE CONNECTION	08/27/2024	12958119T098	Edison August 24'	0	1,630.20	8,283.86
20E100	2540 3210 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,630.20	
			1295811T098	Home August 24'	0	793.49	
20E200	2540 3210 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		793.49	
			12958120T098	Robinson August 24'	0	1,124.78	
20E400	2540 3210 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,124.78	
			12958121T098	Lincoln August 24'	0	1,395.26	
20E300	2540 3210 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,395.26	
			12958122T098	Costello August 24'	0	1,665.93	
20E600	2540 3210 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,665.93	
			12958123T098	GWMS August 24'	0	1,674.20	
20E500	2540 3210 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,674.20	
96491	GUARDIAN - ALTERNATE FUNDED	08/27/2024	469383 080124	Period Ending 07.31.24	0	29,355.39	29,355.39
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		29,355.39	
96492	GUARDIAN -BILL ID 0001094522	08/27/2024	1094522 072424	Period End 07.31.24	0	14,478.42	14,478.42

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		8,892.60	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,548.43	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		864.67	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		172.72	
96493	HARLEM PLUMBING SUPPLY	08/27/2024	88868	Lincoln	0	36.58	36.58
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		36.58	
96494	HAYES MECHANICAL LLC	08/27/2024	47089	GWMS - Fix high discharge air temp.	0	370.00	9,945.00
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		370.00	
			47469	Lincoln - Fixed Leak	0	1,315.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,315.00	
			47844	Robinson - Fixed leak	0	1,315.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,315.00	
			47846	Costello - Fixed water leak	0	1,315.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,315.00	
			47865	Home - Condenser fixed	0	1,315.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		1,315.00	
			47874	Costello - Fix Water Leak	0	1,630.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,630.00	
			48025	Costello - Fixed coil	0	685.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		685.00	
			48028	Edison - Fixed and replaced tube	0	685.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		685.00	
			48040	GWMS - Fixed cooling system	0	1,315.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,315.00	
96495	HOME DEPOT PRO	08/27/2024	817707276	Edison - toilet paper, paper towels	7012300088	867.20	3,760.29
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		867.20	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E400	2540 4100 00 000000		819492877	Robinson - paper towels, construction adhesive, toilet paper	7012400004	782.50	
				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		782.50	
20E300	2540 4100 00 000000		821242039	Lincoln - scouring pads, window scraper & blades, paper towels, batteries, mop heads, pine-sol cleaner, mr clean, safety scraper, ant & roach killer, germicidal cleaner, magic eraser, can liners, glass cleaner	7012400006	2,065.38	
				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		2,065.38	
20E300	2540 4100 00 000000		821242047	Lincoln - scouring pads, window scraper & blades, paper towels, batteries, mop heads, pine-sol cleaner, mr clean, safety scraper, ant & roach killer, germicidal cleaner, magic eraser, can liners, glass cleaner	7012400006	45.21	
				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		45.21	
96496	IL COUNTIES RISK MGMT TRUST	08/27/2024	001000533 070124 C	Claim 240419W012	0	235.00	56,791.00
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		235.00	
80E000	2362 3800 00 000000		001000533 090124	September 24' Prop. & Liability	0	56,556.00	
				TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		56,556.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96497	ILLCO	08/27/2024	2619561	Lincoln	0	39.62	39.62
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		39.62	
96498	ILLINOIS STATE POLICE/BUREAU O	08/27/2024	20240701388	July 24'	0	197.75	197.75
10E000	2310 3100 00 000000			background check			
				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		197.75	
96499	IMAGINE LEARNING INC	08/27/2024	1007478	Quote Q-51475	7032400005	124,250.00	124,250.00
10E000	2230 3100 00 430000			Imagine Learning Licenses			
				7/1/24-6/30/25			
				EDUCATION/DISTRICT OFFICE/ASSESSMENT AND TESTING/PROFES		124,250.00	
96500	Impact Networking, LLC	08/27/2024	3139909	Edison - Staples	0	132.68	896.66
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		132.68	
			3217911	Home - Staples	0	218.28	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		218.28	
			3221634	Edison - Staples/Ink	0	545.70	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		545.70	
96501	IMPERIAL SURVEILLANCE INC.	08/27/2024	216667	Alarm Monitoring/	0	755.28	755.28
10E000	2663 3900 00 000000			Imperial Service Plan			
				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		755.28	
96502	INTERPRENET, LTD	08/27/2024	61348	IEP Meeting -	0	1,700.00	1,950.00
10E000	4120 3040 00 000000			Document translation			
				EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		1,700.00	
			61604	IEP - English	0	250.00	
10E000	4120 3040 00 000000			into Serbian translation document			
				EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		250.00	
96503	ISCORP	08/27/2024	0741206	August 24 hosting	0	1,036.80	1,036.80
10E000	2663 4700 00 000000			svcs			
				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,036.80	
96504	Jacob Fence & Gate Corporation	08/27/2024	20278	Edison - fence	0	5,250.00	5,250.00
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		5,250.00	
96505	JAMROSE, CHRISTOPHER	08/27/2024	CJ mileage 080824	Mileage	0	330.71	330.71
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		330.71	
96506	JOHNSON CONTROLS SECURITY SOLU	08/27/2024	40358092	Edison Quarterly	0	438.73	1,053.48

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E100	2540 3230 00 000000			Billing OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		438.73	
			40358093	Lincoln Quarterly	0	259.86	
20E300	2540 3230 00 000000			Billing OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		259.86	
			40358094	Home Quarterly	0	354.89	
20E200	2540 3230 00 000000			Billing OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		354.89	
96507	KACZKA, JASMINE	08/27/2024	5041 JK	5041 Tuition	0	475.00	475.00
10E600	1110 2300 00 000000			Reimbursement EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		475.00	
96508	KAMI	08/27/2024	231791	Kami License Renewal 12/1/24-11/30/2025 Quote P79632	7032400008	3,500.00	3,500.00
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		3,500.00	
96509	KELLY SERVICES, INC.	08/27/2024	5603276948	W.E. 06.23.24	0	8,760.38	51,812.44
20E000	2540 3140 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		8,760.38	
			5603383890	W.E. 07.14.24	0	10,723.68	
20E000	2540 3140 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		10,723.68	
			5603415051	W.E. 07.21.24	0	11,217.35	
20E000	2540 3140 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		11,217.35	
			5603453200	W.E. 07.28.24	0	10,983.11	
20E000	2540 3140 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		10,983.11	
			5603498054	W.E. 08.04.24	0	10,127.92	
20E000	2540 3140 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		10,127.92	
96510	LAKESHORE LEARNING MATERIALS	08/27/2024	716813081224	Teacher requests for start of school year from Lakeshore Learning.	6002400006	103.45	103.45
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		103.45	
96511	Landking Ecogreen Environmenta	08/27/2024	0800855	Home - paper towels	7012300094	512.50	1,551.25
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		512.50	
			0800859	Lincoln - toilet paper, paper towels	7012400003	1,038.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,038.75	
96512	LAWLER, NICOLE	08/27/2024	NL 080724	Mileage	0	21.44	325.62
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		21.44	
10E000	2330 3320 00 000000		NL 080724 2	Mileage	0	159.46	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		159.46	
10E000	2330 3320 00 000000		NL 080724 3	Mileage	0	144.72	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		144.72	
96513	LearnWell	08/27/2024	INV204484	Hospital Tutoring	0	186.75	186.75
10E600	1912 6700 00 000000			AG			
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		186.75	
96514	LIMINEX, INC.	08/27/2024	INV-123006	Quote Q-390680	7032400030	3,285.12	3,285.12
10E000	1250 3100 00 430000			PearDeck License			
10E000	1250 3100 00 430000			for GWMS			
10E000	1250 3100 00 430000			8/12/24-8/11/25			
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		3,285.12	
96515	LOPEZ, BETSY	08/27/2024	BL 080924	Exp.	0	4.77	136.69
10E000	3000 4100 00 370501			Reimbursement			
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		4.77	
10E000	2330 3320 00 000000		BL 082024	Mileage	0	131.92	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		131.92	
96516	LUCIANO, MIA A	08/27/2024	ED500 ML	ED500 Tuition	0	199.00	199.00
10E600	1110 2300 00 000000			Reimbursement			
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		199.00	
96517	LYONS POLICE DEPARTMENT	08/27/2024	LP 080524	Mthly SOR August	0	6,500.00	6,500.00
80E000	2365 1000 00 000000			24'			
80E000	2365 1000 00 000000			TORT FUND/DISTRICT OFFICE/RISK MANAGEMENT/SALARIES		6,500.00	
96518	LYONS TOWNSHIP SCHOOL TREASURE	08/27/2024	23	PRO-RATA BILLING	0	148,008.46	148,008.46
10E000	2310 3110 00 000000			FY2023			
10E000	2310 3110 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		148,008.46	
96519	MARTINEZ, MICAL	08/27/2024	MM 081424	Mileage	0	29.88	29.88
10E000	2330 3320 00 000000			Reimbursement			
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		29.88	
96520	Matias, Cindy	08/27/2024	CM 072624	Exp.	0	43.94	280.61
10E000	3000 4100 00 370501			Reimbursement			
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		43.94	
			CM 080524	Exp.	0	36.98	
				Reimbursement			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		36.98	
			CM 081624	Exp.	0	17.99	
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		17.99	
			CM 082024	Mileage	0	181.70	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		181.70	
96521	MCGRAW HILL LLC	08/27/2024	133289634001	Wonders Grade K Teacher's Edition Quote # CBRAN-072320241057 40-001	7032400018	429.89	39,597.89
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		429.89	
			133291676001	Achieve 3000 License Renewal 8/1/24-7/31/25 McGraw Hill Digital Solutions 2024-25 Quote # SKINS-071620240458 34-001	7032400006	39,168.00	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		39,168.00	
96522	MENARDS-FRONT END MANAGER	08/27/2024	44670	Shop	0	102.38	2,203.73
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		102.38	
			45109	Robinson	0	110.91	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		110.91	
			45365	District/Home/GWMS /Robinson	0	390.00	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		63.92	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		28.99	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		95.88	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		201.21	
			45503	Home/Lincoln	0	114.03	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		94.05	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		19.98	
			45797	Costello	0	766.11	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		766.11	
			45934	Costello	0	469.84	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		469.84	
			46483	District	0	224.47	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		224.47	
			46501	District	0	25.99	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		25.99	
96523	MENTA ACADEMY HILLSIDE	08/27/2024	SESINV-039657	MM/PP July 24'	0	7,587.30	10,116.40
				tuition			
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,587.30	
			SESINV-040034	MM/PP August 24'	0	2,529.10	
				tuition			
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		2,529.10	
96524	MIDLAND PAPER	08/27/2024	IN02282564	Copy Paper 8.5X11	7002400017	5,272.80	5,272.80
				20# white copy			
				paper			
10E000	1110 4100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		5,272.80	
96525	MLPLUMBING,LLC dbaDELL PLUMBIN	08/27/2024	003277	Edison	0	3,150.00	3,325.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		3,150.00	
			003311	Lincoln	0	175.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		175.00	
96526	NAPA Auto Parts	08/27/2024	975615	District	0	69.33	69.33
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		69.33	
96527	NICOR GAS	08/27/2024	14033315673 071924	4034 disconnect	0	1,330.36	6,319.77
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,330.36	
			30067700002 080724	Home 07.03.24 -	0	140.53	
				08.05.24			
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		140.53	
			37237075819 071924	4032 disconnect	0	1,585.07	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,585.07	
			41174700009 080724	Edison 07.03.24 -	0	140.53	
				08.05.24			
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		140.53	
			41400800003 072224	Lincoln 06.19.24	0	361.07	
				- 07.19.24			
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		361.07	
			46930800001 072624	Robinson 06.24.24	0	151.99	
				- 07.24.24			
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		151.99	
			62030800007 071024	Legion 06.21.24 -	0	35.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 4650 00 000000			07.08.24 OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		35.51	
			72030800006 072424	Board of Ed 06.19.24 - 07.19.24	0	175.79	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		175.79	
			74981782589 072524	Costello 06.21.24 - 07.23.24	0	209.82	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		209.82	
			76694843202 071924	4112 disconnect	0	1,585.07	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,585.07	
			82030800005 072524	GWMS 06.21.24 - 07.23.24	0	556.50	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		556.50	
			92030800004 072524	Annex 06.21.24 - 07.23.24	0	47.53	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		47.53	
96528	Oconnor, Patricia	08/27/2024	PO 082224	Aug 24' Billing	0	9,094.50	9,094.50
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		9,094.50	
96529	ODELSON & STERK, LTD.	08/27/2024	40235	Svcs thru 07.31.24	0	24,778.75	24,778.75
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		24,778.75	
96530	ORIGO EDUCATION	08/27/2024	SI0022059	Please do not invoice or ship before July 1st, 2024 ORIGO Workbooks for Costello School	6002400000	6,838.70	40,348.50
10E600	1110 4200 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TEXTBOOKS		6,838.70	
			SI0022061	Origo Stepping Stones Student Journals DO NOT INVOICE OR DELIVER BEFORE 7/1/24	2002400003	6,548.30	
10E200	1110 4200 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TEXTBOOKS		6,548.30	
			SI0022062	TEXTBOOK	4002400000	7,606.50	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		7,606.50	
			SI0022248	Origo Quote	7032400003	18,750.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 1250 3100 00 430000				Q-01799-1 Stepping Stones Teacher Licenses		18,750.00	
			SI0022276	Stepping Stones Teacher Guide Gr	7032400019	605.00	
10E000 1250 4100 00 430000				K Quote Q-02580-1		605.00	
96531 PARENTS AS TEACHERS NATIONAL C		08/27/2024	CONF24-072024-2038	C.M. Virtual All Access Registration	0	650.00	1,300.00
10E000 1275 3410 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/PRESCHO		650.00	
			CONF24-072024-2040	D.G. Virtual All Access Registration	0	650.00	
10E000 1275 3410 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/PRESCHO		650.00	
96532 Peerless Network, Inc.		08/27/2024	56599	08.01.2024 - 08.31.2024	0	1,130.03	1,130.03
20E100 2540 3440 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		282.51	
20E200 2540 3440 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		282.51	
20E500 2540 3440 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		282.51	
20E600 2540 3440 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		282.50	
96533 PITNEY BOWES GLOBAL FINANCIAL		08/27/2024	3106795988	Leasing 07.09.24 - 10.08.24	0	452.61	452.61
10E000 2310 3400 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		452.61	
96534 POLAR ELECTRO, INC.		08/27/2024	331716564	Polar Go Fit License SY24-25 Quote Ref# 20240715-095341123	7032400009	1,550.00	1,550.00
10E000 2230 3000 00 440000				EDUCATION/DISTRICT OFFICE/ASSESSMENT AND TESTING/PURCHA		1,550.00	
96535 Professional Pest Control, Inc		08/27/2024	18438	July 24' Billing	0	420.00	420.00
20E100 2540 3230 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		60.00	
20E200 2540 3230 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		55.00	
20E300 2540 3230 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		70.00	
20E400 2540 3230 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		60.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		75.00	
20E600 2540 3230 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		60.00	
20E000 2540 3230 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		40.00	
96536 PURCHASE POWER		08/27/2024	10971327 071924	Purchase Power Postage	0	200.00	200.00
10E000 2310 3400 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		200.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96537	QUALITY NETWORK SOLUTIONS, INC	08/27/2024	75185	Monoprice 6-FT Extension Cable (Costello)	7042400001	26.55	27,180.16
10E600 2663 3240 00 000000				EDUCATION/COSTELLO ELEMENTARY/TECH PROGRAMMING SERVICES		26.55	
			75188	Fargo Printer YMCKO Color Ribbons (2 pack) District	7042400000	112.70	
10E000 2663 4100 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		112.70	
			75241	August 24' monthly	0	26,501.91	
10E000 2663 3100 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		26,501.91	
			75471	Monthly VoiP Phone Charges	0	539.00	
10E000 2663 3100 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		539.00	
96538	RENAISSANCE LEARNING	08/27/2024	INV5337735	Quote RPRNQ3058875 Accelerated Reader Subscription 8/1/24-7/31/25	7032400004	11,835.25	11,835.25
10E000 1250 3100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		11,835.25	
96539	RIVERA, KRISTOPHER	08/27/2024	KR 080624	Mileage	0	592.28	592.28
10E000 2330 3320 00 000000				EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		592.28	
96540	ROBERTSON, ANNA	08/27/2024	MEDU-610A AR	MEDU-610A Tuition Reimbursement	0	600.00	1,200.00
10E400 1110 2300 00 000000				EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU		600.00	
			MSED-670B AR	MSED-670B Tuition Reimbursement	0	600.00	
10E400 1110 2300 00 000000				EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU		600.00	
96541	SAM'S CLUB DIRECT	08/27/2024	437979636 72024	07.20.24 statement	0	1,116.78	1,116.78
10E000 2310 4100 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		842.35	
10E000 2320 4100 00 000000				EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		159.01	
10E000 3000 4100 00 370501				EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		115.42	
96542	SASED	08/27/2024	1002400780	FY24 1:1 AIDE FINAL BILL	0	18,227.04	18,227.04
10E000 4120 3040 00 000000				EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		18,227.04	
96543	SAVVAS LEARNING CO/PEARSON EDU	08/27/2024	7028766578	Science Classroom Materials Re-fill	2002400001	2,863.08	82,518.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	1110 4190 00 000000			kit DO NOT INVOICE OR DELIVER UNTIL AFTER 7/1/24			
			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SCIENCE CONSUMABLE			2,863.08	
			7028783989	Please do not invoice or ship before 7/1/2024	6002400002	1,865.16	
10E600	1110 4200 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TEXTBOOKS		1,865.16	
			7028840424	Savvas Quote 248607-8 Elevate Science Licenses 8/1/24-7/31/25	7032400020	76,479.48	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		76,479.48	
			7028846270	Elevate Science Kit Grade KG Quote248607-9	7032400021	1,310.58	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		1,310.58	
96544	SCHLUTT, KRISTINE M	08/27/2024	5099 KS	5099 Tuition Reimbursement	0	427.50	855.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		427.50	
			5838 KS	5838 Tuition Reimbursement	0	427.50	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		427.50	
96545	School Business Management Ser	08/27/2024	103-07-24	July 24' Billing	0	10,762.50	10,762.50
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		10,762.50	
96546	SCHOOL NURSE SUPPLY INC	08/27/2024	1014384-IN	Lincoln School Nurse Dept Supply: Plastic graduate med cups/ SNS facial tissues 30 box per cs/ Bleeding Control kit/ Emergency underwear/ hot and cold packs, and others	3002400003	857.11	5,182.78
10E300	2130 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/SUPPLIES		857.11	
			1014386-IN	Robinson School Nurse Dept Supply: Cough	4002400002	842.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				drops-honey lemon/ Thermocool Reusable hot/cold 100 ct/3-way bleeding control sign/Cotton tipped/ disposable underpads/super sani cloth germicidal wipes			
10E400	2130 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/HEALTH SERVICES/SUPPLIES		842.51	
			1014392-IN	GWMS Nurse Dept Supply: Medifirst Up Guard, Flexible Fabric Bandages, Dental Wax, Skin Integrity wand cleaner, Medi Mucus, Stomach Relief, Hot & Cold Packs, and others.	5002400000	829.99	
10E500	2130 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/HEALTH SERVICES/SUPP		829.99	
			1014822-IN	Costello School Nurse Dept Supply: ThermaKool Reusable/Non-Woven Disposable Covers /Wise Choice Nitrile Powder-Free Exam/SNS Flexible Fabric Adhesive Bandages /First Aid Burn Cream/Sani-Cloth Plus Germicidal Disposable Wipes/ others.	6002400003	706.12	
10E600	2130 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/HEALTH SERVICES/SUPPLIES		706.12	
			1015533-IN	Home School Nurse Dep Supply: Public Access Individual	2002400004	1,017.87	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	2130 4100 00 000000			bleeding kit basic/ Instakool cold compress/ SNS flexible fabric bandages/Rainbow pack/ Cura heavy duty bandages/ Midi-First lubricate eye drops, and others.			
			EDUCATION/HOME ELEMENTARY/HEALTH SERVICES/SUPPLIES			1,017.87	
			1015536-IN	Edison Nurse Dept Supply Order: SNS Flexible fabric adhesive bandages-X Lg/ Cold Start instant cold packs/Kleenex Facial tissue 125ct Case of 48/ and other	1002400003	929.18	
10E100	2130 4100 00 000000		EDUCATION/EDISON ELEMENTARY/HEALTH SERVICES/SUPPLIES			929.18	
96547	SCHOOL SPECIALTY, INC.	08/27/2024	208134194889	Writing Paper DO NOT INVOICE OR DELIVERY UNTIL AFTER 7/1/24	2002400000	22.37	273.89
10E200	1110 4200 00 000000		EDUCATION/HOME ELEMENTARY/ELEMENTARY/TEXTBOOKS			22.37	
			208134600175	Staff Supplies 2024-2025	4002300029	251.52	
10E400	1110 4100 00 000000		EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES			251.52	
96548	SCREENCASTIFY, LLC	08/27/2024	SC-811030	Scrcastify License eff 8/12/24-/12/25 Order # 00017039	7032400017	6,000.00	6,000.00
10E000	1250 3100 00 430000		EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH			6,000.00	
96549	SEAL SOUTH, INC	08/27/2024	8674	Tuition July 24' DF	0	2,215.53	6,250.68
10E400	1912 6700 00 000000		EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION			2,215.53	
			8675	Tuition July 24' JT	0	4,035.15	
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			4,035.15	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96550	SHERWIN WILLIAMS #3451	08/27/2024	5895-1	Robinson - paint	0	286.65	901.70
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		286.65	
20E600	2540 4100 00 000000		6030-4	Costello	0	35.66	
				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		35.66	
20E100	2540 4100 00 000000		7451-1	Edison & Costello	0	145.02	
				- Paint and Supplies			
20E600	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		72.51	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		72.51	
20E300	2540 4100 00 000000		7893-4	Lincoln/Costello/R	0	402.85	
				obinson			
20E400	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		94.56	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		63.04	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		106.98	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		138.27	
20E400	2540 4100 00 000000		8379-3	Robinson	0	31.52	
				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		31.52	
96551	SHIRT PRINTING 4 U, INC.	08/27/2024	8361750	Teacher Institute	0	7,152.50	7,152.50
				Day			
10E000	1110 4100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		7,152.50	
96552	SILVA, THERESA L	08/27/2024	TS 080824	Mileage	0	352.42	352.42
10E000	1110 3320 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TRAVEL		352.42	
96553	SOARING EAGLE ACADEMY	08/27/2024	22839	April 24' Tuition	0	9,251.97	9,251.97
				WV			
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		9,251.97	
96554	T-MOBILE	08/27/2024	972033599 072124	06.21.24 -	0	150.00	150.00
				07.20.24 Hotspots			
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		150.00	
96555	THOMSON REUTERS - WEST	08/27/2024	850606711	August 24' online	0	679.64	679.64
				subscription			
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		679.64	
96556	TREMCO/WEATHERPROOFING TECHNOL	08/27/2024	97692506	Robinson - Repair	0	2,930.00	2,930.00
20E000	2540 5400 00 005004			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		2,930.00	
96557	US GAMES	08/27/2024	926443892	FitnessGram Quote	7032400022	1,494.00	1,494.00
				21556398 License			
				Renewal eff			
				8/1/24-7/31/25			
10E000	2230 3000 00 440000			EDUCATION/DISTRICT OFFICE/ASSESSMENT AND TESTING/PURCHA		1,494.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96558	USI EDUCATION & GOVERNMENT SAL	08/27/2024	0398302701014	Laminating film	3002400002	998.75	998.75
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		998.75	
96559	VANDER PLOEG, GUADALUPE	08/27/2024	GVP 060724	EL Student Access: Progress & Exit award ceremony for SY 23-24	0	174.46	1,348.44
10E000	3000 3000 00 490900			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/PURCHASED		174.46	
			GVP 072424	GVP Expense / Mileage Reimbursement	0	701.03	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		701.03	
			GVP 081924	GVP Expense	0	472.95	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		472.95	
96560	VERIZON WIRELESS	08/27/2024	9969793351	Billing 06.24.24 - 07.23.24	0	1,126.46	1,126.46
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,126.46	
96561	VILLAGE OF LYONS	08/27/2024	District 072524	Bill reimbursements for district clean up	0	12,730.30	12,730.30
60E000	2530 5000 00 000000			CAP PROJ/DISTRICT OFFICE/FACILITIES ACQUISITION AND CON		12,730.30	
96562	VILLAGE OF LYONS WATER DEPARTM	08/27/2024	13293 073124	Costello Svc. 05.16.24-07.15.24	0	457.50	457.50
20E600	2540 3700 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		457.50	
96563	VILLAGE OF STICKNEY WATER DEPT	08/27/2024	101878 081324	Home 07.11.24 - 08.13.24	0	87.10	181.14
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		87.10	
			101884 081424	Edison 07.11.24 - 08.14.24	0	94.04	
20E100	2540 3700 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		94.04	
96564	VILLAGE OF BROOKFIELD	08/27/2024	400067001 080524	Lincoln reading 07.31.24	0	95.20	95.20
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		95.20	
96565	VISTA LEARNING, NFP	08/27/2024	VLI24-1582	Additional Rubric & Form Setup	0	347.00	347.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		347.00	
96566	WEST 40 INTERMEDIATE SERVICE C	08/27/2024	250051	Physical Security Assessment	0	3,000.00	3,000.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3900 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,000.00	
96567	WEST, KIMBERLY K	08/27/2024	KW 072924	Mileage	0	141.12	141.12
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		141.12	
96568	YURITZY 2 INC	08/27/2024	1123	Weed Control - All Schools	0	3,990.00	3,990.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		455.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		455.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		845.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		725.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		925.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		585.00	
96569	ZANER-BLOSER EDUCATIONAL PUBLI	08/27/2024	INVZB51018	Please do not invoice or ship before July 1st, 2024 Zaner Bloser Writing Paper for Costello School	6002400001	695.48	3,879.21
10E600	1110 4200 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TEXTBOOKS		695.48	
			INVZB51308	Handwriting 2020 Student Edition	2002400002	1,236.40	
10E200	1110 4200 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TEXTBOOKS		1,236.40	
			INVZB55610	TEXBOOK	4002400001	1,947.33	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		1,947.33	
96570	ZARENANA, EMELIA G	08/27/2024	EZ 080824	Mileage	0	217.75	217.75
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		217.75	

117 Computer Check(s) For a Total of 3,313,083.39

	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
	117	Computer	Checks For a Total of	3,313,083.39
Total For	117	Manual, Wire Tran, ACH & Computer	Checks	3,313,083.39
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,313,083.39

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	589,039.06	0.00	813,605.50	1,402,644.56
20	OP, BLDG,MAIN	864.67	0.00	484,998.52	485,863.19
40	TRANSPORTION	0.00	0.00	154,598.58	154,598.58
60	CAP PROJ	0.00	0.00	1,194,771.74	1,194,771.74
80	TORT FUND	0.00	0.00	75,205.32	75,205.32

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, July 23, 2024

I. Call to Order

The regular meeting of the Board of Education was called to order at 6:00 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present: Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Absent: Sara Andreas
Les Antos
Winifred Rodriguez

III. Closed Session

Olivia Quintero moved seconded by Mario Ramirez to go into Closed Executive Session at 6:01 p.m. to discuss the appointment, employment, performance or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1); and pending litigation of the public body pursuant to Section 2(c)(11) of the Open Meetings Act, 5 ILCS 120/2(c)(11).

Upon Roll Call:

Ayes: Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Nays: None

Absent: Sara Andreas
Les Antos
Winifred Rodriguez

Motion carried

IV. Return to Open Session

Olivia Quintero moved seconded by Slagiana Aleksikj to return to Open Session at 6:34 p.m.

Upon Roll Call:

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

V. Reading of Communications

Superintendent Rivera informed the Board there were 2 FOIAs received in July, 2024 and 1 FOIA is completed and the other is in the midst of completing. He also stated the 4th of July parade was a big success and that this year some of the staff walked the parade and it was a big hit with the community.

VI. Year-to-Date Financials

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

VII. Public Comment

None

VIII. Consent Agenda

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

Upon Roll Call:

Ayes:	Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez
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Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

- A. Authorize Payment of Monthly Bills for July 2024
 - 1. Board Bills July 2024
- B. Approval of Minutes
 - 1. Regular Minutes of June 25, 2024
 - 2. Confidential Minutes of June 25, 2024
- C. Approval of Personnel Hires/Leaves/Resignation List #7.23.24

IX. Action Items

Approval of Resolution for Displaying and Publishing Notice of District Budget Hearing on September 24, 2024

Mario Ramirez moved seconded by Olivia Quintero to approve the resolution related to displaying and publishing the notice of the district’s budget hearing on September 24, 2024.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Breakfast and Lunch Fees for School Year 2024-2025

Mario Ramirez moved seconded by Slagiana Aleksikj to approve the 2024-2025 that K-8 Breakfast and Lunch Fees for School Year 2024-2025 be at a rate of \$2.15 for Paid Breakfast; \$3.00 for Paid Lunch; and \$0.50 for Milk.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Open Kitchens Food Service Proposal for 2024-2025

Olivia Quintero moved seconded by Mario Ramirez to approve the award to Open Kitchens Food Service bid proposal in an amount not to exceed \$598,932.50 for FY2024-2025, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Acceptance to Participate in ISBE Community Eligibility Provision

Mario Ramirez moved seconded by Olivia Quintero to approve the acceptance to participate in the ISBE Community Eligibility Provision, for a 4-Year Cycle, allowing each student to receive one free breakfast with milk and one free lunch with milk, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Continuous School Improvement Plan for George Washington Middle School for SY 2024-2025

Olivia Quintero moved seconded by Mario Ramirez to approve the Continuous School Improvement Plan for George Washington Middle School for SY2024-25, as presented

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Agreement between Lyons School District 103 and the Board of Trustees of Northern Illinois University, d/b/a Northern Illinois University through its Center for P-20 Engagement for Multi-Tiered System of Support Services for SY 2024-25

Slagiana Aleksikj moved seconded by Mario Ramirez to approve the Agreement between Lyons School District 103 and the Board of Trustees of Northern Illinois University, d/b/a Northern Illinois University through its Center for P-20 Engagement for Multi-Tiered System of Support Services in an amount not to exceed \$92,000 for SY2024-2025.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Addendum to SY 2024-2025 Employment Agreement between the Board of Education of Lyons Elementary School District and Nicole Lawler

Mario Ramirez moved seconded by Olivia Quintero Mario Ramirez to approve the Addendum to the 2024-2025 Employment Agreement between the Board of Education of Lyons Elementary School District 103 and Nicole Lawler, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Stipend for Assistant Business Manager William Channell for FY 2024-2025

Olivia Quintero moved seconded by Mario Ramirez to approve a stipend in the amount of \$7,500.00 for Assistant Business Manager William Channell for performing additional duties outside of his job description.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Contract to Engage in AYA Cultural & Equity Audit Process

Olivia Quintero moved seconded by Slagiana Aleksikj to approve the contract to engage in AYA Cultural & Equity Audit Process in an amount not to exceed \$45,000 for SY2024-2025, as presented.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Additional Language to Kelly Education's "Exhibit A" Pricing

Mario Ramirez moved seconded by Slagiana Aleksikj to approve the additional language Exhibit A Pricing for Kelly Education to the "Types of Assignments; Pricing" clause to include: " Daily Teacher (1-15 Days) rate until the 16th consecutive day; If a break in service occurs, the rate drops to Daily Teacher (1-15 Days) rate until the new 15th consecutive day. Long Term pay starts on the 16th day" effective June 28, 2024.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Organization Chart

Olivia Quintero moved seconded by Mario Ramirez to approve the organizational chart for the 2024-2025 school year, as presented.

Upon Roll Call:

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

Motion carried

Approval of Grand Canyon Participants in Learning, Leading, and Serving Agreement - Out of State

Mario Ramirez moved seconded by Olivia Quintero to approve the Agreement, subject to attorney approval, to participate in Grand Canyon University's Participants in Learning, Leading and Serving Program at no cost, no exclusivity, and no expectations, as provided in the Agreement.

Upon Roll Call:

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

Motion carried

Acceptance of Lowest Responsible Bid for the Abatement of Asbestos for Buildings Located at 4032 and 4034 Joliet Avenue, Lyons, IL

Mario Ramirez moved seconded by Slagiana Aleksikj to approve the acceptance of the lowest responsible bid, Midway Contracting Group, LLC, in the amount of \$58,600 for the abatement of asbestos for buildings located at 4032 and 4034 Joliet Avenue, Lyons, IL.

Upon Roll Call:

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

X. Adjournment

Olivia Quintero moved seconded by Mario Ramirez to adjourn at 6:55 p.m.

Upon Voice Vote there were 4 Ayes, 0 Nays, 3 Absent

Sara Andreas, Secretary

Jorge Torres, President

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 5:00 P.M.
Thursday, August 1, 2024

I. Call to Order

The special meeting of the Board of Education was called to order at 5:00 p.m. by Vice President Winifred Rodriguez.

II. Roll Call

Members Physically Present: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

III. Public Comment

None

IV. Action Items

Approval to Accept the Proposal of ACM Engineering & Environmental Services for Asbestos Project Management Oversight and Air Sampling Services

Olivia Quintero moved seconded by Sara Andres to accept the Proposal of ACM Engineering & Environmental Services for Asbestos Project Management Oversight and Air Sampling Services for the amount of \$26,850.00.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

Approval of Resolution Accepting the Proposal for Demolition of 4032, 4034 and 4112 Joliet Ave., Lyons, IL 60534 and Authorizing Execution of a Demolition Contract Between Lyons School District 103 and Twin Eng., LLC, Subject to Attorney Approval

Olivia Quintero moved seconded by Sara Andres to approve the Resolution Accepting the Proposal for Demolition of 4032, 4034 and 4112 Joliet Ave., Lyons, IL 60534 and Authorizing Execution of a Demolition Contract Between Lyons School District 103 and Twin Eng., LLC, subject to attorney approval, in an amount not to exceed \$206,988.00.

Upon Roll Call:

Ayes: Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez

Nays: None

Absent: Slagiana Aleksikj
Les Antos
Jorge Torres

Motion carried

V. Adjournment

Mario Ramirez moved seconded by Olivia Quintero to adjourn at 5:02 p.m.

Upon Voice Vote there were 4 Ayes, 0 Nays, 3 Absent

Sara Andreas, Secretary

Jorge Torres, President

LYONS ELEMENTARY SCHOOL DISTRICT 103
PERSONNEL REPORT (August 27, 2024)
List #8.27.24

APPROVAL OF SUPPORT STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	DATE	SALARY	JOB POSITION STATUS
Phyllis Barber	GWMS	Long-Term Sub Nurse	8/15/24	\$336.31/Daily	Covering for LOA
Jeffrey Guerrero (pending paperwork)	Robinson	Part-Time Parent Liaison	ASAP	\$17.00/hr	Replacement for Nancy Gonzalez
Joshua Mukite (pending paperwork)	District	Night Custodian	ASAP	\$22.60	Open Vacancy
Evaine Stahr (pending paperwork)	Costello	Early Childhood Paraprofessional	ASAP	17.00/hr	Replacement for Leslie Prince

APPROVAL OF CERTIFIED STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	DATE	SALARY	JOB POSITION STATUS
Owen Blakely (pending paperwork)	GWMS	Science Teacher	ASAP	\$51,951.64	Replacement for Elizabeth Webster
Saul Castaneda	GWMS	ESL/Bilingual Teacher	8/21/24	\$59,579.00	Replacement for Lauren Jermalowski
Leidi Guzman	Home	Kindergarten Teacher	8/15/24	\$56,049.24	Replacement for Maria Janik
Christina Lareau	GWMS	Math Teacher	8/15/24	\$60,354.75	Replacement for Destinee Burton
Aaron Loveless (pending paperwork)	Costello	Kindergarten Teacher	ASAP	\$55,753.29	Replacement for Melanie Hill
Diana Maybank (pending paperwork)	Home	School Social Worker	ASAP	\$57,299.60	Replacement for Samantha Benson (Palmer)
Dafne Serrano (pending paperwork)	GWMS	ESL Bilingual Teacher	ASAP	\$53,489.61	Replacement for Omar Torres
Raashida Washington-Sabree	GWMS	Dean of Students	ASAP	\$90,000.00	Replacement for Sharon Patrick

APPROVAL OF STIPEND

NAME	SCHOOL	POSITION	DATE	STIPEND	JOB POSITION/STATUS
James Leahy	GWMS	Middle School Athletic Director	SY2024-2025	\$6,000.00	Stipend is in addition to regular job duties
Raashida Washington-Sabree (pending paperwork)	GWMS	District Attendance Coordinator	SY2024-2025	\$5,000.00	New Stipend Job Position in District

APPROVAL OF TERMINATION

NAME	SCHOOL	POSITION	DATE
Denise Speck	District Office	Payroll & Benefits Specialist	8/28/24

APPROVAL OF LEAVE OF ABSENCE

NAME	SCHOOL	POSITION	DATE
Jaclyn Barth	Costello	Special Education Resource Teacher	8/15/24 – 10/9/24
Lauren Bartkowiak	Edison	3 rd Grade Teacher	9/23/24 – 12/18/24
Lauren Bartkowiak	Edison	3 rd Grade Teacher	12/19/24 – 5/30/25
Maria Galvez	GWMS	Parent Liaison	8/20/24 – 10/01/24
Daicy Hernandez	Lincoln	Food Service Aide	8/15/24 – 5/30/25 Intermittent
Deborah Klein	Edison	School Secretary	7/24/24 – 9/7/24
Daina Welsh	GWMS	Music Teacher	9/30/24 – 1/8/25

APPROVAL OF RESIGNATION

NAME	SCHOOL	POSITION	DATE
Alex Bruzas	GWMS	ELA Teacher	7/16/24
Samantha Benson (Palmer)	Home	School Social Worker	8/14/24
Theresa Cullen	GWMS	Math Interventionist	8/14/24
Melanie Hill	Costello	Kindergarten Teacher	8/2/24
Patricia Reyes	Lincoln	Paraprofessional	8/23/24
Jessica Skelly	Costello	Paraprofessional	8/1/24

APPROVAL OF RETIREMENT

NAME	SCHOOL	POSITION	DATE
Cruz Sanchez	Costello	Paraprofessional	8/12/24
Armando Picallo	Edison	Custodian	11/1/24

Approved By:

Sara Andreas, Secretary

Dated: August 27, 2024

Jorge Torres, President

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:70 Vacancies on the Board of Education - Filling Vacancies

Vacancy [PRESSPlus1](#)

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling Vacancies

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

[105 ILCS 5/10-10](#) and [5/10-11](#).

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

~~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:

- 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
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Draft Update - Rewritten

Vacancies on the Board of Education - Filling Vacancies

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

The Board of Education fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs: Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys (ICSA), and available at: www.iasb.com/law/vacancies.cfm. [PRESSPlus1](#)

Confirm that the Board must fill the vacancy by appointment.

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

Notify the Intermediate Service Center Executive Director of the vacancy within five days of its occurrence (105 ILCS 5/10-10).

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

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: <ul style="list-style-type: none"> • Be a United States citizen 	58

<ul style="list-style-type: none"> • Be at least 18 years of age • Be a resident of Illinois and District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender • Not hold an incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of prohibited State or federal employment 	<p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>For guidance regarding conflict of interest and incompatible offices, see <i>Answers to FAQs Regarding Conflict of Interest and Incompatible Offices</i> (ICSA), available at: www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.</p>
<p>When additional qualifications apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. 	<p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11.</p> <p>Note: If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c).</p>

Decide who will receive completed vacancy applications.

Guidelines	Explanation
The Board	59

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

Announcement	Explanation
<p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [<i>reason for vacancy</i>] of [<i>former Board member's name</i>].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p>
<p>The individual selected will serve on the School Board from the date of appointment to [<i>date</i>].</p>	<p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p>
<p>The School District [<i>School District's philosophy or mission statement</i>].</p>	<p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [<i>Board's list of qualifications</i>].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy above</i>.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [<i>locations</i>].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board; Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p>
<p>Applications may be obtained at [<i>location and address and/or website</i>] beginning on [<i>date and time</i>].</p>	<p style="text-align: center;">60</p> <p>See action item titled <i>Decide who will receive completed</i></p>

Completed applications may be turned in by <i>[time and date]</i> to <i>[name and title of person receiving applications]</i> .	<i>vacancy applications</i> above.
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- Publicize the vacancy announcement by placing it on the District’s website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**
- Accept and review applications from prospective candidates (see Decide who will receive completed vacancy applications above).**
- Contact appropriate applicants for interviews (see Decide who will receive completed vacancy applications above).**
- Develop interview questions.**

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

<p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	
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Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board’s interview process, selection process, and ask the candidate if he or she has questions about the Board’s process for filling a vacancy by appointment.</p> <p>Describe the District’s philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board’s decision.</p>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings. 105 ILCS 5/10-13.</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10).

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

Announce the appointment to District staff and community.

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

Administer the Oath of Office and begin orientation.

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and exhibit 2:120-E1, <i>Guidelines for Serving as a Mentor to a New School Board Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.</p>

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

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 115. Minor updates were made to the **PRESS** sample in response to a five-year review. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 115, June 2024**

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Requesting Professional Travel [PRESSPlus1](#)

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

• **Expectations for Professional Travel:**

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

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

o Professional Travel Request Form (Exhibit A) –

- Multiple staff, provided they are from the same building, can utilize one form to request approval for professional travel. All requesting staff must be identified on the form.
- All pertinent meeting, workshop, or conference information should be included on the request form or by way of attachment to the form, specifically:
 - information and rationale related to the purpose of the travel,
 - cost of registration and any related substitute cost for the staff member'(s) absence,
 - registration form or link to register, and
 - calculated costs (see form for ⁶⁴directions on calculating ancillary costs):

transportation (mileage and/or airfare), lodging (if an overnight stay is required), meals (that are not included in registration), and any miscellaneous expenses not previously mentioned.

o Approval Process –

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

Professional Travel Reimbursement Guidelines

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

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

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

• **Documentation:**

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

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

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

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

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

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

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

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

- Any expenses incurred by a spouse, partner, and/or family members traveling with the approved staff.
- Charges for alcoholic beverages and in-room honor bar.

- Expenses for elective or valet services (in-room service, parking, cleaning, etc.).
- Costs related to recreational activities that may be associated with the meeting, workshop, or conference; however, are not required.
- Personal telephone calls.

Submitting for Travel Reimbursement

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

• **Completing the Professional Travel Forms:**

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

• **Reimbursement Timeline:**

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

LEGAL REF.:

[105 ILCS 5/10-20](#) and [5/10-22.32](#)

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

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

Adopted: August 25, 2020

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 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
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Review and Monitoring

Board Member Compensation; Expenses

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print: [PRESSPlus1](#)

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

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

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

Actual Expense Report

* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. [105 ILCS 5/10-22.32](#). For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, *Board Member Compensation; Expenses*.

Auto Travel Allowance: _____ per mile

Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Subtotal										70

Advances	-
TOTAL (a negative amount indicates refund due from Board member)	\$

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

Board Action:

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

Comments: _____

DATED : August 25, 2020

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 115, June 2024

Document Status: Review and Monitoring

Board Member Compensation; Expenses

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

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

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

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

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

Purchase Order Requested

Purchase Order #: _____

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

Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
* Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
				72						

Total										\$

Submitting Board Member's Signature

Date

Superintendent Signature

Date

Board Action:

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

Comments: _____

DATED : August 25, 2020

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 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
- Update the policy language due to changes in local conditions

- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:160 Board Attorney

The Board of Education may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

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

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

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

LEGAL REF.:

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

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

Adopted: August 25, 2020

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 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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- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Document Status: Draft Update - Rewritten

Board Attorney

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

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

Determine what type of legal services the District needs.

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

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

1. Review Board policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
 - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)
 - Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals

- Substantive knowledge and experience in the legal areas matching District’s needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District’s identified needs and may change from time to time.
- Experience in all aspects of contract, employment, and school law
- Experience that meets the District’s needs, including litigation experience in State and federal courts
- Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
- Demonstrated knowledge of and ability to apply professional responsibility rules
- Accessibility for the District’s identified needs, e.g., evening Board meetings, phone calls, etc.
- Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District’s interests
- When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

Develop the RFP.

1. Insert the list of qualifications that the Board developed.
2. Include the following information:
 - The deadline for responses to be submitted
 - The location (address or email) where responses should be sent
 - A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
 - Significant information about the District (see Board policy 1:30, *School District Philosophy*, for the District’s mission statement that is specific to the community’s goals)
 - The scope of work, e.g., “The Board Attorney will provide legal advice concerning [*typical duties, specific duties, excluded duties*].”
 - Qualifications
 - Details about interviews and presentations
3. Specify what responders must include in their responses, such as the following:
 - Cover letter, complete name, address, and legal structure (if the responder is a law firm)
 - The individuals who prepared the response, including their titles
 - If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
 - A proposed fee schedule, e.g., “Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options.”
 - A summary of the responder’s relevant experience representing public schools
 - A writing sample
 - An assurance that the responder meets the RFP’s qualifications
 - References including current or past clients

Announce the RFP.

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

Receive and manage responses to the RFP.

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

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

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:
 - What do you see as your role as Board Attorney?
 - How many other school districts do you currently represent?
 - What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
 - How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
 - What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*. 79
 - How would you manage a situation in which the Board feels strongly about its position but

you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, sample policy 2:160, *Board Attorney*.

- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a whatever the Board decides philosophy? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of sample policy 2:160, *Board Attorney*.
- Do you provide your school Board clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ...involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

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

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*.

2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
 - Introduce Board members to the responder
 - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
 - Describe the District's philosophy or mission statement
 - Describe the Board Attorney position by reviewing the RFP
 - Begin asking the interview questions (see *Develop interview questions*, above)
 - Ask the responder whether he or she has any questions for the Board
 - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

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

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

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

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
 - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
 - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services or engagement letter*) for these provisions:

- Fee arrangement
- Scope of services
- Which attorneys will be providing legal services
- A statement that the Board controls all legal decisions
- A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
- Board's right to terminate the services of the attorney and law firm at any time for any reason

4. Approve the *agreement for legal services or engagement letter* during an open Board meeting.

Announce the appointment to District staff and community.

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

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 115. Minor updates were made to the **PRESS** sample, including a corrected link to the Ill. Attorney Registration and Disciplinary Commission. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 115, June 2024**

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: [PRESSPlus1](#)

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, [5 ILCS 179/](#). Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information⁸³ that a federal awarding agency, pass-through

agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

[5 ILCS 179/](#), Identity Protection Act.

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

[50 ILCS 205/3](#), Local Records Act.

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

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: January 28, 2020

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 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
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Draft Update

OPERATIONAL SERVICES

4:70 Resource Conservation

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) establish a goal for the be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District, when it is economically and practically feasible to do so. [PRESSPlus1](#)
4. ~~Adherence to e~~Energy conservation measures.

LEGAL REF.:

[105 ILCS 5/10-20.19c](#) and [5/19b](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

Adopted: August 23, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 115, June 2024**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center Executive Director. [PRESSPlus1](#)

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee

may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$3,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#) and [5/17-1](#) *et seq.*

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: March 23, 2021

PRESSPlus Comments

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

Document Status: Review and Monitoring

General Personnel

5:180 Temporary Illness or Temporary Incapacity

For employees not covered by this agreement: [PRESSPlus1](#)

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

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

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

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans with Disabilities Act.

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

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

School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

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

Adopted: November 22, 2022

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 115, June 2024

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Dismissal, Evaluation

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

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in [105 ILCS 5/14-1.09a](#).

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

LEGAL REF.:

[29 U.S.C. §218\(d\)](#), [Pub. L. 117-328](#), Pump for Nursing Mothers Act.

[42 U.S.C. §2000gg](#) *et seq.*, [Pub. L. 117-328](#), Pregnant Workers Fairness Act.

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22-965](#), [PRESSPlus1 5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1 through 24A-20](#).

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: February 20, 2024

PRESSPlus 1. 105 ILCS 5/22-96, added by P.A. 103-46 and amended by P.A. 103-564, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas. The law also requires educators in these areas to obtain short-term approval if they are not licensed in the content area, or, if no short-term approval is available, they must meet criteria specified by the Ill. State Board of Education (ISBE). Educators must obtain an endorsement in the area being taught prior to the end of the short-term approval period to continue to maintain the educator's employment for subsequent school years. In the alternative, educators do not need to be licensed, obtain short-term approval, or meet other ISBE requirements if they meet the requirements of Title 23 of the Illinois Administrative Code except for Section 1.710. **Issue 115, June 2024**

Document Status: Review and Monitoring

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation [PRESSPlus1](#)

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given.

Retirement

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

For employees not covered by a current applicable bargaining agreement:

An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

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

For employees not covered by a current applicable bargaining agreement:

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

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

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

Reduction in Force and Recall

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

For employees not covered by a current applicable bargaining agreement:

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#)

(outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

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

Suspension

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

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

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

LEGAL REF.:

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

[5 ILCS 430](#) *et seq.*, State Officials and Employees Ethics Act.

[325 ILCS 5/7.4](#)(c-10), Abused and Neglected Child Reporting Act.

[820 ILCS 105/4a](#), Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: November 22, 2022

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 115, June 2024

Document Status: Review and Monitoring

Educational Support Personnel

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#), and (2) are not represented by an exclusive bargaining representative. [PRESSPlus1](#)

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment;
or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#); [29 C.F.R. Part 553.](#)

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: November 26, 2019

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:

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Issue 115, June 2024

Document Status: Review and Monitoring

INSTRUCTION

6:40 Curriculum Development

Adoption [PRESSPlus1](#)

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

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

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

Experimental Educational Programs and Pilot Projects

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

Single-Gender Classes and Activities

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

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts

to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

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

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by [34 C.F.R. Part 106.105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

Adopted: November 26, 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 114, March 2024

Document Status: Review and Monitoring

INSTRUCTION

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

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: [PRESSPlus1](#)

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

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

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

LEGAL REF.:

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

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

Adopted: November 26, 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 115, June 2024

Document Status: Draft Update

INSTRUCTION

6:140 Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Intermediate Service Center Executive Director and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.:

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[105 ILCS 45/](#), Education for Homeless Children Act.

[23 Ill.Admin.Code §1.241](#). [PRESSPlus1](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), [4:140 \(Waiver of Student Fees\)](#), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated, **Issue 115, June 2024**

Document Status: Review and Monitoring

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. [PRESSPlus1](#)

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

[105 ILCS 5/10-19.05\(e\)](#), [5/10-22.6a](#), [5/14-13.01](#), and [5/18-4.5](#).

[23 Ill.Admin.Code §§1.520](#), [1.610](#), and [226.300](#).

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: January 28, 2020

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 115, June 2024

Document Status: Review and Monitoring

STUDENTS

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. [PRESSPlus1](#)

LEGAL REF.:

[740 ILCS 115/](#).

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

Adopted: November 26, 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:

- 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
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Draft Update

BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or has ~~ve~~ a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. ~~Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by Board policy 2:265, Title IX Grievance Procedure~~ [PRESSPlus1](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, [775 ILCS 5/](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d et seq.](#); and/or Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy

may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint according to under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee [PRESSPlus2](#) shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, [PRESSPlus3](#) should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint ¹⁰⁸ or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal

opportunity to present evidence during an investigation. ~~If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved.~~ [PRESSPlus4](#) The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail provide his or her written decision to the Complainant and the accused ~~by registered mail, return receipt requested, and/or personal delivery.~~ [PRESSPlus5](#) as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail provide its written decision to the Complainant and the accused, ~~by registered mail, return receipt requested, and/or personal delivery~~ as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers [PRESSPlus6](#)

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational ¹⁰⁹opportunities and prohibit the harassment of

employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the 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

LEGAL REF.:

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

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

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

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

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

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

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

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

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20](#), [5/10-20.5](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-20.69](#), [5/10-20.75](#), [5/10-22.5](#), [5/22-19](#), [5/22-95](#) (final citation pending), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

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

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

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

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

[820 ILCS 112/](#), Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

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

~~[820 ILCS 112/](#), Equal Pay Act of 2003.~~

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 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), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: June 25, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), requiring all Title IX sex discrimination complaints to be processed using policy 2:265, *Title IX Grievance Procedure*. **Issue 116, August 2024**

PRESSPlus 2. "Title IX Coordinator or designee" is used where Title IX is implicated. In contrast, if Title IX is not implicated, "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see the last paragraph under the [Filing a Complaint](#) subhead). **Issue 116, August 2024**

PRESSPlus 3. See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at PRESS Online by logging in at www.iasb.com. **Issue 116, August 2024**

PRESSPlus 4. This sentence is deleted because it is not legally required and it is not practical for districts to seek parent/guardian attendance at every investigatory meeting involving their child. **Issue 116, August 2024**

PRESSPlus 5. Using a consistent delivery method that allows the district to verify the date of receipt is a best practice, e.g., registered mail, return receipt requested, and/or personal delivery. **Issue 116, August 2024**

PRESSPlus 6. Names and contact information are required by law to be listed, and it is important that they be regularly monitored and updated.

If changes are made to the Nondiscrimination Coordinator, Complaint Manager, and/or Title IX Coordinator information, use the Save Status **Adopted with Additional District Edits**. Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX Coordinator's name and contact information separately. **IASB will use the information provided in policy 2:260 for the Nondiscrimination Coordinator and Title IX Coordinator in policies 5:10, 5:20, 7:20, and 7:180. In addition, IASB will use the Title IX Coordinator information provided in policy 2:260 for policy 2:265.**

Complaint Managers identified in individual policies may vary depending upon local district needs. Ensure that policies 2:260, 5:10, 5:20, 7:20, and 7:180 each contain the correct names and contact information for the district's Complaint Managers.

Issue 116, August 2024

Document Status: Draft Update - Rewritten

BOARD OF EDUCATION

2:265 Title IX Grievance Procedure

Discrimination on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. [PRESSPlus1](#) Providing an educational and workplace environment free from discrimination on the basis of sex is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), including against applicants for employment, students, parents/guardians, employees, and third parties. [PRESSPlus2](#)

Title IX Sex Discrimination Prohibited

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 C.F.R. §106.2.

Definitions from 34 C.F.R. §106.2 [PRESSPlus3](#)

Complainant means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination. [PRESSPlus4](#)

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Respondent means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Making a Report

A person who wishes to make a report under this policy may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus5](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus6](#)

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:10, *Equal Educational Opportunities*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action under those policies.

subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of Title IX Sex Discrimination.

Title IX Complaint Grievance Process

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with 34 C.F.R. §106.45. See the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*.

When a Complaint is filed, the Title IX Coordinator will investigate it and make a determination regarding the outcome of the Complaint, or appoint a qualified person(s) to undertake the investigation and make a determination regarding the outcome of the Complaint.

Enforcement

Any District employee who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination 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/guardian, invitee, etc. Any District student who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding Title IX Sex Discrimination will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board policy 2:265, *Title IX Grievance Procedure*.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:200 (Terms and Conditions of Employment and Dismissal), 5:240

(Suspension), 5:290 (Employment Termination and Suspension), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*) requires this subject matter to be covered by policy and controls this policy's content.

The U.S. Dept. of Education released final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), effective 8-1-24. Compared to the previous Title IX regulations, the new 2024 Title IX regulations:

- Expand the breadth of Title IX grievance procedures to require that they be used to address all Title IX sex discrimination complaints, not just complaints of sexual harassment.
- Clarify that the scope of Title IX sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- Allow districts the flexibility to use a single investigator/decisionmaker template, so that the same individual who investigates a Title IX complaint may also make a decision regarding the complaint.

See Issue 116 Update Memo and the footnote information in Rewritten PRESS sample policy 2:265, *Title IX Grievance Procedure*, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 116, August 2024**

PRESSPlus 2. A district must prominently display its Title IX notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(c)(2)(i). The notice must state that nondiscrimination extends to any program or activity operated by the district, including employment; that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX Coordinator, to the U.S. Dept. of Education's Office for Civil Rights, or both; the name or title, office address, email address, and telephone number of the district's Title IX Coordinator; how to locate the district's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination. 34 C.F.R. §106.8(c)(1)(i). See the [Notice of Nondiscrimination](#) subhead of sample administrative procedure 2:265-AP1, *Title IX Response*, for a sample notice of nondiscrimination and nondiscrimination statement meeting the minimum requirements of Title IX regulations. The sample administrative procedure is available at PRESS Online by logging in at www.iasb.com. **Issue 116, August 2024**

PRESSPlus 3. If the district uses sample exhibit 2:265-E, *Title IX Glossary of Terms*, or a similar document, the definitions of these terms within it should match the definitions used in this policy. Sample exhibit 2:265-E is available at PRESS Online by logging in at www.iasb.com. **Issue 116, August 2024**

PRESSPlus 4. The 2024 Title IX regulations shift the focus of the analysis from "whether the participation or attempted participation occurred at the time the complaint was filed" (as required under the 2020 Title IX regulations) to "the time of the alleged sex discrimination." 89 Fed. Reg. 33483. **Issue 116, August 2024**

PRESSPlus 5. If the title(s) Assistant Building Principal and/or Dean of Students do not apply, enter Edit Mode, strike the non-applicable title(s), and save the policy as **Adopted with Additional District Edits**.
Issue 116, August 2024

PRESSPlus 6. Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). If a district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. 34 C.F.R. §106.8(a)(1). The Title IX Coordinator with ultimate oversight should be listed in this policy.

Consistent with how Nondiscrimination Coordinators and Complaint Managers are listed in PRESS sample policies, this policy requires the Title IX Coordinator's name, office address, email address, and telephone number to be listed. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. See policy 2:260, *Uniform Grievance Procedure*.

IASB will insert the Title IX Coordinator listed in the board's adopted policy 2:260 into policy 2:265. Ensure that the name and contact information listed in policy 2:260, *Uniform Grievance Procedure*, is correct. **Issue 116, August 2024**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
 - a. ~~Chronic health conditions of students;~~ [PRESSPlus1](#)
 - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in [105 ILCS 5/10-20.61](#) (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in [105 ILCS 5/2-3.166](#) (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11. [PRESSPlus2](#)
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in [105 ILCS 110/3.10](#) (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in [105 ILCS 5/10-23.13](#) (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of [105 ILCS 5/27-23.4](#) (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall

document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with [105 ILCS 150/](#), the Seizure Smart School Act.
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with [105 ILCS 145/](#), the Care of Students with Diabetes Act.
7. For all District staff, annual sexual harassment prevention training.
8. Title IX requirements for training in accordance with 34 C.F.R. §106.8(d) as follows (see Board policy 2:265, *Title IX Grievance Procedure*):[PRESSPlus3](#)
 - a. ~~For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.~~
 - b. ~~For school personnel designated as Title IX coordinators, investigators, decision makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.~~
 - c. ~~For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~
 - d. ~~For school personnel designated as Title IX decision makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.~~
9. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
10. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.[PRESSPlus4](#)

LEGAL REF.:

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

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/2-3.166](#), [5/3-11](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), [5/22-95](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 145/25](#), Care of Students with Diabetes Act

[105 ILCS 150/25](#), Seizure Smart School Act.

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

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

[745 ILCS 49/](#), Good Samaritan Act.

[775 ILCS 5/2-109](#) and [5/5A-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20, 226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: June 25, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.39(b-5), amended by P.A. 103-603, eff. 1-1-25, deleting “chronic health conditions of students” from the list of required staff training regarding health conditions of students. **Issue 116, August 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.39(b-20), amended by P.A. 103-603, eff. 1-1-25, requiring in-service training on the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11. **Issue 116, August 2024**

PRESSPlus 3. Updated in response to 34 C.F.R. §106.8(d). **Issue 116, August 2024**

PRESSPlus 4. Districts are not required to train staff on life-saving techniques, though 105 ILCS 110/3, amended by P.A. 103-608, eff. 1-1-25, requires that all teachers, administrators, and other school personnel, as determined by school officials, be provided with information about emergency procedures and life-saving techniques within 30 days after the first day of each school year. Such life-saving techniques must include the Heimlich maneuver, hands-only cardiopulmonary resuscitation

(CPR), and automated external defibrillator (AED) use. The information provided must be in accordance with standards of the American Red Cross, the American Heart Association (AHA), or another nationally recognized certifying organization. See e.g., <https://cpr.heart.org/en/cpr-courses-and-kits/hands-only-cpr/hands-only-cpr-resources>, <https://cpr.heart.org/en/training-programs/aed-implementation>, and www.redcross.org/take-a-class/resources/learn-first-aid/adult-child-choking. **Issue 116, August 2024**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational 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. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

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.

Nondiscrimination Coordinator:

Stephanie Koenig

123

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

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

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 comply 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 an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sex-based ^{ual} [PRESSPlus1](#) 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 Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, 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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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/[guardian](#), invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

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

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

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

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: June 25, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to final regulations implementing Title IX. **Issue 116, August 2024**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits any person a District employee, agent, or student from engaging in sexual discrimination, including sex-based harassment, in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response To Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's

educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

[105 ILCS 110/3.10.](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response To Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: December 15, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to final regulations implementing Title IX. **Issue 116, August 2024**

RESOLUTION RECOGNIZING PARENT-TEACHER ORGANIZATION (PTO) AND PARENT TEACHER ASSOCIATION (PTA) AS THE VEHICLES FOR PARENTS INVOLVEMENT IN LYONS SCHOOL DISTRICT 103 SCHOOLS AND ELIMINATING THE USE OF PARENT-TEACHER COMMITTEE (PTC)

WHEREAS, the Board of Education of Lyons School District 103 (“Board”) has, in accordance with 105 ILCS 5/10 *et al.*, the power to provide for the education and safety of students and to enact policies and take actions that would provide a conducive and cooperative environment for school personnel, staff, students, parents, and the community.

WHEREAS, the Board believes in the importance of parental involvement in Lyons School District 103 (“District”) schools including through parent-teacher entities; and

WHEREAS, it is the judgement of the Board that some entities provide better vehicles for parent involvement and participation than others;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lyons School District No. 103, Cook County, Illinois, as follows:

SECTION 1: That this Board of Education recognizes PTOs and PTAs as the most effective vehicles for parent involvement and participation.

SECTION 2: The Board eliminates any parent-teacher committee or any other parent-teacher entity that operates within the District’s schools.

SECTION 3: The Board directs and authorizes the Superintendent or his designee at each District school to take all necessary actions steps to ensure that each of the District schools has either a well-functioning PTO or a PTA.

SECTION 4. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 27th day of August 2024, by the following roll-call vote:

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

Jorge Torres, Board President

Attest:

By: _____
Sara Andreas, Board Secretary



**NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION
STAFFING AGREEMENT**

This Staffing Agreement (this "Agreement") is entered into on **8/12/2024** ("**Effective Date**") by **New Mediscan II, LLC dba Cross Country Education on behalf of itself and its affiliates (collectively "Agency")** and **Lyons Elementary School District 103 (Client)**". Agency and Client may be referred herein individually as a "Party" or collectively as the "Parties".

1. STAFFING SERVICES. Agency will refer to Client qualified and skilled personnel ("Personnel") for positions described in Exhibit A meeting the requirements outlined by Client and set forth in Exhibit B for Client's locations set forth in Exhibit C. Agency will supply Personnel. Agency will use commercially reasonable efforts to provide the Personnel when and as requested by Client. Agency will use commercially reasonable efforts to verify Personnel credentials; however, Agency makes no warranty or guaranty concerning Personnel abilities or performance and Client will exercise its independent judgment in accepting and retaining Personnel for assignment. All other testing and/or additional credentialing required by Client, including any changes to Exhibit B, shall be performed by Agency at Client's sole cost and expense. Any such Client requirements shall be billed to Client.

2. APPROVED VENDOR SUBCONTRACTORS. Agency may utilize subcontractors ("Approved Vendors") on an as needed basis by utilizing Approved Vendor's healthcare professionals ("Approved Vendor Personnel"). Prior to any Approved Vendor providing Services hereunder, Agency shall contractually require that every Approved Vendor performing duties pursuant to this Agreement meet all requirements and all applicable qualifications outlined herein, including all obligations, insurance, indemnification, representations, and warranties that apply to Agency and Agency employees under this Agreement and any Exhibits included herein. It is understood between the parties that Agency shall not insure or indemnify the Approved Vendor or Approved Vendor Personnel but that Client shall proceed directly against the Approved Vendor as Client shall be named a third party beneficiary for such purposes in the subcontracting agreement between Agency and Approved Vendor. Assignments filled through the use of Approved Vendors will be coordinated and arranged by Agency. Each Approved Vendor providing services under this Agreement shall be liable for their own respective acts or omissions. Agency shall not be liable for the acts or omissions of Approved Vendors or their respective employees.

3. INDEPENDENT RELATIONSHIP. Agency will render all services contemplated under this Agreement to Client as independent contractors and not as employees, agents, partners of, or joint ventures with Client. No Personnel performing services under this Agreement shall have any authority to bind Agency or modify this Agreement.

4. COMPLIANCE WITH LAWS; GENERAL TERMS; STANDARD OF PERFORMANCE. Agency shall comply with all federal laws, regulations and procedures regarding legal status to work and reside in the U.S., including completion of required Immigration and Naturalization forms upon hire. Agency is an Equal Opportunity Employer. Agency and Client will not discriminate in the placement of Personnel on the basis of race, creed, color, national origin, sex, age, disability, citizenship or veteran status. The Parties agree to perform the obligations under this Agreement pursuant to applicable federal, state, and local laws, including but not limited to, meal period and rest break laws. Specifically, Client shall have, and be responsible for, daily supervision over Personnel including, without limitation, providing (a) a safe, harassment free, abusive conduct free and discrimination free workplace, (b) all necessary and appropriate equipment for the work to be performed by the Personnel in the workplace environment, (c) all necessary and appropriate safety and operational training of Personnel on such equipment and concerning such environment, and (d) full compliance with all applicable federal and state wage and hour laws; safety laws and other regulatory laws. Client shall reimburse Agency for any costs, including penalties, incurred by Agency should Client fail to comply with this requirement. Each Party will indemnify the other, its affiliates, directors, officers, trustees, employees, agents and representatives for the indemnifying Party's failure to abide by such applicable federal, state, or local laws.

5. EXCLUSIVITY; FIRST AGENCY TO REFER PERSONNEL. Agency acknowledges and agrees that Client is not obligated to use Agency exclusively to provide Client with any Personnel. If Agency submits

Personnel's complete profile to Client, orally or in writing, before any other agency does so, Client agrees to staff and / or hire Personnel only through Agency.

6. BILLING AND PAYMENT. Agency will invoice Client weekly for services pursuant to the rates and terms contained on Exhibit A; payment shall not be subject to offset or waived for any delay in presentment. If additional attachments need to be provided with the invoice, Client agrees to provide that information in writing, prior to the first assignment. If, under applicable state law, Agency is required to pay Personnel any wage/hour penalty, Client will be billed for and will pay such penalty for such Personnel. Payment shall be due within thirty (30) days after invoice date. Agency will accept payment in the following forms: credit card, check and electronic funds transfer. Any payments processed via credit card, ACH debit or drawdown wire shall not require Client's additional authorization prior to processing payment. Such form of payment may incur a processing fee. A finance charge equal to the greater of 18% or the highest maximum lawful rate per annum, will be added to all outstanding amounts unpaid for thirty (30) days or more. Client will submit, in writing, any and all objections to the invoices to Agency within five (5) business days after Client's invoice date to allow Agency to timely investigate the concern and provide additional information or issue a credit. Failure to so notify Agency of any objections will constitute acceptance of invoice and waiver by Client of such objections. Late invoicing will not affect Client's responsibility for payment. Payments shall be applied in the following order against amounts owed by Client to Agency: (a) first, to the payment of any costs of collection incurred by Agency (including any attorneys' fees and expenses), (b) second, to any late fees and/or penalties, including, but not limited to, any finance charges and (c) last, to the payment of fees for services rendered by Agency to Client under this Agreement. Client and Agency agree that any settlement of disputes regarding this Agreement must be in writing and signed by Agency and Client, or it will not be binding upon either of them. Client authorizes Agency to receive and deposit payments marked "paid in full" or "full satisfaction and discharge" or words of similar import, without waiving Agency's right to proceed against Client for any outstanding amounts owed by Client in excess of such payments. Client agrees to pay any added charges relating to excise, gross receipts, sales tax, or other similar taxes, if applicable. In the event such payments are not made, Agency shall have the right to pay such sums at its discretion and Client agrees to reimburse Agency for all such payments made. Any partial payment of an invoice received and deposited by Agency shall not be deemed to be payment in full of such invoice and shall not waive Agency's right to proceed against Client for any outstanding amounts owed by Client in excess of such payment.

7. SALES, GROSS RECEIPTS, AND/OR APPLICABLE TAXES. Rates listed in this Agreement and any attached exhibits do not include state and local sales tax, gross receipts tax or other applicable taxes. Services provided that are subject to such taxes will be billed at the appropriate rate plus the applicable taxes, payable by Client. Taxability will be determined based on the location where the service is provided. If Client is exempt from such taxes or should not be charged for other legal reasons, it is Client's duty to provide proof of exemption to Agency. In the event that Client utilizes a third party billing system that does not provide an option to bill for tax, Client will be billed separately for the tax due. In the event certain taxes arise from either (a) a determination that Client was not exempt or (b) a determination such services should have been taxable and for which no taxes were charged, Agency shall separately invoice those amounts and Client shall be responsible to pay such amounts according to the terms noted in the billing and payment section of this Agreement.

8. NON-SOLICITATION. Unless otherwise prohibited by applicable law, Client agrees not to solicit any of Agency's employees, including Personnel performing services hereunder, to become employed by Client or to attempt to otherwise modify the employment relationship between Agency's employees, including Personnel, and Agency and/or its affiliates in any manner, except as provided in the attached Exhibit A of this Agreement.

9. SCHOOL PROPERTY. Any items provided by Client to CCE Personnel is the responsibility of the Client. CCE will not reimburse Client for any items not returned by the CCE Personnel to the Client.

10. TERM/TERMINATION OF AGREEMENT. This Agreement shall begin on the date first written above and shall continue for a term of one year. This Agreement at the end of such term will be automatically renewed for successive one-year periods unless terminated sooner. This Agreement may be terminated by either Party on fifteen (15) days' written notice, or at any time by mutual written agreement of the Parties. Agency reserves the right to immediately terminate this Agreement in the event: (i) Client breaches any duty under this Agreement, including but not limited to the failure to timely pay any amounts due to Agency; (ii) if required by law or regulation; or (iii) if Client becomes insolvent or commits any act of bankruptcy, or a petitioner for involuntary bankruptcy is filed against Client, or Client makes a general assignment for the benefit of creditors under the bankruptcy or insolvency laws. On termination, Agency shall have no further obligation to provide Client with Personnel.

11. CONFIDENTIALITY. The Parties agree that this relationship may meet the requirements established under the Family Educational Rights and Privacy Act ("FERPA") and shall act in accordance with FERPA standards. In addition, Client agrees that it will not, directly or indirectly, disclose to any

Personnel or any third party any rate or other remuneration information disclosed by Agency to Client or any other information contained in this Agreement, except to the extent that such information is required to be disclosed by law, court or governmental order. Client acknowledges that all information regarding rates and other remuneration, as between Agency and Personnel and Client and Agency, is considered proprietary by Agency. The terms of this Section shall survive the termination of this Agreement for any reason.

12. INSURANCE. During the term of this Agreement, Agency will maintain Workers' Compensation insurance at levels established by applicable state, automobile liability insurance with limits of \$1,000,000 and general liability insurance with limits of \$1,000,000 (individual) and \$3,000,000 (aggregate). Such general liability coverage shall include claims for sexual abuse and molestation. Agency shall furnish, at Client's request, a certificate of insurance evidencing such coverage.

13. LIABILITY AND INDEMNIFICATION. Agency agrees to indemnify Client from claims and liabilities (including reasonable attorneys' fees) relating to any property damage, personal injuries or death, resulting directly from the negligent acts or omissions of Agency or its employees while performing services pursuant to this Agreement. Client agrees to indemnify Agency, its affiliates, directors, officers, trustees, employees, agents and representatives from claims and liabilities (including reasonable attorneys' fees) relating to personal injuries or death, resulting directly from the negligent acts or omissions of Client or its employees. Client and Agency each agree that they shall only be liable to the other Party under this section for the proportionate liability or relative share of negligence allocated to such Party based on the negligent acts or omissions of itself or its employees.

14. VIRTUAL SERVICES. Most services are available for virtual delivery. If virtual services are requested, Client agrees to indemnify and hold harmless Agency for any violations of FERPA while delivering virtual or other services requested by Client.

15. RISK MANAGEMENT. Client agrees to notify Agency's Risk Management Department by phone at (800) 513-5635 or (888) 235-3321 within fifteen (15) days of any incident or concern regarding care of student(s), incident or pending or threatened lawsuit relating to services provided under this Agreement. Failure of Client to provide such notice shall relieve Agency from any and all liability, damage or costs (including any indemnity obligations) resulting from the alleged incident or complaint. Upon receipt of notification of an incident, Agency's Risk Management Department will take all steps it deems reasonably necessary related to the same. Agency and Client agree that neither Party shall take any retaliatory and/or disciplinary action against Personnel should they report any safety or quality care concerns to any such regulatory agency. Client will be responsible for recording Personnel work injuries on Client's injury logs and will indemnify Agency for any violations of Occupational Safety and Health Administration (OSHA) laws related to Personnel. In the event of an injury to Personnel while working, Client shall advise Personnel to immediately report the injury to Agency. During business hours the number to call is 800-695-7810. During after-hours and weekends the number to call for travel personnel is 800-347-2264 and the respective branch number for per diem. Agency's Workers' Compensation Team will direct Personnel regarding treatment and the filing of a Workers' Compensation claim.

16. NOTICES; BILLING ADDRESS. Any notice rendered in connection with this Agreement shall be in writing and shall be effective when delivered personally (including by Federal Express, Express Mail, or similar courier service), if sent by facsimile, on the date of transmission with confirmed answer back, or five (5) days following deposit into the United States mail, certified mail, return receipt requested, first class postage prepaid, addressed to such Party at the address set forth below, with a copy to Susan Ball, General Counsel if notice is sent to Agency. Client agrees to promptly notify Agency in writing of any incidents that could lead to liability for Agency or its employees, including Personnel, and any threatened or pending litigation or claims arising out of or relating to the services provided hereunder.

If to Agency:		If to Client:	
Cross Country Healthcare, Inc. 6551 Park of Commerce Blvd. NW Boca Raton, FL 33487		Lyons Elementary School District 103	
		4100 Joliet Avenue	
		Lyons, IL 60534	
ATTENTION:	Contract Administration	ATTENTION:	
PHONE	800.873.9182	PHONE	
		FAX	

If Client's billing address differs from Client's notification address, Agency will invoice Client's billing address as indicated below.

If to Client:
Enter Client Legal Name

Enter Street Address	
Enter City, State & Zip	
ATTENTION:	Enter Name
PHONE	Enter Phone Number
FAX	Enter Fax Name

17. CONFLICT OF INTEREST. Agency represents that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which conflicts in any manner or degree with Client or with the performance of the Services under this Agreement. Agency further represents that it shall not engage any person having such conflict of interest to perform services.

18. ACCESS TO RECORDS. In accordance with Federal regulations and for four (4) years after the termination of this Agreement for any reason, Agency agrees to make available to the Secretary, U.S. Dept. of Health and Human Services, the U.S. Comptroller General and their representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of the services provided hereunder.

19. GOVERNING LAW. This Agreement shall be interpreted pursuant and subject to the laws of the State of California. The Parties agree that any action between the Parties must be brought in a court of competent jurisdiction in the State of California, Los Angeles County, where the Parties consent to jurisdiction.

20. ENTIRE AGREEMENT; MODIFICATIONS; WAIVERS; SURVIVAL. This Agreement constitutes the entire agreement between the Parties with respect to the matters herein and supersedes all prior agreements, arrangements and understandings (whether oral or written) between the Parties. Other than as provided for Exhibit A, this Agreement shall not be modified, except in writing signed by both Parties expressly stating that it constitutes a modification of this Agreement. Exhibit A shall be updated annually in accordance with provisions of Exhibit A, and will be sent by Agency to Client contact. Such updated Exhibit A will be effective on the Effective Date. Failure of any Party to insist upon strict compliance with any of the terms of this Agreement in one or more instances shall not be deemed a waiver of its rights to require such compliance in the future. This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of the Parties hereto. If an action is brought to enforce or interpret this Agreement, the prevailing Party shall be entitled to recover its costs and reasonable attorneys' fees relating to such action. If any term or provision of this Agreement shall be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such finding shall not invalidate the whole Agreement. Such term or provision shall be deemed modified only to the extent necessary by adjudication to render such term or provision valid, legal and enforceable. **Notwithstanding anything herein to the contrary, Sections 3, 6-7, 9-13, 15, and 18-21 shall survive the termination of this Agreement for any reason.**

21. ATTACHMENTS; COUNTERPARTS; FACSIMILE DELIVERY. Each Exhibit to this Agreement is hereby incorporated by reference in this Agreement as if such Exhibit was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile transmission shall be effective as delivery of a manually executed counterpart hereof.

22. CONSEQUENTIAL; SPECIAL DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES OR EXPENSES OR LOST PROFITS (REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) UNDER OR IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, STATUTORY LIABILITY OR OTHERWISE).

IN WITNESS HEREOF, the Parties have caused this Agreement to be executed on the Effective Date of this Agreement.

**NEW MEDISCAN II, LLC DBA CROSS COUNTRY
EDUCATION**

Client: Lyons Elementary School District 103

SIGNATURE

PRINTED NAME

TITLE

DATE

SIGNATURE

PRINTED NAME

TITLE

DATE

**EXHIBIT A – STAFFING
NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION
RATES AND TERMS**

A. CONVERSION. Conversion terms shall apply unless this right is specifically protected in accordance with state and/or local law in the location of services. In the event this right is prohibited by law, this section shall be null and void. Client recognizes and acknowledges that Agency spends considerable time and effort and incurs substantial expense in recruiting, employing, training, and retaining any individual introduced by Agency. Client shall not hire, nor attempt to hire, directly or indirectly, personally or through an agent or agency, contract with or hire directly any staff after the latest date of verbal and/or written introduction, referral, or date of work for a period of six (6) months without payment of the conversion fee. Should Client wish to enter into a permanent placement agreement, independent contract agreement, and/or refer Personnel to a third party for employment, Client agrees to pay the amount listed in the Rates section.

All amounts required to be paid to Agency are due upon candidate's first day of service at Client to which Personnel member is referred. Client's obligation to pay Agency under this provision shall not be subject to offset. Late fees will be assessed for late payments.

B. ORIENTATION. Client shall provide Personnel with instructions regarding Client and facility policies. In the event Client requires Personnel to report to work prior to the first day of Personnel scheduled assignment in order to fulfill any pre-employment requirements, Client will pay Agency the applicable Personnel rate described below for each hour spent by such Personnel fulfilling those requirements. Such fees will be billed on and paid by the Client in accordance with the first invoice delivered to the Client.

C. TIME AND ATTENDANCE. A Client representative and the assigned Personnel shall each provide the hours worked by Personnel. A Client representative shall promptly approve the hours worked by Personnel by completing and executing such information on a form provided by Agency, indicating Personnel exact time in and time out, including records of all breaks and meal periods. Such timesheets shall be submitted weekly to Agency. Time entries not formally approved on such a basis shall be deemed accepted and approved by Client and processed for invoicing. Client's execution of a timesheet shall constitute Client's acceptance and waiver of objections to the work performed by Personnel, the number of hours so listed, the shift and unit worked by Personnel and other additional charges listed thereon

D. OVERTIME. Client will be billed for all overtime hours in accordance with the current state and federal laws, rules and regulations where such services are being provided. Calculations of overtime will be 1.5 times the Personnel rate or two (2) times the Personnel rate listed below as required by law.

E. PERMANENT PLACEMENT. Upon Client's request Agency will identify, qualify and interview individuals pursuant to Client-specified job description for Client's direct hire opportunities. If Client hires such individual, Client will be billed in the next billing cycle a fee equal to the greater of USD \$18,750 or 35% of such individual's annual base salary calculated on a 40-hour work week. Such fee shall be due and payable under the terms and conditions of this Agreement.

F. RATE CHANGES. The regular rates are subject to additional increase in the event that FICA, FUTA, SUTA or other applicable taxes are increased by the governing body. In the event of such increase, Agency will increase the regular rates by the exact amount such tax is increased without additional markup or profit to Agency. The rates and terms in this exhibit may be increased or decreased yearly. Clients will receive these updates at least 30 days prior to the effective date.

G. BREAKS AND REST PERIODS. Client agrees to schedule and supervise all Personnel while on assignment with Client and provide all Personnel with all meal periods and rest breaks required by law. Client shall reimburse Agency for any costs, including penalties, incurred by Agency should Client fail to comply with this requirement.

H. TRAVEL ASSIGNMENTS - ASSIGNMENT DURATION; MINIMUM GUARANTEE; CANCELLATION OF SHIFT OR ASSIGNMENT For all travel assignments, Client will provide Personnel with shifts of 8 hours a day for a total of 40 hours per week for a minimum of an eight (8) week assignment. In the event a travel assignment is cancelled without cause, Client shall pay out all fees, including the guaranteed hours of such Personnel, associated with such assignment.

I. TRAVEL ASSIGNMENTS - ALLOCATION AND DEDUCTION OF TRAVEL EXPENSES. Agency's hourly billing rates and Client's payment of those hourly rates necessarily incorporate and contemplate that a portion of those rates is to reimburse Agency for all lodging, meals and incidental expenses incurred by Personnel ("travel expenses"). Client acknowledges and agrees that a portion of its payment for the hourly billing rates shall reimburse Agency for all travel expenses paid by Agency to any of its Personnel providing services to Client hereunder. Client or Agency may deduct such allocable portion of the payment as travel expenses subject to any applicable federal limitations.

Agency shall provide Client with information detailing all such per diem allowances paid for travel expenses on a report referenced and included as a part of each invoice. Each such report shall be deemed to be incorporated by reference into the applicable invoice and read as a part thereof. Such report shall contain the names of each Personnel providing services to Client who received per diem allowances during the period referenced on the invoice, as well as the aggregate amount of those allowances during the billing period. Copies of such expense reports are maintained by Agency and are available upon request if needed to further substantiate Client's tax deductions for travel expenses. Agency is providing Client with an aggregate hourly rate for billing purposes which is inclusive of both (i) amounts for healthcare services provided by Personnel hereunder; and (ii) reimbursements for per diem allowances paid by Agency to Personnel (at the current rate, with 0% markup). The aforementioned hourly rate is being given solely at Client's request to allow Client to compare the total cost of Agency's services to its competitors' and it shall in no way reflect treatment of how Agency is paying wages to its Personnel. This allocation and deduction of travel expenses shall apply to Approved Vendors and their Personnel based on the terms and conditions set forth above as well.

J. MILEAGE. Client will reimburse Agency for all mileage while traveling between Client's facilities in accordance with IRS Standards.

K. INCENTIVISED RATES. Agency and Client may designate certain specialties as requiring an incentivized rate at the time of order to meet Client needs. Such incentivized rates shall be used for the duration or extension of such assignments. Agency shall propose such rates including the details of the bill rate change, prior to enacting the incentivized rates. Client shall confirm its approval via the assignment confirmation signed by Client.

L. RATES. The following rates shall be effective for all working Personnel, new starts, extensions, and renewals as first dated below.

Modality	PERSONNEL RATES (PER HOUR)
Adapted Physical Education Teacher	\$70 - \$90
Behavior Analyst/Consultant/ Behavioral Intervention Development	\$70 - \$90
Certified or Credentialed School Nurse	\$70 - \$90
Occupational Therapists	\$75 - \$95
Certified Occupational Therapist Assistant	\$55 - \$65
Orientation/Mobility Specialist	\$75 - \$95
Physical Therapist	\$75 - \$100
Physical Therapist Assistant	\$55 - \$65
Registered Behavior Technician	\$45 - \$55
Registered Nurse	\$60- \$80
School Counselor	\$65 - \$85
School Psychologist	\$75 - \$100
Sign Language Interpreter	\$65 - \$75
Social Worker	\$70 - \$80
Special Education Teacher	\$65 - \$85
Speech Language Pathologist	\$75 - \$100
Speech Language Pathologist Assistant	\$55 - \$65
Teachers for the Deaf or Hard of Hearing	\$65 - \$75
Teachers for the Visually Impaired	\$65 - \$75
Licensed Vocational Nurse/Licensed Practical Nurse	\$50 - \$60
Certified Teacher (non – Special Education Teacher)	\$35 - \$45
SPECIALTY POSITIONS CONVERSION FEES OR PERMANENT PLACEMENT	
The conversion fee is equal to the greater of USD \$18,750 or 35% of the provider's annual base salary calculated on a 40-hour work week.	

SUBSTITUTE TEACHER AND SUPPORT STAFF POSITIONS	HOURLY RATE
Paraprofessional/ Special Education Aide	\$30 - \$40
Behavioral Intervention Implementation	\$30 - \$40
Certified Nursing Assistant	\$35 - \$45
Office Assistant	\$30 - \$40
Substitute Teacher -General Ed	\$45 - \$65
SUBSTITUTE TEACHER AND SUPPORT STAFF POSITIONS CONVERSION FEES OR PERMANENT PLACEMENT	
Fewer than 90 days on assignment - \$6,500 90 Days or more on assignment- \$3,500	



Exhibit B

Special Education Providers, Substitute Teachers and Support Staff
HEALTH SCREENING AND CREDENTIALING REQUIREMENTS

1. Agency's Personnel must meet the requirements set forth below in accordance with the below tables based on the location of services being provided. Client agrees to not require the employee to provide any additional items other than those listed below. Agency attests that for each of its respective employees they meet the minimum requirements and (a) they have completed all of the health and background screenings requirements below; (b) there has been no break in service greater than 180 days of such employees subsequent to conducting such health and background screenings; and (c) the results of those screenings has not shown any issues that would render such employee reasonably unacceptable to the Client or otherwise negatively impact the health or safety of any child.
2. Client understands and agrees that it will incur additional costs for any health screenings and/or credentialing requested that is not set forth in this Exhibit B. In addition, any requests by Client other than as set forth on Exhibit B must be agreed upon in writing before Agency shall be required to provide any such additional health screenings and/or credentialing.
3. Items on this document cannot be waived or altered unless approved by the Director of Business Administration, the President or Agency designee. Any item waived cannot be an item that places the employee in a non-compliant status per applicable laws and directives.
4. In addition to Exhibit B, items for onboarding include Drug Screening/ run the 10 Panel + 6am-Hydr for new hires in PA and proof of physical is required upon hire. For fingerprinting, the PATCH, ChildLine and FBI clearances are required. If any employee's PATCH report is completed but the FBI is pending, then the employee is able to start. However, if client does not have the PATCH or FBI clearance, the employee cannot start until they have at least one

FOR SERVICES PROVIDED		
TYPE	FREQUENCY	DETAILS
State of PA License (Academic Assessor, Registered Nurse, Registered Behavior Technician, Licensed Vocational Nurse, Marriage and Family Therapist, Music Therapist, Art Therapist, Physical Therapist, Physical Therapist Assistant, Licensed Clinical Social Worker, Speech Language Pathologist, Speech Language Pathologist Assistant, Certified Occupational Therapist Assistant, Occupational Therapist, Orientation/Mobility Specialist, Psychologist, Audiologist, Behavior Intervention Development, and Certified Nursing Assistant only)	At hire, re-activation, and at expiration	Unencumbered license - all flags or suspensions must be explained and evaluated by a Director prior to hire
Non-Violent Crisis Intervention Training (if required)		

	At hire, re-activation, and at expiration	current and Valid
CTC Permit (30-day permitted substitute teachers only)	At hire, re-activation, and at expiration	Current and valid - all flags or suspensions must be explained and evaluated by a Director prior to hire
CTC Credential (Special Education Teacher, Case Manager, Certified or Credentialed Nurse, Educational Diagnostician, Expert Consult, Program Admin, Teachers for the Deaf and Hard of Hearing, Teachers for the Visually Impaired, Resource Teacher, School Psychologist, Adapted Physical Education Teacher, and School Counselor)	At hire, re-activation, and at expiration	Current and valid - all flags or suspensions must be explained and evaluated by a Director prior to hire
Transcripts (Office, SpEd Aide, Teacher Assistant, and BII)	At hire and re-activation	Units earned meet or exceed state and district requirements
First Aid/CPR License (RN, LVN or CNA Only)	As hire, re-activation, and at expiration	Current and Valid
Livescan Results (DOJ/FBI)	At hire, re-activation, and as subsequent arrests are received by DOJ/FBI	Any convictions must be explained and evaluated for Ed Code compliance. If acceptable per Ed Code, evaluated by a Director before hire.
Mandated Reporter, Bloodborne Pathogen (If required)	At hire, re-activation, and at expiration	Attestation of completion is maintained in the employee file.
Positive Behavior Interventions and Supports Trainings (SpEd Providers and BII's) (If required)	At hire, re-activation, and at expiration	Attestation of completion is maintained in the employee file.
Sexual Harassment Training (If required)	At hire or reactivation, and every 2 years thereafter	Certificate of completion is maintained in the employee file.

Exhibit C
Client Locations

TYPE	MAKE	MODEL	SERIAL NUMBER
DESKTOP PC	DELL	OptiPlex 7020	7DY6B42
DESKTOP PC	DELL	OptiPlex 7020	FLR1S22
DESKTOP PC	DELL	OptiPlex 7020	7DH7B42
DESKTOP PC	DELL	OptiPlex 7020	6P2YDB2
DESKTOP PC	DELL	OptiPlex 7020	JDZTR22
DESKTOP PC	DELL	OptiPlex 7020	FLLNR22
DESKTOP PC	DELL	OptiPlex 7020	GKRYQ22
DESKTOP PC	DELL	OptiPlex 7020	JVLP282
DESKTOP PC	DELL	OptiPlex 7020	6P1TDB2
DESKTOP PC	DELL	OptiPlex 7020	1WVNR22
DESKTOP PC	DELL	OptiPlex 3010	6CXLHX1
DESKTOP PC	DELL	OptiPlex 7020	7DJ5B42
DESKTOP PC	DELL	OptiPlex 7020	GBX1GB2
DESKTOP PC	DELL	OptiPlex 7020	2RBTDB2
DESKTOP PC	DELL	OptiPlex 7020	HNT7082
DESKTOP PC	DELL	OptiPlex 7020	JXDP282
DESKTOP PC	DELL	OptiPlex 7020	FLKQR22
DESKTOP PC	DELL	OptiPlex 7020	9JFW182
DESKTOP PC	DELL	OptiPlex 7020	585L082
DESKTOP PC	DELL	OptiPlex 7020	3MF0182
DESKTOP PC	DELL	OptiPlex 7020	FLP0S22
DESKTOP PC	DELL	OptiPlex 7020	JV21282
DESKTOP PC	DELL	OptiPlex 7020	JHKNV52
DESKTOP PC	DELL	OptiPlex 7020	7DY5B42
DESKTOP PC	DELL	OptiPlex 7020	70NVD22
DESKTOP PC	DELL	OptiPlex 7020	5P5PT52
DESKTOP PC	DELL	OptiPlex 7020	6G0WD42
DESKTOP PC	DELL	OptiPlex 7020	7DS7B42
DESKTOP PC	DELL	Precision 3420	5SQDXQ2
DESKTOP PC	DELL	OptiPlex 7020	4MXG382
DESKTOP PC	DELL	OptiPlex 7020	JHLCV52
DESKTOP PC	DELL	OptiPlex 7020	7DX7B42
DESKTOP PC	DELL	OptiPlex 7020	7DF7B42
DESKTOP PC	DELL	OptiPlex 7020	BL0SC42
DESKTOP PC	DELL	OptiPlex 7020	BVXHR22
DESKTOP PC	DELL	OptiPlex 7020	7DL5B42
DESKTOP PC	DELL	OptiPlex 7020	BWCHR22
DESKTOP PC	DELL	OptiPlex 7020	FLQZR22
DESKTOP PC	DELL	Precision 3420	5SRDXQ2
DESKTOP PC	DELL	OptiPlex 7020	JXGF182
DESKTOP PC	DELL	OptiPlex 7020	BHYYW72
DESKTOP PC	DELL	OptiPlex 7020	7DV6B42
DESKTOP PC	DELL	OptiPlex 7020	FLL1S22

DESKTOP PC DELL	OptiPlex 7020	2R2RG42
DESKTOP PC DELL	OptiPlex 7020	JL4WR52
DESKTOP PC DELL	OptiPlex 7020	FLMKR22
DESKTOP PC DELL	OptiPlex 7020	52M5Z72
DESKTOP PC DELL	OptiPlex 7020	7DZ6B42
DESKTOP PC DELL	OptiPlex 7020	JXRZ182
DESKTOP PC DELL	OptiPlex 7020	62VDFB2
DESKTOP PC DELL	OptiPlex 7020	7DK5B42
DESKTOP PC DELL	OptiPlex 7020	6G7ZR52
DESKTOP PC DELL	OptiPlex 7020	4LCGR52
DESKTOP PC DELL	OptiPlex 7020	1V50S22
DESKTOP PC DELL	OptiPlex 7020	7WCZB62
DESKTOP PC DELL	OptiPlex 7020	GKSRQ22
DESKTOP PC DELL	OptiPlex 7020	?
DESKTOP PC DELL	OptiPlex 7020	3213F42
DESKTOP PC DELL	OptiPlex 7020	JHLRV52
DESKTOP PC DELL	OptiPlex 7020	JHJYV52
DESKTOP PC DELL	OptiPlex 7020	80PG282
DESKTOP PC DELL	OptiPlex 7020	F1WLW52
DESKTOP PC DELL	OptiPlex 7020	44Y1S52
DESKTOP PC DELL	OptiPlex 7020	6ZFDVB2
DESKTOP PC DELL	OptiPlex 7020	D58QW52
DESKTOP PC DELL	OptiPlex 7020	70CWDB2
DESKTOP PC DELL	Precision 3420	5SQFXQ2
DESKTOP PC DELL	Precision 3420	5SQCXQ2
DESKTOP PC DELL	Precision 3420	5SSBXQ2
DESKTOP PC DELL	Precision 3420	5SSCXQ2
DESKTOP PC DELL	Precision 3420	5SS9XQ2
DESKTOP PC DELL	Precision 3420	5SN9XQ2
DESKTOP PC DELL	Precision 3420	5SMFXQ2
DESKTOP PC DELL	Precision 3420	5SPCXQ2
DESKTOP PC DELL	Precision 3420	5SQ9XQ2
DESKTOP PC DELL	Precision 3420	5SSDXQ2
DESKTOP PC DELL	Precision 3420	5SQ8XQ2
DESKTOP PC DELL	Precision 3420	5SQBXQ2
DESKTOP PC DELL	Precision 3420	5SPFXQ2
DESKTOP PC DELL	Precision 3420	5SNCXQ2
DESKTOP PC DELL	OptiPlex 7020	9JYW182
DESKTOP PC DELL	OptiPlex 7020	B426382
DESKTOP PC DELL	OptiPlex 3060	DNZJ7X2
DESKTOP PC DELL	OptiPlex 3060	DPXD7X2
DESKTOP PC DELL	OptiPlex 3060	DPTH7X2
DESKTOP PC DELL	OptiPlex 3060	DPQG7X2
DESKTOP PC DELL	OptiPlex 3060	DRBD7X2

DESKTOP PC DELL	OptiPlex 3060	DPGG7X2
DESKTOP PC DELL	Precision 3420	5SRBXQ2
DESKTOP PC DELL	Precision 3420	5SRFXQ2
DESKTOP PC DELL	Precision 3420	5SNBXQ2
DESKTOP PC DELL	Precision 3420	5SP8XQ2
DESKTOP PC DELL	Precision 3420	5SNFXQ2
DESKTOP PC DELL	Precision 3420	5SP9XQ2
DESKTOP PC DELL	Precision 3420	5SNDXQ2
DESKTOP PC DELL	OptiPlex 7020	FLPMR22
DESKTOP PC DELL	OptiPlex 3060	DRRG7X2
DESKTOP PC DELL	OptiPlex 3060	DR8F7X2
DESKTOP PC DELL	OptiPlex 3060	DPHH7X2
DESKTOP PC DELL	OptiPlex 3060	DQXG7X2
DESKTOP PC DELL	OptiPlex 3060	DP9D7X2
DESKTOP PC DELL	OptiPlex 3060	DPMJ7X2
DESKTOP PC DELL	OptiPlex 3060	DRBC7X2
DESKTOP PC DELL	OptiPlex 3060	DP4F7X2
DESKTOP PC DELL	OptiPlex 3060	DRSB7X2
DESKTOP PC DELL	OptiPlex 3060	DR2C7X2
DESKTOP PC DELL	OptiPlex 3060	DQYJ7X2
DESKTOP PC DELL	OptiPlex 3060	DR0G7X2
DESKTOP PC DELL	OptiPlex 3060	DPHJ7X2
DESKTOP PC DELL	Precision 3420	5SN8XQ2
DESKTOP PC DELL	OptiPlex 3060	DRSC7X2
DESKTOP PC DELL	OptiPlex 3060	DRCH7X2
DESKTOP PC DELL	OptiPlex 3060	DR4G7X2
DESKTOP PC DELL	OptiPlex 3060	DPQJ7X2
DESKTOP PC DELL	OptiPlex 3060	DR9F7X2
DESKTOP PC DELL	OptiPlex 3060	DR8C7X2
DESKTOP PC DELL	OptiPlex 3060	DPGH7X2
DESKTOP PC DELL	OptiPlex 3060	DRV7X2
DESKTOP PC DELL	OptiPlex 3060	DRVF7X2
DESKTOP PC DELL	OptiPlex 3060	DRTD7X2
DESKTOP PC DELL	OptiPlex 7020	56DDW52
DESKTOP PC DELL	OptiPlex 7020	FLVMR22
DESKTOP PC DELL	OptiPlex 7020	JW7G282
DESKTOP PC DELL	OptiPlex 7020	JVR3282
DESKTOP PC DELL	OptiPlex 7020	JWYQ282
DESKTOP PC DELL	OptiPlex 7020	FLSMR22
DESKTOP PC DELL	OptiPlex 7020	D5SNW52
DESKTOP PC DELL	OptiPlex 7020	70KYDB2
DESKTOP PC DELL	OptiPlex 7020	54NS282
DESKTOP PC DELL	OptiPlex 7020	3BK2F42
DESKTOP PC DELL	OptiPlex 7020	6P1YDB2

DESKTOP PC DELL	OptiPlex 7020	3010F42
DESKTOP PC DELL	OptiPlex 7020	FLNKR22
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DESKTOP PC DELL	OptiPlex 7020	FLSZR22
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DESKTOP PC DELL	OptiPlex 7020	G4KRB42
DESKTOP PC DELL	OptiPlex 3010	6CJLHX1
DESKTOP PC DELL	Precision 3420	5SPDXQ2
DESKTOP PC DELL	OptiPlex 7020	8ZF1Z72
DESKTOP PC DELL	OptiPlex 7020	FLJZR22
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DESKTOP PC DELL	OptiPlex 7020	JV0K182
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DESKTOP PC DELL	OptiPlex 7020	JF07LN1
DESKTOP PC DELL	OptiPlex 7020	?
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DESKTOP PC DELL	OptiPlex 3050	FX8X0M2
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DESKTOP PC DELL	OptiPlex 755	20BVCG1
DESKTOP PC DELL	OptiPlex 755	80BVCG1
DESKTOP PC DELL	Poweredge T 100	JM4CNK1
DESKTOP PC DELL	Poweredge R 540	7C3RPX2
DESKTOP PC ASUS	EeeBox EB1007P	C6PEAS007332
DESKTOP PC DELL	OptiPlex 7020	JDZWR22
DESKTOP PC DELL	OptiPlex 7020	FLT LR22
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DESKTOP PC	DELL	Precision 3420	5SR9XQ2
DESKTOP PC	DELL	Precision 3420	5SR8XQ2
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DESKTOP PC	DELL	OptiPlex 7020	995Y182
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DESKTOP PC	DELL	OptiPlex 3010	6FQKHX1
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LAPTOP	DELL	Latitude E6430	92S67W1
DESKTOP PC	DELL	OptiPlex 3010	6C8KHX1
PRINTER	HP	LaserJet P2035N	CNB9T76837
PRINTER	HP	LaserJet P2035N	CNB9X70047
PRINTER	HP	Color LaserJet CP2025	CNGS389956
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PRINTER	HP	LaserJet 4250N	CNRXG80416
PRINTER	HP	Color LaserJet Pro M454DN	VNB3S20179
PRINTER	HP	OfficeJet Pro 8725	CN643C604Y
PRINTER	HP	LaserJet Enterprise M506	PHBGR69477
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PRINTER	XEROX	WorkCentre 3550	VMA500746
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PRINTER	HP	LaserJet 4250N	USBXS10559
SCANNER	CANON	CanoScan 8600F	TABA23289
LAPTOP	DELL	Latitude E6430	DC59PX1
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TABLET	APPLE	iPad 2nd Generation	DN6HMXAXDFHW

PRINTER	HP	OfficeJet Pro 8210	CN6C3DT1NX
TABLET	APPLE	iPad 8th Generation	GG7FK1YKQ1GC
TABLET	APPLE	iPad 6th Generation	GG7Y448XJF8M
TABLET	APPLE	iPad 2nd Generation	DYTKP10JDFHW
TABLET	APPLE	iPad Air	DMQPGSLQFK10
TABLET	APPLE	iPad 2nd Generation	DYTKP0ZYDFHW
TABLET	APPLE	iPad 8th Generation	GG7FK0GSQ1GC
TABLET	APPLE	iPad 4th Generation	DMPKVCHBF182
TABLET	APPLE	iPad 9th(?) Generation	HKVP21QGJ7
TABLET	APPLE	iPad 4th Generation	DMQMXL1JF182
TABLET	APPLE	iPad 4th Generation	DMQMX9NDF182
TABLET	APPLE	iPad 4th Generation	DMQMXJ3RF182
TABLET	APPLE	iPad 2nd Generation	DR5HN832DFHW
TABLET	APPLE	iPad 4th Generation	DMQJM41MF184
TABLET	APPLE	iPad 2nd Generation	DR5HNG4EDFHW
TABLET	APPLE	iPad 2nd Generation	DYTM17T6DFHW
TABLET	APPLE	iPad 2nd Generation	F5RKFFA7DFHW
TABLET	APPLE	iPad 2nd Generation	DYTKP2GUDFHW
TABLET	APPLE	iPad 2nd Generation	DR5HN3DQDFHW
TABLET	APPLE	iPad 2nd Generation	DR5HN2ANDFHW
TABLET	APPLE	iPad 2nd Generation	DYTM2HCVDFHW
TABLET	APPLE	iPad Air 2	DMPRQ3J6G5VJ
MONITOR	DELL	E178FPB	CN0RY979742617CB3TJL
MONITOR	DELL	E153FPC	CN0C53696418053P4EFH
MONITOR	DELL	E190SF	CN0H329N7287212100KI
MONITOR	DELL	E190SF	CN0H329N7287211HD7JI
MONITOR	DELL	1708FPF	CN0C552H7287286B00MS
MONITOR	DELL	1708FPB	CN0G302H7426186G0F5A
MONITOR	DELL	1708FPB	CN0G302H7426186G0F1A
MONITOR	DELL	1707FPT	CN0CC28071618712AJFZ
MONITOR	DELL	MISSING NUMBER	MISSING NUMBER
MONITOR	DELL	MISSING NUMBER	MISSING NUMBER
MONITOR	DELL	MISSING NUMBER	MISSING NUMBER
MONITOR	DELL	1708FPF	CN0PM3727287285K33RS
MONITOR	DELL	1708FPF	CN0C552H7287286B001S
MONITOR	DELL	MISSING NUMBER	MISSING NUMBER
MONITOR	DELL	E153FPC	CN0C53696418053P4FWH
MONITOR	PLANAR	VS215DHLW	PDVYD7JA01276
MONITOR	DELL	MISSING NUMBER	MISSING NUMBER
MONITOR	DELL	1708FPF	CN0PM3727287283R31HL
MONITOR	DELL	1704FPTT	CN0Y429971618576AB16
MONITOR	DELL	1704FPTT	CN0R92394822054U025N
MONITOR	DELL	E153FPF	CN0Y44137287255O4K6L
MONITOR	DELL	E190SF	CN0H329N7287211GANNI

MONITOR	DELL	1800FP	MX07R4774832333C0366
MONITOR	DELL	1707FPT	CN0YG6137161867KAA6J
MONITOR	DELL	1707FPT	CN0YG6137161867KAALN
MONITOR	DELL	E153FPF	CN0Y44137287256ECLYL
TV	TOSHIBA	39L1350U	D08247C35397D1
Chromebook	HP	11MK G9 EE	5CD240615W
Chromebook	HP	11MK G8 EE	5CD115RPXP
Chromebook	HP	11MK G9 EE	5CD134025D
Chromebook	HP	11MK G9 EE	5CD13402GJ
Chromebook	LENOVO	100e 2nd Gen AST	MP1VDJ12
Chromebook	LENOVO	100e	P203V1FP
Chromebook	HP	11MK G9 EE	5CD134023X
Chromebook	LENOVO	100e 2nd Gen AST	MP1WDMS1
Chromebook	LENOVO	100e	P203MNKR
Chromebook	LENOVO	100e	P203N01R
Chromebook	LENOVO	100e	P203MYQD
Chromebook	DELL	CHROMEBOOK 11 3180	9RMW0G2
Chromebook	DELL	CHROMEBOOK 11 3180	9ZRJ2H2
Chromebook	LENOVO	100e	P203MYTY
Chromebook	LENOVO	100e 2nd Gen AST	MP1VDG3T
Chromebook	LENOVO	100e 2nd Gen AST	MP1VDNTK
Chromebook	HP	11MK G9 EE	5CD1340291
Chromebook	LENOVO	100e	P2035R0F
Chromebook	LENOVO	100e	P2033WDA
Chromebook	LENOVO	100e 2nd Gen AST	MP1WP66Z
Chromebook	HP	11MK G8 EE	5CD115VGX6
Chromebook	HP	11MK G8 EE	5CD115VG4J
Chromebook	HP	11MK G8 EE	5CD115GNRP