



Business Meeting Agenda

Township High School District 214 Board of Education
Thursday, May 9, 2024, 7:00 PM
Forest View Educational Center
2121 South Goebbert Road
Arlington Heights, IL 60005

1. **Call to Order**

1.1. Roll Call

2. **Pledge of Allegiance**

3. **Approval of the Agenda**

4. **Approval of the Minutes**

5. **Recognition by the Board of Education**

5.1. Community Partners: Charisma and A La Mode Collections

A La Mode Collections Owner Cristina Bellizzi and from Charisma Owner Marisa Bellizzi will be recognized for supporting our internship program and our entrepreneurial pathway.

6. **Public Comments**

Members of the public, especially residents of District 214, are welcome to contribute during public comments. To do so, you must sign up before the start of the meeting.

7. **Superintendent Report**

7.1. Northwest Suburban Special Education Organization (NSSEO) Administration Presentation of the 2024-25 Annual Budget

Annual presentation by NSSEO to the Board of Education, seeking budget approval

8. **Department Reports**

8.1. Business Services Reports

8.1.1. Physical Education Shirts Bid

Seeking approval of bid for physical education t shirts for students

8.2. Business of the Board

8.2.1. Proposed changes to Board Policy

DRAFT policies from the Illinois Association of School Boards PRESS service with proposed changes or ready for five-year review

8.3. Teaching and Learning

8.3.1. Annual Report of Student Services

Annual report of the student services department, including special education, to the Board of Education

9. Board Member Updates

10. Roll Call Action Items

10.1. Business Services - Action Items

10.1.1. Rejection and Re-bid of Waste Disposal Services Bid

No bidders met all specifications listed in the bid; proposing a re-bid for waste services

10.1.2. Approval of Health Trainer Bid

Seeking approval for purchase of trainer and health supplies bid(s)

10.1.3. Approval of Benefits Platform, Business Solver

As previously discussed, seeking approval of contract for benefits platform Business Solver

10.1.4. Approval of Accounts Payable

Seeking approval for bills payable, May 9, 2024

10.1.5. Approval of the NSSEO 2024-2025 Budget Resolution

NSSEO is seeking approval of their budget

10.1.6. Approval of March Financial Statements

Seeking approval of March treasurer reports

10.2. Community Engagement and Outreach

10.2.1. Approval of the Freedom of Information Report

Seeking Board acknowledgment of the Freedom of Information Act Report

11. Closed Session

11.1. Motion to go into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or legal counsel for the public body.
- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

11.2. Motion to adjourn closed session

12. Roll Call Action Items

12.1. Approval of Personnel Transaction Reports

Seeking approval of the Personnel Transaction Reports for May 9, 2024

12.2. Approval of Job Descriptions

Seeking approval for two new job descriptions for assistant directors in technology

12.3. Approval of Dismissal of Educational Support Personnel Resolution

Seeking approval of resolution for honorable dismissal, education support personnel

13. Adjournment



BUSINESS MEETING MINUTES

Towship High School District 214 Board of Education
Thursday, April 25, 2024 at 7:00 PM
Forest View Educational Center
2121 South Goebbert Road
Arlington Heights, IL 60005

Present: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

1. Call to Order

1.1. President Kreutzer called the meeting to order at 7:00 pm

2. Pledge of Allegiance

3. Moment of Silence

Superintendent Scott Rowe led a moment of silence in memory of Elk Grove High School Custodian, Tom Bergloff, who passed away unexpectedly April 24, the day before.

4. Approval of the Agenda for April 25, 2024

Motion by Frank Fiarito with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

5. Board Recognition of Student Achievements

Richard W. Calisch Arts Unlimited Award	Kyana Luyando	BGHS
	Monica Johnston	EGHS
	Elana Bush	JHHS
	Kelly Jordan	PHS
	Julia Bolash	RMHS
	Carolyn Torrejon	WHS
National Merit Finalist, Berry Awards	Priya Adiga	BGHS
	Nicholas Fedchuk	BGHS
	Rohan Ganeshan	BGHS
	Miguel Aenlle	JHHS
	Monika Juscinska	JHHS
	Jordan Leyva	JHHS
	Kailee See	JHHS
	Christopher English	PHS

	Kelsey Fieser	PHS
	Ava Lalich	PHS
	Daniel Martinez II	PHS
	Kaden Martschenko	PHS
	Kyren Whiting	RMHS
	Jake Ning	WHS
College Board National Recognition Program Scholar	Miranda Bennett-Smith	BGHS
	Caden Watson	BGHS
	Adassa Vazquez	EGHS
	Choongsung Carrera	EGHS
	Krishna Martinez	EGHS
	Nina Mendez	EGHS
	Keyana Bates	EGHS
	Vera Mikhail	JHHS
	Rani Saoudi	JHHS
	Rachel Rafik	JHHS
	Lillian Alcauter	JHHS
	Andrea Arana	JHHS
	Adam Cubas	JHHS
	Danielle Dominguez	JHHS
	Lucia Downing	JHHS
	Arely Garcia	JHHS
	Lucien Perez	JHHS
	Sofia Villasenor	JHHS
	Campbell Conner	PHS
	Olamiposi Sulaimon	PHS
	Colin Awe	PHS
	Emma Moreno	PHS
	Gabriela Perez	PHS
	Anna Lizama	PHS
	Calvin Butler	RMHS
	Imani Scott-Burke	RMHS
	Venus Oriakhi	RMHS
	Isabella Ledesma	RMHS
	Emily Romanacce	RMHS
	Salvador Flores	WHS
	Giovanni Guaman	WHS
	Arturo Torres	WHS
	Nimsi Flores	WHS
IHSA Scholastic Bowl-First Place	Nishchal Aradhya	BGHS
	Ben Finkelshteyn	BGHS
	Rohan Ganeshan	BGHS
	Jordan Joseph	BGHS
	Sasha Kolodnikov	BGHS
	Jack Omansky	BGHS
	Daniel Potapo	BGHS

	Anthony Safnov	BGHS
	Aniketh Subash	BGHS
	Shiv Verma	BGHS
Scholastic Art Award-Silver, Drawing and Illustration	Nicole Antczak	PHS
	Parker Connelly-McKee	PHS
Scholastic Art Award-Silver, Painting	Rhianna Tandy	PHS
Scholastic Art Award-Gold, Drawing and Illustration	Max Hargadon	PHS
	Grace Schlitz	PHS
Scholastic Art Award-Gold, Photography	Emily Stanton	PHS
	Arianna Tiu	PHS
Illinois High School Dance Festival-Student Choreography State Showcase	Alexandra Anagnostakos	BGHS
	Paige Anderson	BGHS
	Isabella Cuffaro	BGHS
	Natalie Larkowski	BGHS
	Kyana Luyando	BGHS
	Katie Mason	BGHS
	Amanda Merret	BGHS
	Mia Passanannte	BGHS
	Anna Royz	BGHS
	Ashley Braude	EGHS
	Amelia Fife	EGHS
	Natalie Fries	EGHS
	Ella Gray	EGHS
	Maria Olivares	EGHS
	Denalia Roberts	EGHS
	Ysela Salgado	EGHS
	Brooke Sanaghan	EGHS
	Leanne Thoppil	EGHS
	Mihaela Velea	EGHS
	Emily Kleinfeld	EGHS
	Brooke Andre	JHHS
	Joey Burda	JHHS
	Nora Fink	JHHS
	Isabel Hinman	JHHS
	Jillian Jacob	JHHS
	Taylor Pierce	JHHS
	McKenzie Podlin	JHHS
	Jordan Roudabush	JHHS
	Hannah Stollfuss	JHHS
	Sadie Talbot	JHHS
	Annabelle Thomson	JHHS
	Isabella Variano	JHHS
	Linnette Velez	JHHS
	Julia Dmitruk	PHS
	Samantha Hautzinger	PHS
	Brooke Ipsen	PHS

	Marie Kall	PHS
	Ava Kennedy	PHS
	Brooke Michalczyk	PHS
	Lucy Neumann	PHS
	Kelly Ninness	PHS
	Brooke Powell	PHS
	Katie Ryerson	PHS
	Kayla Sagendorph	PHS
	Nicole Schane	PHS
	Kaitlyn Schmidt	PHS
	Mia Spotak	PHS
	Ashley Bermudez	RMHS
	Mia Marchetti	RMHS
	Katie Murphy	RMHS
DECA - Association of Marketing Students-1st Place, Business Finance; 1st Place, Buying & Merchandising Operations Research	Allison Warnement	PHS
DECA - Association of Marketing Students-1st Place, Buying & Merchandising Operations Research	Claire Zimmerman	PHS
DECA - Association of Marketing Students-1st Place, Hospitality	Sebastian Parks	PHS
	Matthew Fouch	PHS
Columbia Scholastic Press Silver Crown Award-Print	Mollie Kearns	PHS
	PJ O'Grady	PHS
	Amanda Feinberg	PHS
Columbia Scholastic Press Silver Crown Award-Online	Brooke Michalczyk	PHS
	Tessa Trylovich	PHS
Columbia Scholastic Press Silver Crown Award-Broadcast	Kenny Munao	PHS
Columbia Scholastic Press Silver Crown Award-Podcast	Amelia Maslowski	PHS

6. Sine Die Meeting

6.1. Approval of the April 11, 2024 meeting minutes

Motion by Frank Fiarito with second by Lenny Walker

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Lenny Walker

Abstain: Andrea Rauch

6.2. Approval of the April 11, 2024 closed session minutes

Motion by Frank Fiarito with second by Lenny Walker

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Lenny Walker

Abstain: Andrea Rauch

7. Adjournment of Sine Die Meeting

Motion by Millie Palmer with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8. Organization of the Board

8.1. Appointment of President Pro Tem, Mark Hineman

Motion by Frank Fiarito with second by Lenny Walker

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8.2. Nomination and Election of Board President, Alva Kreutzer

Motion by Andrea Rauch with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8.3. Nomination and Election of Vice-President, Lenny Walker

Motion by Millie Palmer with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8.4. Appointment of Board Secretary, Linda Keyes

Motion by Bill Dussling with second by Andrea Rauch

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8.5. Appointment of Board Treasurer, Tim Keeley

Motion by Mark Hineman with second by Lenny Walker

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8.6. Establishment and Approval of Board Meeting Dates and Times 2024-2025

Motion by Bill Dussling with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

8.7. Board Member Code of Conduct

The Board renewed their pledge to the Illinois Association of School Board's Code of Conduct.

9. Public Comments

None

10. Superintendent Report

Superintendent Scott Rowe reported that the Strategic Plan planning continues including a stakeholder survey, focus groups, 1-1 interviews, self-reflection by leadership, and data context. A report to the Board in July will explain the process and timeline for getting started.

Rowe also reported that last night was Salute to Staff, honoring and recognizing 140 staff members, including those who have worked for 25 years in the district.

11. Consent Agenda Items

Motion by Frank Fiarito with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

11.1. Finance and Business Services

11.1.1. Approval of Pool Supplies Bid

11.1.2. Approval of District Uniform Bid

11.2. Operations

11.2.1. Approval of IHSA (Illinois High School Athletics) Membership Renewal

11.2.2. Approval of Prospect Pool Repairs

12. Roll Call Action Items

12.1. Business of the Board

12.1.1. Approval to Dispose of Closed Session Audio Recordings Pursuant to the Open Meetings Act

Motion by Lenny Walker with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

12.1.2. Approval of Resolution Recognizing National Volunteer Week

Motion by Frank Fiarito with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

12.1.3. Approval of Resolution Recognizing Public Servant Recognition Week

Motion by Bill Dussling with second by Andrea Rauch

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

12.2. Community Engagement and Outreach

12.2.1. Approval of Freedom of Information Act Report

Motion by Andrea Rauch with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

12.3. Finance and Business Services

12.3.1. Approval of Accounts Payable

Motion by Frank Fiarito with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

13. Closed Session

13.1. Motion to go into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or legal counsel for the public body.

- Collective negotiating matters between the public body and its employees or their representatives.

Motion by Frank Fiarito with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

The Board went into closed session at 8:00 pm

13.2. Motion to adjourn closed session

Motion by Millie Palmer with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

The Board reconvened in open session at 9:09 pm

14. Roll Call Action Item

14.1. Human Resources

14.1.1. Approval of Personnel Transaction Reports

Motion by Frank Fiarito with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

14.1.2. Approval of Modifications to Job Descriptions

Motion by Andrea Rauch with second by Millie Palmer

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

15. Adjournment

Motion by Andrea Rauch with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Millie Palmer, Andrea Rauch, Lenny Walker

The Board meeting adjourned at 9:11 pm

Alva Kreutzer, President

Lenny Walker, Vice President



NSSEO Budget Presentation

District 214 Board Meeting

May 9, 2024

Dr. Meg Schnoor, NSSEO Superintendent
Gavin McGinn, Director of Business Services



NSSEO Overview



NSSEO FY25 Proposed Budget

- Developed with Finance Advisory Committee
 - Member District Business Managers and Admin Reps
 - NSSEO Administration
 - NSSEO Board Members
 - Program Principals
- Establish Rates (Insurance, Workers Comp, etc.)
- NSSEO Member Services
 - Tuition Programs
 - Purchased Services

NSSEO FY25 Budget



- Zero Balance Budget
 - Revenues are equal to expenditures
 - All remaining funds after annual audit are returned to our member districts

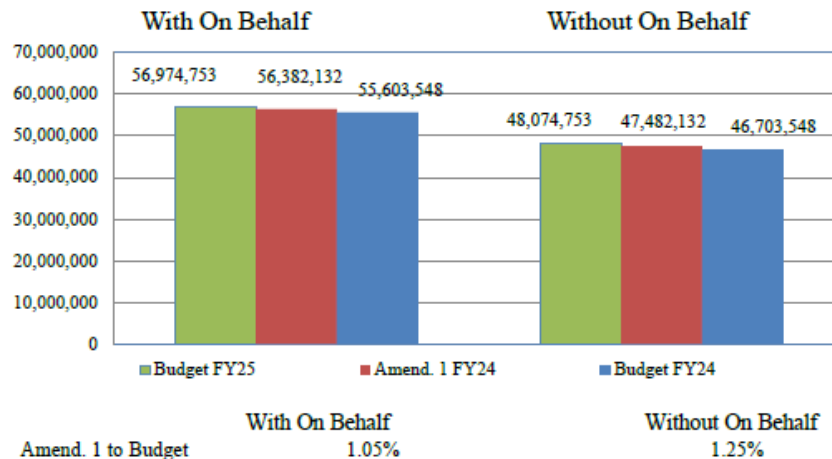
Budget Revenue/Expenditure Summary:

Revenue/Expenditures (with On Behalf*)

Budget FY25	\$ 56,974,753
Amend. 1 FY24	\$ 56,382,132
Budget FY24	\$ 55,603,548

Revenue/Expenditures (without On Behalf)

Budget FY25	\$ 48,074,753
Amend. 1 FY24	\$ 47,482,132
Budget FY24	\$ 46,703,548



District #214
NSSEO 2024-2025 Budget



Program	Projected Usage	Cost per Student or Service	District #214 Total
<u>Tuition Programs:</u>			
Kirk School	54.00 students	51,428.95	2,777,163
D/HH-High School	3.00 students	52,662.77	157,988
<u>Service/Other Programs:</u>			
DESC-Vision Services	1.30 FTE	91,480.00	118,924
DESC-OT	2.40 FTE	120,902.00	290,165
DESC-AT	0.50 FTE	101,873.00	50,937
DESC-PT	1.30 FTE	120,902.00	157,173
D/HH-Itinerant	2,442.00 Units	26.35	64,336
Technical Asst to Dists-Coaches	0.30 FTE	102,099.00	30,630
Vocational Adj. Counselor			80,241
Outdoor Education			95,917
Central O&M			12,886
Technology/Central			171,265
Technology/Programs			18,464
<u>Direct Bill Staff:</u>			
25.00 Direct Bill 1:1 Aide- Kirk		48,952	1,173,800
3.00 Direct Bill 1:1 Nurse/Interpreters- Kirk		61,965	186,895
<u>Education Fund Reserves:</u>			
Unemployment Comp.			0
Retirement Reserve			22,144
Education Fund Totals			5,407,927
Building Fund			75,100
TOTAL DISTRICT #214			5,483,027
<u>Additional District Cost Estimates:</u>			
**DESC-Evaluations:			Estimated Based on Need
Billing based on actual usage. Approx. \$1,200/level 1 evaluation.			
			Estimated
**DESC-Contracted Evaluations			26,850
			Estimated
**D/HH-Diagnostics:			22,500
Billing based on actual usage. Approx. \$550/level 1 evaluation. Screenings in district \$400/day.			
Please note- Evaluations include tests, observations, travel, IEP meetings, interviews, consultation with staff, comprehensive report, etc.			
ESY- Summer 2023			208,223
IDEA FY2324			302,853
Transportation			415,000

District 214 Use of NSSEO Programs and Services



- NSSEO tuition programs
 - 54 students at Kirk School
 - 3 students at DHH Hersey

District 214				
Program	Budget 2023-2024	Amend.1 2023-2024	Budget 2024-2025	Diff Amend. 1 to Budget
Kirk School	60.0	59.3	54.0	-5.3
D/HH High School	4.0	3.0	3.0	0.0
Total	64.0	62.3	57.0	-5.3

- Purchased Services: 1.3 PT, 1.3 Vision Itin, 2.0 AT, 0.3 Coaching, 0.5 AT
- Increased Coaching, APE and AT by 0.2 FTE each
- Overall decrease (~\$430,000)

April 4, 2024

TO: NSSEO Member District Superintendents

FROM: Dr. Meg Schnoor

As a result of the past several months of meetings and discussions through the NSSEO Finance Advisory Committee, the amended NSSEO 2023-2024 budget and the proposed NSSEO 2024-2025 budget were developed.

At the April 3, 2024 NSSEO Governing Board meeting, a public hearing regarding the amended NSSEO 2023-2024 and proposed NSSEO 2024-2025 budgets was held. The Board then voted to transmit the amended NSSEO 2023-2024 and proposed NSSEO 2024-2025 budgets as presented. If you would like us to speak to your board regarding our budget at an upcoming board meeting, please contact me at your earliest convenience.

We are anticipating taking the directed vote at the June 5, 2024 NSSEO Governing Board Meeting. Therefore, we would appreciate having action taken by our member districts on the budget during April and May.

A resolution is included within this email, which should be signed and returned to the attention of Gavin McGinn at NSSEO when your district takes action on the budget.

Also attached is a copy of the amended 2023-2024 NSSEO budget and the proposed 2024-2025 NSSEO Budget for your Governing Board.

Thank you, for your ongoing efforts and support of NSSEO.

enc.

cc: NSSEO Governing Board Members and Governing Board Alternates
Administrative Representatives

w/budget/supt letter2425

What You Need to Know About NSSEO The NSSEO Budget Development Process

Overview

NSSEO's annual budget development is a collaborative process between NSSEO and its member districts. The process spans several months, beginning in December and is finalized in June of every fiscal year. The NSSEO Finance Advisory Committee serves in an important advisory role in the development of the NSSEO budget through a structured, transparent, and fiscally responsible process with a comprehensive focus on the needs of students, program and member districts. This Committee is composed of various stakeholder groups including an NSSEO Board Member, the NSSEO Superintendent, NSSEO Assistant Superintendents, NSSEO Business Manager, Member District Business Managers and Administrative Representatives, a member of the NSSEO Administrative Team, and NSSEA and NSSEA-ESP representatives. It is the goal of NSSEO to have completed the NSSEO budget for the upcoming school year in time for districts to have their estimated NSSEO costs needed when building their budgets.

The Budget Development Process

The first step of the budget development process is to determine student enrollment in NSSEO programs for the upcoming school year. In December of each year, preliminary enrollment projections are collected from member and nonmember districts based on current enrollment, taking into account incoming students, graduating students, and/or students returning to their home school districts. At this time, NSSEO also collects information on purchased service needs from member districts for the upcoming school year. Purchased service requests include purchases of staff (such as occupational therapists, physical therapists and speech/language pathologists) and coaching services (such as Autism coaching, behavior coaching and instructional coaching).

The next step in the NSSEO budget process is to determine staffing projections for the upcoming school year. Staffing projections are based on several factors including enrollment projections, student needs, program needs, and member district needs. The NSSEO Director of Business Service and the Assistant Superintendent of Educational Services meets with NSSEO program administrators to begin to build program staffing plans in alignment with the NSSEO Continuous Improvement Plan.

The first NSSEO Finance Advisory Committee meeting takes place at the end of January. At this meeting several topics are covered including:

- Enrollment Projections - Enrollment projections are monitored throughout the budget planning process and are updated at the March finance meeting.
- Staffing Projections that reflect:

- Increase/decrease in student enrollment
 - Emphasis on therapeutic needs of students
 - Emphasis on social-emotional supports
 - Emphasis on coaching supports across programs
 - Supports for transition age students
- Rate Recommendations (FICA, Medicare, IMRF, TRS, THIS) based on current rates.
- NSSEO Reserve recommendations
 - Workers' Compensation
 - Unemployment
 - Retirement
 - Insurance

At the end of the January Finance Advisory Committee meeting, the Nonmember Tuition Subcommittee meets to review the process for determining nonmember tuitions and makes a recommendation to send forward to the Finance Advisory Committee.

The second Finance Advisory Committee meeting takes place at the beginning of March. At this meeting, the following budget development processes take place:

- Review of program cost calculations
- Review of the NSSEO Five-Year Facility Plan

The third and final Finance Advisory Committee meeting takes place at the end of March where a review of the draft of the proposed NSSEO Budget for the upcoming school year takes place.

The NSSEO Governing Board is provided with an update of the budget development process monthly at the NSSEO Governing Board meetings.

In April of each year, a presentation is made to the Board of the proposed budget for the upcoming school year. At this Board meeting, the NSSEO Governing Board votes to transmit the proposed budget to member districts for review. Upon request, the NSSEO Superintendent and Assistant Superintendent attend member district Board meetings to provide an update on the NSSEO Continuous Improvement Plan, the NSSEO proposed budget and provide contextual information and respond to any district questions.

At the June NSSEO Governing Board meeting a directed vote takes place to adopt the new budget for the upcoming school year. After the meeting, electronic copies of the NSSEO budget and each district's budget of estimated costs is distributed to member districts.

The NSSEO budget development process differs from a district budget in that the cooperative budget consists of program budgets on which tuition is based. NSSEO has a zero-balanced budget which reflects expenditures equal to revenues. NSSEO's revenue is predominantly

tuition and smaller percentages of Evidence Based Funding, Medicaid , and IDEA dollars allocated to NSSEO from member districts.

Based on recommendations from the Finance Advisory Committee, the consensus has continued to support the practice of budgeting for actual costs based on current/projected enrollments. Throughout the school year, student enrollments may fluctuate and additional staff may be recommended to support student needs. Requests for additional staff are brought forth to an NSSEO Governing Board meeting based on individual program needs. The Board recommendations are presented with the rationale for additional staff to address additional students, along with the support of additional revenue generated from tuition associated with the increase in program enrollment. Over the past year and in ongoing discussions with ISBE, member districts and colleagues across Illinois, the current status of staffing shortages in public education are influencing practices. Further discussions on flexibility of staffing allocations and roles will continue to influence refinement of our budget development process to address the current priorities in our district and region.

Bid 24-2095 PHYSICAL EDUCATION T-SHIRTS 2025-2027

	Vendor:	Ad-Wear Specialty of Texas Inc		Bienali Promotions LLC		Edward Ark Teez Inc.		Horizon Technologies LLC		Logo Max Inc.		Required Team Gear	
Items	Qty	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
Buffalo Grove HS Short Sleeve	2260	3.09	\$ 6,983.40	4.28	\$ 9,672.80	9.38	\$ 21,198.80		\$ -	5.85	\$ 13,221.00	3.30	\$ 7,458.00
Buffalo Grove HS Long Sleeve	125	6.31	\$ 788.75	7.48	\$ 935.00	15.18	\$ 1,897.50		\$ -	7.50	\$ 937.50	5.65	\$ 706.25
Elk Grove HS Short Sleeve	2225	3.09	\$ 6,875.25	4.28	\$ 9,523.00	9.38	\$ 20,870.50		\$ -	5.70	\$ 12,682.50	3.30	\$ 7,342.50
Elk Grove HS Long Sleeve	165	5.37	\$ 886.05	7.48	\$ 1,234.20	15.18	\$ 2,504.70		\$ -	7.40	\$ 1,221.00	5.65	\$ 932.25
John Hersey HS Short Sleeve	2075	2.87	\$ 5,955.25	4.28	\$ 8,881.00	9.38	\$ 19,463.50		\$ -	5.70	\$ 11,827.50	3.00	\$ 6,225.00
John Hersey HS Long Sleeve	20	4.35	\$ 87.00	7.48	\$ 149.60	15.18	\$ 303.60		\$ -	7.40	\$ 148.00	4.75	\$ 95.00
Prospect HS Short Sleeve	2375	3.07	\$ 7,291.25	4.28	\$ 10,165.00	9.38	\$ 22,277.50		\$ -	5.70	\$ 13,537.50	3.30	\$ 7,837.50
Prospect HS Long Sleeve	85	5.41	\$ 459.85	7.48	\$ 635.80	15.18	\$ 1,290.30		\$ -	7.40	\$ 629.00	5.65	\$ 480.25
Rolling Meadows HS Short Sleeve	2250	3.03	\$ 6,817.50	4.28	\$ 9,630.00	9.38	\$ 21,105.00		\$ -	5.70	\$ 12,825.00	3.30	\$ 7,425.00
Rolling Meadows Long Sleeve			\$ -										
Wheeling HS Short Sleeve	1200	3.03	\$ 3,636.00	4.28	\$ 5,136.00	9.38	\$ 11,256.00		\$ -	5.70	\$ 6,840.00	3.30	\$ 3,960.00
Wheeling HS Long Sleeve	100	5.45	\$ 545.00	7.48	\$ 748.00	15.18	\$ 1,518.00		\$ -	7.40	\$ 740.00	5.65	\$ 565.00
ANNUAL TOTAL		\$ 40,325.30		\$ 56,710.40		\$ 123,685.40		*Pricing not submitted according to bid specs		\$ 74,609.00		\$ 43,026.75	
Total 3-year bid pricing		\$ 120,975.90		\$ 170,131.20		\$ 371,056.20				\$ 223,827.00		\$ 129,080.25	
% increase year 4 7/1/27-6/30/28		0%		0%		2.50%				5.00%		4.00%	
% increase year 5 7/1/28-6/30/29		0%		0%		2.50%				6.00%		4.00%	



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: May 9, 2024

To: Board of Education

From: Tim Keeley, Associate Superintendent of Business Services

Re: Discussion - District Physical Education T-Shirts Bid

Executive Summary

The physical education division heads requested 12,880 physical education t-shirts annually, which provides one shirt per student for the school year. The quantities include both short and long-sleeved shirts. Bids were solicited for the 2024-25 through 2026-27 school year. Pricing is fixed for the entire three-year term and is flexible as to the actual quantities needed each year. The bid also includes the option to extend the contract for a fourth and fifth year at the District's discretion.

Bids were received after a newspaper advertisement and bids were sent to 17 vendors. Funds will be budgeted in the physical education accounts for each building.

<u>Vendor</u>	<u>Per Year Total</u>	<u>3-Year Total</u>
Ad-Wear Specialty of Texas, Inc. (Houston, TX)	\$ 40,325.30	\$120,975.90
Bienali Promotions LLC (Highland Park, IL)	\$ 56,710.40	\$170,131.20
Edward Ark Teez, Inc. (Matteson, IL)	\$123,685.40	\$371,056.20
Logo Max, Inc. (Chino, CA)	\$ 74,069.00	\$223,827.00
Required Team Gear (Fort Worth, TX)	\$ 43,026.75	\$129,080.25
Horizon Technologies, LLC * (Monmouth Junction, NJ)		

*Bid did not meet specifications

Determination of the low bid from Ad-Wear Specialty of Texas, Inc. was based on the three-year total cost. The average annual per item cost for 2024-25 is \$3.13 for 12,880 items compared to the prior year cost of \$3.16 per item. In addition, this year we secured a multi-year pricing contract that will bring predictability and stability to future budgeting.

Recommendation

This item is presented for Board discussion only at this time. We intend to bring a formal recommendation to the Board of Education at the June 13th Regular Meeting.



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: May 9, 2024
To: Board of Education
From: Linda Keyes
Subject: Proposed Changes to Board Policy

Background:

District 214 subscribes to the Policy Reference Education Subscription Service (PRESS), a part of the Illinois Association of School Boards. PRESS monitors and reviews state legislation and recommends changes to Board Policy throughout the year.

Information:

The following policies have been recommended for changes, noted below:

- 2.40 Board Member Qualifications
Updated for five-year review
- 2.50 Board Member Term of Office
Five-year review
- 2.60 Board Member Removal from Office
Five-year Review
- 2.140 Communications to and from the Board
Five-year review
- 2.260 Uniform Grievance Procedure
Updated to include an internal process for filing of complaints regarding discrimination and harassment based on race, color and national origin. Incorporates Title IX policy title change "Title IX Grievance Procedure."
- 2.265 Title IX Grievance Procedure
Title change only deleting "sexual harassment" to be more inclusive of all kinds of discrimination
- 2.270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
NEW policy effective 8-1-24
- 4.20 Fund Balances
Five-year review
- 4.110 Transportation
Five-year review
- 4.190 Targeted School Violence Prevention Program
Policy updated to incorporate latest changes from 5th edition of Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines. (July 2023)
- 5.10 Equal Employment Opportunity and Minority Recruitment
Reformatted and updated to reflect 2.270 and 2.265

5.35 Compliance with the Fair Labor Standards Act

Five-year review

5.40 Communicable and Chronic Infectious Disease

Five-year review

5.100 Staff Development Program

Rewritten to include additional training requirements

5.300 Schedules and Employment Year

Legal references are updated

6.40 Curriculum Development

Five-year review

7.10 Equal Educational Opportunities

The policy is updated to reflect new policy 2.270 and updated legal references.

7.20 Harassment of Student Prohibited

The policy is updated to reflect new policy 2.270 and updated legal references

7.180 Prevention of and Response to Bullying, Intimidation, and Harassment

The policy is updated to include the requirement to notify parents/guardians within 24 hours of a bullying instance

Recommendation:

Administration has reviewed the proposed changes and recommends adopting the proposed Policy updates at the June 13, 2024 Board meeting.

School Board

Board Member Qualifications ¹

A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, ~~and~~ certain types of State or federal employment, and conviction of an infamous crime.^{2 3} A child sex offender, as defined in State law, is ineligible for School Board membership.⁴

LEGAL REF.: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School ~~Board-District~~ Elections), 2:70 (Vacancies on the School Board - Filling Vacancies)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Election qualifications are found in 105 ILCS 5/10-3 and 5/10-10. Except for possible residency requirements, there are no general eligibility qualifications for appointment to a board; this sample policy, however, applies the election qualifications to appointments. This is possible because the board controls the appointment process. See sample board policy 2:70, *Vacancies on the School Board - Filling Vacancies*. Boards may describe additional residency requirements, if any, in the following optional sentence:

On the date of election or appointment, Board members must also meet the following residential requirement: [insert].

105 ILCS 5/10-10 allows a board to appoint a student to the board to serve in an advisory capacity for a term the board determines. The student may not vote or attend any closed board meeting. A board that desires to appoint a student member may include this paragraph at the end of this policy, adding the manner in which the student member is selected as appropriate:

The Board will annually appoint a student member to serve in an advisory capacity. The student member will not have any voting privileges and may not attend executive sessions of the Board.

² Prohibitions on simultaneously holding more than one public office, known as the doctrine of incompatibility of offices, arise from the constitutional concept of separation of offices. Appellate decisions have held that incompatibility arises if the duties of one office would necessarily prevent the office holder from faithfully performing all the duties of the other office. Express statutory prohibitions involving a school board member and another office are rare but do exist. For example, a school trustee may not also be a board member. 105 ILCS 5/10-3 and 5/10-10. Dual office holding is discussed in the Ill. Council of School Attorneys' publications, *Answers to FAQs, Conflict of Interest and Incompatible Offices*, www.iasb.com/law/COI_FAQ.pdf, and *Answers to FAQs, Vacancies on the Board of Education*, www.iasb.com/law/vacancies.cfm.

³ Individuals who have been or are convicted of an infamous crime are ineligible for board membership. 105 ILCS 5/10-11. In *People ex rel. Lyons, et al. v. Parker*, 2012 WL 7005827 (3rd Dist. 2012), a potential school board candidate had two felony convictions; the trial court allowed the State's quo warranto action barring him from running for the school board and the appellate court affirmed the decision. Examples of an infamous crime include, not are not limited to, any felony, bribery, and perjury. Id.; 5 ILCS 280/1. Consult with the board attorney regarding other possible infamous crimes.

⁴ 105 ILCS 5/10-3 and 5/10-10. The definition of child sex offender is found in 720 ILCS 5/11-9.3 and is contained in sample administrative procedure 8:30-AP, *Definition of Child Sex Offender*. But see *People v. Kochevar*, 2018 WL 3968383 (3rd Dist. 2018) (finding that Ill. statutory sex offender scheme, as applied to Kochevar, violated his rights under the [E]ighth [A]mendment to the United States Constitution and the proportionate penalties clause of the Ill. Constitution (he was convicted of criminal sexual abuse with a 16-year-old with whom he, at 18, had a relationship) when nothing in the record suggested that he had targeted children, targeted underage girls, or even targeted the victim).

Board of Education

Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: March 21, 2019

School Board

Board Member Removal from Office ¹

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office. ²

LEGAL REF.: 105 ILCS 5/3-15.5.

CROSS REF.: 2:70 (Vacancies on the School Board - Filling Vacancies)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² Neither the voters nor the board has the authority to recall or remove a board member from office. The Regional Superintendent has the power to remove any board member from office for willful failure to perform official duties. 105 ILCS 5/3-15.5. The "majority of the board" requirement in this policy has no legal significance other than being standard operating procedure. The Regional Superintendent may act on his or her initiative.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

A *quo warranto* action is a rarely used method to remove a board member from office. This type of lawsuit is generally used to remove someone who holds office unlawfully, among other things. 735 ILCS 5/18-101. These actions are generally brought by the Ill. Atty. Gen. (AG) or the appropriate State's Attorney. If neither of them brings the suit, it may be brought by a plaintiff after (1) he or she requests the AG and State's Attorney to bring a *quo warranto* lawsuit, (2) they fail to do it, and (3) the circuit court with jurisdiction grants permission for the plaintiff to file the lawsuit (see the Niekamp case below). After receiving a court's permission to bring the suit, a plaintiff must post a bond when filing the proceeding. If the lawsuit is unsuccessful, the plaintiff must pay the defendant's attorney fees and costs. Depending upon the violation, the law allows the court to impose a \$25,000 fine or remove the board member from office. Notable cases involving *quo warranto* actions against school board members in Illinois include:

1. Ballard v. Niekamp, 961 N.E.2d 288 (Ill. App. Ct. 4, 2011) (affirming the ousting of a school board member for holding an incompatible office; the fellow school board members brought a *quo warranto* action asking the court to remove him from the school board).
2. People ex rel. Lyons v. Parker, et al., 2012 WL 7005827 (Ill. App. Ct. 3, 2012) (potential school board candidate had two felony convictions; the trial court allowed the State's *quo warranto* action barring him from running for the school board and the appellate court affirmed the decision); Parker v. Lyons, 940 F.Supp.2d 832 (C.D. Ill. 2013) (the court granted defendants' motion to dismiss in part and denied it in part related to certain federal claims); Parker v. Illinois, 569 U.S. 933 (2013) (petition for writ of certiorari to the U.S. Supreme Court, denied).

School Board

Communications To and From the Board ¹

The School Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website.² The Superintendent or designee shall:³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls portions of this policy but does not require a policy on any topic covered.

An alternative to the opening sentence follows: "The School Board welcomes communications from the school community."

² School districts that maintain an Internet website, other than a social media or social networking website, must post a "mechanism, such as a uniform single email address, for members of the public to electronically communicate with elected officials." 50 ILCS 205/20. The sample policy's default language may be used even when the district provides each board member with an individual email address. The language permits every board member to read all emails sent to the electronic link. This aligns with IASB's *Foundational Principles of Effective Governance* (www.iasb.com/conference-training-and-events/training/trainingresources/foundational-principles-of-effective-governance/) because all members receive the same information and communications as illustrated below:

- a. When the district provides individual email addresses to board members, it can post a hyperlink on the district home page to an email address that will forward the communication to all ~~seven~~ board members' email addresses simultaneously.
- b. When the district does **not** provide individual email addresses to board members, it can post a hyperlink on the district's home page to one email address that every board member may access.

Other ways to comply should ensure that all board members have equal access to communications. For example, posting a hyperlink on the district home page to a list of individual board member email addresses would **not** ensure that all board members have equal access to questions or communications for the board's consideration.

Whenever a district provides email addresses to individual board members, all emails sent to individual email addresses are subject to disclosure under the Freedom of Information Act (FOIA). *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill. App. Ct. 4th 2013). Public bodies must also conduct a reasonable search for public records responsive to a FOIA request, which includes searching public employees' communications on personal devices or accounts for records pertaining to the transaction of public business. See PAO 16-6. Consult the board attorney when searching board members' personal email addresses and/or devices may be necessary to respond to a FOIA request.

If the district does not maintain an Internet website, delete all text in the first paragraph after the word *Superintendent* and delete the entire second and third paragraphs, i.e.:

~~or may use the electronic link to the Board's email address(es) posted on the District's website.~~

~~The Superintendent or designee shall:~~

- ~~1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and~~
- ~~2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.~~

³ Directive #1 to the superintendent restates the statutory requirement to post a hyperlink to the email address on the district's home page. 50 ILCS 205/20. Directive #2 is optional and adds a step to increase efficient responses to communications concerning the operation or management of the district or a school. Adding this text allows a board to (1) monitor its compliance with 50 ILCS 205/20, (2) ensure that all board members stay informed of all questions and communications to the board, (3) align with IASB's *Foundational Principles of Effective Governance*, and (4) mirror a School Code requirement (105 ILCS 5/10-16) for the superintendent to report any FOIA requests during the board's regular meetings along with the status of the district's response.

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications⁴

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking.⁵ Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to:⁶ (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Before adoption of this text, each board may want to have a conversation with the superintendent about the difference between "staff work questions or communications" that do not need to be submitted to the board and "questions or communications submitted for the school board's consideration" that do need to be submitted to the board.

For districts that maintain an Internet website but do not wish to adopt Directive #2, delete Directive #2 and amend the policy as follows:

The Superintendent or designee shall ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board.

A public body is not required to reply to communications. Likewise, the FOIA does not require questions to be answered. Chicago Tribune Co. v. Dept. of Financial & Professional Reg., 8 N.E.3d 11 (Ill. App. Ct. 4th, 2014). For more information about districts governed by a board of school directors, see f/n 6 of sample policy 2:220, *School Board Meeting Procedure*.

⁴ With some exceptions, OMA requires that a board conduct its deliberations and business during meetings that the public may attend. A meeting means "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business or, for a five-member public body, a quorum of the members of a public body held for the purpose of discussing public business." 5 ILCS 120/1.02. Thus, any *electronic communication* discussing district business that circulates among a majority of a quorum of the board (or majority of the Board, in case of a five-member board) may qualify as a meeting for purposes of the OMA and may be illegal. A violation of OMA is a Class C misdemeanor. 5 ILCS 120/4.

The Local Records Act (50 ILCS 205/) governs retention of district records; its definition of *public record* is more narrow than the definition in FOIA. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. While this is a slippery slope without definitive parameters, electronic communication among board members that are permissible under this policy may generally be deleted; consult the board attorney for a more thorough analysis and a legal opinion.

⁵ The examples of *electronic communications* are optional and may be amended.

⁶ Complying with these restrictions will help avoid an OMA violation.

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.⁷

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
50 ILCS 205/20, Local Records Act.

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

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ The oath of office in 105 ILCS 5/10-16.5, ~~amended by P.A. 100-1055~~, requires board members to swear or affirm that they “shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a public board meeting.” Deliberations of the board must be conducted openly; a meeting occurs whenever a majority of a quorum discusses public business; meetings must occur at a properly noticed board meeting that is open to the public. 5 ILCS 120/1, 1.02, and 2. For additional information, see f/ns above and [sample exhibit 2:140-E, Guidance for Board Member Communications, Including Email Use](#).

School Board

Uniform Grievance Procedure ¹

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy², or have a complaint regarding any one of the following: ³

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq. ⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion sample policy 2:265, *Title IX Sexual Harassment-Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, *Title IX Sexual Harassment-Grievance Procedure*) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

² Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

³ The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents/guardians an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

⁴ The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/laws/types/disability_regulations.cfm.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0 or 2.1, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. See www.w3.org/WAI/standards-guidelines/wcag/. While WCAG is not adopted as the formal federal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements, and it is required by the School Code. 105 ILCS 5/10-20.75 ~~(final citation pending)~~, added by P.A. 102-238, ~~eff. 8-1-22~~, requires school districts to ensure their *Internet websites or web services* comply with Level AA of the WCAG 2.1 or any revised version of those guidelines. *Internet website or web service* means "any third party online curriculum that is made available to enrolled students or the public by a school district through the Internet." Id.

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 Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.⁵
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. \(see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*\)](#)⁶
5. ~~[Equal Employment Opportunities Act](#)~~ (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 Act⁷, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of

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⁵ See f/n 4's discussion of website accessibility above. See also the discussion in f/n 2 of sample policy 8:70, *Accommodating Individuals with Disabilities*.

⁶ [105 ILCS 5/22-95\(b\)\(1\)\(B\) \(final citation pending\), added by P.A. 103-472, eff. 8-1-24, requires a district to have an internal process for filing a complaint regarding a violation of its policy \(or policies\) prohibiting discrimination and harassment on the basis of race, color, national origin, and retaliation. Sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin.](#)

⁷ 5 ILCS 430/70-5(a), ~~amended by P.A. 101-221~~, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69, ~~added by P.A. 101-418~~. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 9 for further information.

50 ILCS 205/3c requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board's compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager's report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager's determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2). GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. *Id.* at 415/5.

- 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under [Board](#) policy 2:265, *Title IX Sexual Harassment-Grievance Procedure*)⁸
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60⁹
 8. Bullying, 105 ILCS 5/27-23.7¹⁰
 9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children¹¹
 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 174/¹²
 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.¹³

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Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 165 in sample policy 5:20, *Workplace Harassment Prohibited*.

⁸ Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

⁹ 105 ILCS 5/10-20.60 requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent [\(or appropriate Intermediate Service Center Executive Director\)](#) and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under [See—105 ILCS 5/10-20.60](#) may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/issues/sex-issue03.html.

¹⁰ All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

¹¹ Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 179 Ill.2d 121 (Ill. 1997) (affirming the appellate court's conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

¹² The Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Ill. False Claims Act (740 ILCS 175/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

¹³ The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

16. Employee Credit Privacy Act, 820 ILCS 70/ 14

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 parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable¹⁵ 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.

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GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: www.eeoc.gov/regulations-related-genetic-discrimination. An FAQ entitled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 *et seq.*) and the ADA, and State laws governing time off for sickness and workers' compensation.

¹⁴ 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. 820 ILCS 70/10(b). A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff. *Id.*

¹⁵ The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(c) which requires schools to "adopt and publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints" of sex discrimination.

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.¹⁶ 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 shall process and review the complaint according to 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 sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.¹⁷ 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. 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.

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 his or her written decision to the Complainant and the accused by registered mail, return

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¹⁶ This is a best practice.

¹⁷ This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

receipt requested, and/or personal delivery¹⁸ as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.¹⁹

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 its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery²⁰ 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.²¹

Appointing a Nondiscrimination Coordinator and Complaint Managers²²

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

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¹⁸ Optional; using a delivery method that allows the district to verify the date of receipt is a best practice.

¹⁹ *Preponderance of evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary*, 11th ed. 2019.

²⁰ See f/n 18⁷, above.

²¹ The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

²² Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. *Id.*

A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and sample policy 2:265, *Title IX Sexual Harassment-Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and 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 Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²³

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, ~~one of 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.²⁴

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Name

Address

Address

Email

Email

Telephone

Telephone

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²³ 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, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~", insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

²⁴ The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh/ www.ilprincipals.org/resources/model-student-handbook.

LEGAL REF.:	8 U.S.C. §1324a <u>et seq.</u>, 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 <u>et seq.</u>, 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 <u>et seq.</u>, Age Discrimination in Employment Act. 29 U.S.C. §791 <u>et seq.</u>, Rehabilitation Act of 1973. 29 U.S.C. §2612, Family and Medical Leave Act. 42 U.S.C. §2000d <u>et seq.</u>, Title VI of the Civil Rights Act <u>of 1964</u>. 42 U.S.C. §2000e <u>et seq.</u>, Equal Employment Opportunities Act (Title VII of the Civil Rights Act <u>of 1964</u>). 42 U.S.C. §2000ff <u>et seq.</u>, Genetic Information Nondiscrimination Act. 42 U.S.C. §11431 <u>et seq.</u>, McKinney-Vento Homeless Assistance Act. 42 U.S.C. §12101 <u>et seq.</u>, Americans With Disabilities Act. 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 (final citation pending), 5/10-22.5, 5/22-19, <u>5/22-95 (final citation pending)</u>, 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 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280. 820 ILCS 112/, Equal Pay Act of 2003. 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/25 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 Sexual Harassment Grievance Procedure), <u>2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)</u>, 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), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

School Board

Title IX ~~Sexual Harassment~~ Grievance Procedure ¹

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following: ²

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¹ Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties.

² 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. *Id.* However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See *Mary M. v. North Lawrence Community Sch. Corp.*, 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment).

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;³ or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).⁴

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.⁵

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.⁶

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator⁷ alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.⁸

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.⁹

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent*

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³ 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion.

⁴ See sample exhibit 2:265-E, *Title IX Sexual Harassment-Glossary of Terms*, for these definitions and other definitions of italicized terms in this policy. Title IX regulations at 34 C.F.R. §106.30 contain pinpoint citations to the Violence Against Women Act (VAWA), 34 U.S.C. §12291 *et seq.*, for the definitions of *dating violence*, *domestic violence*, and *stalking*. VAWA was reauthorized in 2022 and the citations changed; however, 34 C.F.R. §106.30 has not been updated. This policy uses the updated VAWA citations.

⁵ 34 C.F.R. §106.30.

⁶ 34 C.F.R. §106.44(a).

⁷ See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

⁸ 34 C.F.R. §106.30.

⁹ *Id.*

before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed. ¹⁰

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12,¹¹ and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. ¹² 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*.
2. Incorporates education and training for school staff¹³ as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁴
3. Notifies applicants for employment,¹⁵ students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons. ¹⁶

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is

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¹⁰ *Id.* See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, for further discussion of supportive measures.

¹¹ Required by 105 ILCS 110/3 and 105 ILCS 5/10-23.13 (*Erin's Law*).

¹² Required by *Id.* at 110/3.

¹³ For boards that insert optional paragraphs listing trainings in f/n 4 of policy 5:100, *Staff Development Program*, insert "pursuant to policy 5:100, Staff Development Program, and" after the word staff.

¹⁴ 105 ILCS 110/3. Detailed training requirements exist for Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. 34 C.F.R. §106.45(b)(1)(iii). Title IX rules "[leave districts] discretion to determine the kind of training to other employees that will best enable the [district], and its Title IX Coordinator, to meet Title IX obligations." 85 Fed. Reg. 30114. Many attorneys agree the best practice is to train all district staff about 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. See sample procedure 2:265-AP1, *Title IX Sexual Harassment Response*.

¹⁵ Most school districts are not covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education." 34 C.F.R. §106.15(d). If your district is covered by Subpart C, amend this to state "applicants for admission or employment."

¹⁶ 34 C.F.R. §106.8. See paragraph 2 of f/n 21 in sample policy 2:260, *Uniform Grievance Procedure*. See also sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

comfortable speaking.¹⁷ A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report 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.¹⁸

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the Complainant of the availability of supportive measures with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the Complainant the process for filing a *Formal Title IX Sexual Harassment Complaint*.¹⁹

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.²⁰ For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*;

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¹⁷ Using “or any employee with whom the Complainant is comfortable speaking” ensures Title IX compliance because Title IX deems “any employee” of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district’s duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

¹⁸ 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). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. *Id.* A district’s nondiscrimination coordinator often also serves as its Title IX coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

¹⁹ Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed.

²⁰ See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance.

5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;²¹ 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.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment* Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.²²

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.²³ The District's grievance process shall, at a minimum:²⁴

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive 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

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²¹ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

²² This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney.

²³ 34 C.F.R. §106.45(b). See sample administrative procedures 2:265-AP1, *Title IX ~~Sexual Harassment~~ Response*, and 2:265-AP2, *Formal Title IX ~~Sexual Harassment~~ Complaint Grievance Process*.

²⁴ 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant."

(including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.²⁵

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.²⁶
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.²⁷

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment 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 sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be

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²⁵ Aside from the general training requirements of 34 C.F.R. §106.45(b)(1)(iii), the DOE gives districts flexibility to determine certain training practices or techniques to best meet training requirements based upon their unique local conditions and resources within their educational community. 85 Fed. Reg. 30120. See also 85 Fed. Reg. 30084 (declining to specify that training of Title IX personnel must include implicit bias training, so long as training provides instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that training materials avoid sex stereotypes).

²⁶ 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. This sample policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary*, 11th ed. 2019. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary*, 11th ed. 2019. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard, delete “*preponderance of*” and insert “*clear and convincing*.” Ensure the same standard of evidence is used in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

²⁷ Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277.

subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies.²⁸ Any person making a knowingly false accusation regarding sexual harassment 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. ²⁹

Retaliation Prohibited ³⁰

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. ³¹

Any person 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), 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)

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²⁸ See sample policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also sample policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment.

²⁹ Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see sample policy 7:10, *Equal Educational Opportunities*).

³⁰ 34 C.F.R. §106.71.

³¹ Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71.

Students

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited¹

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

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¹ 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to have a written policy (or policies) that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation. The policy must contain the following: (1) descriptions of various forms of discrimination and harassment based on race, color, and national origin, including examples; (2) the district's internal process for filing a complaint regarding a violation of the policy; (3) an overview of the district's prevention and response program that includes procedures for responding to complaints of discrimination and harassment based on race, color, and national origin and retaliation; (4) potential remedies for a violation of the policy; (5) a prohibition on retaliation for making a complaint or participating in the complaint process; (6) the legal recourse available to the Ill. Dept. of Human Rights (IDHR) and federal agencies if a district fails to take corrective action; and (7) directions on how to contact IDHR. *Id.* at (b)(1). Discrimination and harassment based on race, color, and national origin are also covered more generally as protected categories in sample policies 5:10, *Equal Employment Opportunity and Minority Recruitment*, 5:20, *Workplace Harassment Prohibited*, 7:10, *Equal Educational Opportunities*, and 7:20, *Harassment of Students Prohibited*.

Two laws apply to discrimination of students based on race, color, and national origin. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any educational program or activity receiving federal financial assistance. 42 U.S.C. §2000d. The IHRA prohibits any district employee from harassing a student based on certain actual or perceived protected categories, including race, color, and national origin, and it requires schools to take appropriate corrective action to stop harassment if the school knows an employee or agent is engaged (or has engaged) in harassment. 775 ILCS 5/5A-101(F) and 5/5A-102(C)-(D), added by P.A. 103-472, eff. 8-1-24. The IHRA defines "harassment in elementary secondary, or higher education," in relevant part, as any unwelcome conduct by a school employee toward a student on the basis of a student's actual or perceived race, color, or national origin "that has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment." 775 ILCS 5/5A-101(F), added by P.A. 103-472, eff. 8-1-24. The *educational environment* "includes conduct that occurs at school, school-related activities, or events, and may include conduct that occurs off school grounds, subject to applicable State and federal law. *Id.* at (G). See sample policy 7:190, *Student Behavior*, at f/n 3, for a discussion about the ability of schools to discipline for off-campus conduct and consult the board attorney for advice in specific cases.

For a discussion of laws that prohibit discrimination in the employment context, including harassment based on race, color, and national origin, see sample policies 5:10, *Equal Employment Opportunity and Minority Recruitment*, and 5:20, *Workplace Harassment Prohibited*, at f/n 1.

Districts are also required to train all employees on discrimination and harassment based on race, color, and national origin using a free model training program developed by the Ill. Dept. of Human Rights. See sample policy 5:100, *Staff Development Program*, and sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, for more detail on the training requirements.

Examples of Prohibited Conduct ²

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process ³

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or 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 discrimination or 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.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure. ⁴

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights.⁵ To contact IDHR, go to:

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² Required by 105 ILCS 5/22-95(b)(1)(A) (final citation pending), added by P.A. 103-472, eff. 8-1-24. The examples of discrimination and harassment under this subhead are based on definitions provided by the U.S. Dept. of Education's Office for Civil Rights, see www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1 and www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf, and the U.S. Equal Opportunity Employment Commission, see www.eeoc.gov/racecolor-discrimination.

³ Required by 105 ILCS 5/22-95(b)(1)(B) (final citation pending), added by P.A. 103-472, eff. 8-1-24.

⁴ Required by Id. at (b). The U.S. Supreme Court case of *National Labor Relations Board v. Weingarten*, 420 U.S. 251 (1975), established the right of unionized employees to request and have union representation at investigatory interviews if the employee reasonably believes discipline may result.

⁵ Required by 105 ILCS 5/22-95(b)(1)(F).

<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield). ⁶

Prevention and Response Program ⁷

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website.⁸ The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, and/or in other areas where policies and rules of conduct are made available to staff.⁹ The Superintendent shall annually inform students and their parents/guardians

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⁶ Required by *Id.* at (b)(1)(G).

⁷ Required by *Id.* at (b)(1)(C). Items 1-6 must be addressed in a district's procedures for responding to complaints of discrimination and harassment based on race, color, and national origin. *Id.* at (c). See sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*.

⁸ 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to post this policy in their website if one exists. If a district does not maintain a website, delete this sentence.

⁹ *Id.* at (b)(2) requires this policy to be "posted in a prominent and accessible location and distributed in such a manner as to ensure notice of the policy to all employees." A district website or staff intranet site qualifies as a prominent and accessible location under 105 ILCS 5/22-95(b)(2) (final citation pending), added by P.A. 103-472, eff. 8-1-24. If a district does not maintain a website and/or staff intranet, delete ~~District website~~ and/or ~~staff intranet site~~ from this sentence, as applicable.

of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s). ¹⁰

Enforcement ¹¹

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

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, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited ¹²

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

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

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¹⁰ Id. at (b)(3) requires a district to publish the policy on its website, if one exists, and in a student handbook. If the district does not maintain a website, delete ~~posting it on the District's website and~~ from the sentence. The law also requires a district to annually distribute a "summary of the policy in accessible, age-appropriate language" to students and parents/guardians. The summary may, but does not have to be, included in a student handbook to satisfy the annual distribution requirement. For ease of administration, this sample policy refers to inclusion in the student handbook(s). Districts may find it cumbersome to include both the policy and an age-appropriate summary of the same policy in a handbook. Consult the board attorney for guidance if the district would like to include a hyperlink to the policy, rather than the full text of the policy in the handbook. The Ill. Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

¹¹ Required by Id. at (b)(1)(D).

¹² Required by Id. at (b)(1)(E).

LEGAL REF.: 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
105 ILCS 5/22-95 (final citation pending).
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

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), 5:120 (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), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

DRAFT

Operational Services

Fund Balances ¹

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

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*. ²

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

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¹ This optional policy is at the local board's discretion. Its intent is to help the board monitor the district's financial health and allows a board to clarify its expectations for maintaining fund balances. A board must modify the policy to reflect realistic targets after considering important financial and operational issues, such as current financial practices, long term projects, standards of fiscal health, and the current budget. A board facing a doubting and demanding employee union may want to obtain an objective opinion from an outside auditor before adopting this policy.

² Optional. Pursuant to its authority under 105 ILCS 5/1A-8, the Ill. State Board of Education (ISBE) developed the *School District Financial Profile* to help monitor the finances of school districts and identify those districts moving toward financial difficulty. A district's total profile score (and corresponding profile designation) is based on four weighted indicators: (1) fund balance to revenue ratio (35%), (2) Expenditure to Revenue Ratio (35%), (3) days cash on hand (10%), and (4) percent of short-term and long-term borrowing ability remaining (10% each). See www.isbe.net/Documents/OEPP-PCTC-Profile.pdf for a detailed explanation of the calculation of the School District Financial Profile and designations. This policy addresses the first factor in a district's Financial Profile, which, according to ISBE, "reflects the overall financial strength of the district." A target of 25% or higher for a district's fund balance to revenue ratio would result in a school district being in the lowest risk category for this factor of the district's Financial Profile. The following alternative is for a district with fund balances deemed not currently adequate:

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

Operating fund refers to the Educational, Operations and Maintenance, Transportation, and Working Cash Funds. See www.isbe.net/Documents/OEPP-PCTC-Profile.pdf. The board should ask the administration to prepare a multi-year cash flow projection to validate the sufficiency of the target figure.

Note: If the board maintains a fund balance at the start of a fiscal year that is two or more times the average expenditures of that fund (based on the past three fiscal years), it may face a tax rate objection based on excess accumulation of funds. [This figure is sometimes referred to as a district's Miller ratio, based on the Ill. Supreme Court case See e.g., Central Ill. Public Service Co. v. Miller, 42 Ill.2d 542 \(1969\); see also Allegis Realty Investors v. Novak, 379 Ill.App.3d 636 \(2nd Dist. 2008\).](#) Whether such an objection has merit depends on a number of factors, including the type of fund at issue and/or reason(s) for the excess accumulation. Consult the board attorney for further guidance regarding fund balances and related tax rate objections. [See sample policy 4:10, Fiscal and Business Management, and its f/n 20 for more information on a board's duty to annually report its average expenditures and combined balances of its operational funds.](#)

Operational Services

Transportation

The District shall provide free transportation for one route for any student in the District in accordance with School code who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, or (2) within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. Free transportation service is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. District 214 will abide by School code and all applicable State and federal laws for student transportation. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus schedules and routes shall be determined by the district transportation department.

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

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

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics;
Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel -
Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title
I Programs), 7:220 (Bus Conduct), District 214 Student and Parent Handbook

ADOPTED: December 11, 2014

REVISED: December 10, 2015; January 5, 2017; January 18, 2018; March 21, 2019

Operational Services

Targeted School Violence Prevention Program¹

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

The Superintendent or designee shall develop and implement the Program.² The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The

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¹ While this sample policy is optional, 105 ILCS 128/45, ~~added by P.A. 101-455 and~~ amended by P.A.s 102-791 and 103-175, requires school districts to implement a threat assessment procedure ~~by 12-21-19~~ "no later than 120 days after [8-26-19]" that may be part of a school board targeted school violence prevention policy. Thus, regardless of whether the board adopts a policy, an administrative procedure must exist to comply with the law. See the first sentence in f/n 2 below. It contains items from *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, ~~Second-Fifth~~ Edition (August 2016July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: www.dcs.virginia.gov/sites/dcs.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf ~~www.dcs.virginia.gov/sites/dcs.virginia.gov/files/publications/Law-enforcement/threat-assessment-model-policies-procedures-and-guidelinespdf.pdf~~. *Threat Assessment in Virginia Public Schools* is based upon a synthesis of established research and recognized standards of practice regarding threat assessment and management in school and workplace settings, including *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, a 2004 publication of the U.S. Secret Service and the U.S. Dept. of Education, at: www2.ed.gov/admins/lead/safety/threatassessmentguide.pdf. The July 2018 update of this document was renamed *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.secretservice.gov/sites/default/files/reports/2020-10/USSS_NTAC_Enhancing_School_Safety_Guide.pdf. See also *Averting Targeted School Violence*, a 2021 publication of the U.S. Dept. of Homeland Security and the U.S. Secret Service, at: www.secretservice.gov/sites/default/files/reports/2021-03/USSS%20Averting%20Targeted%20School%20Violence.2021.03.pdf.

Adopting a policy that addresses targeted school violence prevention provides (a) a way for boards to monitor that it is being done, and (b) an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this policy, each board may want to have a conversation with the superintendent to determine how local conditions and resources and current practices will support the full implementation of the requirements of 105 ILCS 128/45, ~~added by P.A. 101-455 and~~ amended by P.A.s 102-791 and 103-175. Its goals and program will be most effective when they reflect local conditions and circumstances.

² To balance the requirement to implement a threat assessment procedure (105 ILCS 128/45, ~~added by P.A. 101-455 and~~ amended by P.A.s 102-791 and 103-175) with the practicalities of managing a district and to align with the best practices outlined in IASB's *Foundational Principles of Effective Governance* (www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/), this sentence delegates the duty to implement a procedure to the superintendent. See 4:190-AP1, *Targeted School Violence Prevention Program*, for a sample implementation procedure. Ensuring school safety begins with establishing a comprehensive targeted school violence prevention program, which "includes forming a multidisciplinary threat assessment team, establishing central reporting mechanisms, identifying behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders." *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.secretservice.gov/sites/default/files/reports/2020-10/USSS_NTAC_Enhancing_School_Safety_Guide.pdf.

Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s). ³
2. Establish Building-level Threat Assessment Team(s)⁴ to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. ⁵
- ~~2-4.~~ Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. ⁶
- ~~3-5.~~ Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors. ⁷

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

⁴ 105 ILCS 128/45, ~~added by P.A. 101-455 and~~ amended by P.A. ~~s~~ 102-791 and 103-175, requires school districts to establish a threat assessment team ~~by 2-19-20 "no later than 180 days after [8-26-19]."~~ If a school district is unable to establish a threat assessment team with school district staff and resources, it may use a regional behavioral threat assessment and intervention team. Id. The district's threat assessment procedure and a list identifying the members of all district threat assessment teams must be filed with a local law enforcement agency and the regional office of education or appropriate intermediate service center before the start of each school year. 105 ILCS 128/45(b), amended by P.A. ~~s~~ 102-791 and 103-175. See 4:190-AP2, *Threat Assessment Team (TAT)*, and its accompanying exhibits for further information on threat assessment teams and how to connect with a regional behavioral threat assessment team. Records concerning the work of the TAT, including but not limited to any threat assessment procedure, are exempt from disclosure under the Ill. Freedom of Information Act. 5 ILCS 140/7(l), added by P.A. 102-791.

⁵ In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train staff and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, requires all district staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self.

⁶ In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train parents/guardians and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, encourages parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self.

⁷ **Consult the board attorney for guidance concerning liability in this area.** Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act (TIA) likely protects districts from liability for failure to properly identify and/or respond to a student's behavior that results in injury or suicide. See 745 ILCS 10/3-108 and Grant v. Board of Trustees of Valley View School Dist. No. 365-U, 286 Ill.App.3d 642 (3rd Dist. 1997). Every situation is fact-specific, and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases and ensuring other policies are followed.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.
105 ILCS 128/, School Safety Drill Act.
745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.
29 Ill.Admin.Code Part 1500.

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

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In addition to the TIA, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. For further discussion, see f/n 14 in [sample](#) policy 7:290, *Suicide and Depression Awareness and Prevention*.

General Personnel

Equal Employment Opportunity and Minority Recruitment¹

Commented [DJ1]: Please note the large areas of blank space on this page and page 3 are intentional due to new formatting styles within **PRESS** materials. The spacing appears normal once the footnotes are removed.

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¹ Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific **fact** situations.**

The School District shall provide equal employment opportunities² to all persons regardless of their race;³ color; creed; religion;⁴ national origin; sex;⁵ sexual orientation;⁶ age;⁷ ancestry; marital status;⁸

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² *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, arrest record, conviction record (unless authorized by law), citizenship status, and work authorization status. 775 ILCS 5/1-102, amended by P.A.s ~~101-221 and 102-233~~; 5/1-103, amended by P.A.s ~~101-221, 101-565, 102-362, 102-419, and 103-1102~~~~101-656~~; and 775 ILCS 5/2-103.1, ~~added by P.A. 101-656~~. The IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, ~~added by P.A. 101-221~~, (scheduled to be repealed on 1-1-30).

~~The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964)~~ prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, ~~added by P.A. 101-221~~), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. *Id.* at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision; however, in a guidance document, the U.S. Equal Employment Opportunity Commission (EEOC) states that practices "may include employer decisions about base pay or wages, job classifications, career ladder or other noncompetitive promotion denials, tenure denials, and failure to respond to requests for raises." See *Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009* (2014), at: www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American for the same or substantially similar work. 820 ILCS 112/, ~~amended by P.A. 101-177~~. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. *Id.* at 112/10(b-5), ~~added by P.A. 101-177~~. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See [sample](#) administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act (FOIA); however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. *Id.* at 112/10(b-10), ~~added by P.A. 101-177~~. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

³ The IHRA defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, ~~eff. 1-1-23~~. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but EEOC guidance provides that "[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features." See the EEOC's *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment.

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⁴ 775 ILCS 5/2-102 of the IHRA, amended by P.A.s ~~101-221 and~~ 102-233, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

Regarding accommodation of an employee's religious practice under EEOA, the U.S. Supreme Court held in the case *Groff v. DeJoy*, 600 U.S. 447 (2023), that *undue hardship* means a burden that is "substantial in the overall context of an employer's business", rather than a *mere de minimis* standard. *Id.* at 468. In addition to the IHRA and *Title VII* the federal EEOA (also discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

⁵ Discrimination on the basis of sex under *Title VII* the EEOA includes discrimination on the basis of sexual orientation or transgender status. *Bostock v. Clayton Cnty.*, 140 S.Ct. 1731 (2020); *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and *Title VII* the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 *et seq.*; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Sexual Harassment-Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

⁶ *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁷ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 *et seq.*), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the EEOC regulations under ADEA to reflect the U.S. Supreme Court's decision in *General Dynamic Systems, Inc. v. Cline*, 540 U.S. 581 (2004), holding the ADEA permits employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

⁸ 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), ~~amended by P.A. 101-221~~. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. *Boaden v. Dept. of Law Enforcement*, 171 Ill.2d 230 (Ill. 1996).

arrest record;⁹ military status; order of protection status;¹⁰ unfavorable military discharge;¹¹ citizenship status provided the individual is authorized to work in the United States;¹² work authorization status;¹³ use of lawful products while not at work;¹⁴ being a victim of domestic violence, sexual violence, gender

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⁹ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and 5/2-103.1, ~~added by P.A. 101-656~~. See f/n 2048, below. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions, as permitted by the IHRA. 775 ILCS 5/2-103.1, added by ~~P.A. 101-656~~; 820 ILCS 75/15. See also the IDHR's guidance, *Conviction Record Protection – Frequently Asked Questions*, at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html> ~~www2.illinois.gov/dhr/Pages/Conviction-Record-Protection-Frequently-Asked-Questions.aspx~~ and the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions* (2012), at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

¹⁰ 775 ILCS 5/1-103(Q), ~~amended by P.A. 101-224~~. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 (750 ILCS 60/), Article 112A of the Code of Criminal Procedure of 1963 (725 ILCS 5/112A-1.5), the Stalking No Contact Order Act (740 ILCS 21/), the Civil No Contact Order Act (740 ILCS 22/), or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

¹¹ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 *et seq.*

¹² 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) *et seq.*

¹³ 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the IHRA, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233.

¹⁴ The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, ~~amended by P.A. 101-27~~.

violence, or any other crime of violence;¹⁵ genetic information;¹⁶ physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;¹⁷ pregnancy, childbirth, or related medical conditions;¹⁸ credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular

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¹⁵ 820 ILCS 180/30, amended by P.A.s [401-224](#), 102-487, and 102-890, Victims' Economic Security and Safety Act ([VESSA](#)). Gender violence means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), [added by P.A. 401-224](#). [In certain circumstances, an employer can be held liable for gender-related violence that occurs in the workplace if the employer failed to investigate complaints or failed to supervise, train, or monitor an employee who engaged in the violence.](#) 740 ILCS 82/11, [added by P.A. 103-202, Gender Violence Act](#). Other crime of violence [under VESSA](#) means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provision of the Criminal Code of 1961. 820 ILCS 180/10(2.5), [added by P.A. 102-487](#).

An employer is prohibited from discriminating against any individual, e.g., an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. [The lawSection 24](#) requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of *unlawful violence*. 820 ILCS 275/21.

¹⁶ Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff [et seq.](#)). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See ¶n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. The EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act and other State laws governing time off for sickness and workers' compensation.

¹⁷ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 [et seq.](#)), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LFFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 [et seq.](#)).

¹⁸ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). [Guidance from the IDHR is available at: https://dhr.illinois.gov/publications/pregnancy-rights.html](#). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The ~~IDOL~~ IDHR is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). [Similar to the IHRA, the federal Pregnant Workers Fairness Act \(42 U.S.C. §2000gg \[et seq.\]\(#\)\), added by Pub.L. 117-328, requires employers to provide reasonable accommodations to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.](#) State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, [added by P.A. 401-13](#). Pregnant workers with pregnancy-related impairments may [also](#) have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC is available at: [www.eeoc.gov/pregnancy-discrimination](#). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/.

position;¹⁹ conviction record, unless authorized by law;²⁰ or other legally protected categories.^{21 22 23}
²⁴ No one will be penalized solely for his or her status as a registered qualifying patient or a registered

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¹⁹ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. *Id.* at 70/10.

²⁰ 775 ILCS 5/2-103.1(A), ~~added by P.A. 101-656~~. The IHRA prohibits an employer from *disqualifying* or taking other *adverse action* against an applicant or employee based on a *conviction record* unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. *Id.* Disqualification or adverse action includes refusal to hire, segregation, and actions with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment. *Id.* If a board wants to terminate or take other adverse action against a *current* district employee based in whole or in part on a conviction record, it still must comply with all applicable statutory, policy, and bargaining agreement provisions. Boards should consult the board attorney to ensure all legal obligations are met.

Districts that wish to disqualify or take other adverse action against an applicant or employee based on a conviction record must first engage them in an *interactive assessment*, providing the individual with the opportunity to submit evidence in mitigation or to dispute the accuracy of the conviction record. See sample policy 5:30, *Hiring Process and Criteria*, at f/n 5, and [sample administrative procedure 5:30-AP2, Investigations](#), for more information.

²¹ Insert the following optional sentence (775 ILCS 5/1-103(A) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

²² Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and disability, as used in this policy, excludes persons:

1. Currently using illegal drugs;
 2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
 3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.
- Persons who have successfully completed or are participating in a drug rehabilitation program are considered disabled.

²³ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²⁴ School districts must accommodate ~~mothers-employees~~ who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §218d, ~~added by Pub.L. 117-32897(r), Fair Labor Standards Act~~. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriesch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in [sample administrative procedure 5:10-AP, Workplace Accommodations for Nursing Mothers](#).

designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.²⁵

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager ~~for the under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.~~ These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.²⁶

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager ~~for the under Board policy 2:260,~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁵ 410 ILCS 130/40, ~~amended by P.A. 101-363;~~ 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis, e.g., permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, ~~amended by P.A.s 100-660 and 101-363.~~ There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, ~~added by P.A.s 100-660, and amended by P.A.s 101-363, and 101-370~~), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2) ~~& (3), amended by P.A. 101-363.~~ See sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

²⁶ 775 ILCS 5/6-101, ~~amended by P.A. 103-472, eff. 8-1-24.~~ Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, [Title VII](#) the EEOA, Title IX, ADA, ADEA, [Victims' Economic Security and Safety Act \(VESSA\)](#), the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of FOIA (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation* and *threatening retaliation*. 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge, see [Thomas v. Guardsmark](#), 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); [Sherman v. Kraft General Foods, Inc.](#), 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²⁷

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.²⁸

Nondiscrimination Coordinator:²⁹

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁷ 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, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

²⁸ Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. *Id.* See f/n~~s~~ 22 and 23⁴ in sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

²⁹ Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. ³⁰

Minority Recruitment ³¹

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

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³⁰ In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and [sample policy 7:10, *Equal Educational Opportunities*](#), as well as a Complaint Manager for sample policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

³¹ All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 *et seq.* (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
[29 U.S.C. §218d, Fair Labor Standards Act.](#)
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
[42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.](#)
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
[42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.](#)
[42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.](#)
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
 410 ILCS 513/25, Genetic Information Privacy Act.
 740 ILCS 174/, Ill. Whistleblower Act.
 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
 775 ILCS 35/, Religious Freedom Restoration Act.
 820 ILCS 55/10, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
 820 ILCS 112/, Ill. Equal Pay Act of 2003.
 820 ILCS 180/30, Victims' Economic Security and Safety Act.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

General Personnel

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

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

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

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

For employees not covered by a current applicable bargaining agreement:

All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to their immediate supervisor. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Professional staff and EA members may be suspended without pay in accordance with Board policy 5:240, *Suspension*. All other staff members may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

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

LEGAL REF.:

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

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

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: August 12, 2021

Township High School District 214

General Personnel

Communicable and Chronic Infectious Disease

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

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

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

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

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

105 ILCS 5/24-5.

Personnel Record Review Act, 820 ILCS 40/.

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

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

ADOPTED: August 15, 2019

General Personnel

Staff Development Program ¹

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*): ²

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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ., 198 Ill.App.3d 51 (3rd Dist. 1990).

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

105 ILCS 5/2-3.62 requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

² 325 ILCS 5/4(j), amended by P.A. 102-604; and 105 ILCS 5/10-23.13, amended by P.A. 102-610, a/k/a *Erin's Law*. Sexual misconduct under *Faith's Law* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias. *Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A. 102-604. Districts must provide mandated reporter training through either the Ill. Dept. of Children and Family Services (DCFS), an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, ISBE, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. Id. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." Id.

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: ³

1. Health conditions of students,⁴ including but not limited to training on:
 - a. Chronic health conditions of students;
 - 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;

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ This list of in-service trainings is required by State law but only Nos. 4, 5(d), and 7 are required to be specified in board policy. Beginning 7-1-24, 105 ILCS 5/10-22.39, amended by P.A. 103-542, requires all teachers, administrators, and school support personnel to complete these trainings during an in-service training program conducted by their board or through other training opportunities, including institutes provided by regional superintendents and intermediate service center executive directors under 105 ILCS 5/3-11, amended by P.A.s 103-542, eff. 7-1-24, and 103-413. If teachers, administrators, or school support personnel obtain training outside of an in-service training program or from a previous school employer, they may present documentation showing current compliance to satisfy the requirement of receiving training within six months of first being employed. *Id.*

Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, amended by P.A.s 103-542, eff. 7-1-24, and 103-413, contains requirements that the regional superintendents and intermediate service center executive directors must include during institutes for teachers, administrators, and school support personnel. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training, is also required. See also f/ns 4-12 below discussing the board's requirements in 105 ILCS 5/10-22.39.

Both 105 ILCS 5/3-11 and 5/10-22.39 use the phrase *teachers, administrators, and school support personnel*, but for brevity this material uses the phrase *all District staff*. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. It also provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject.

In-service training programs on the topics listed in 105 ILCS 5/10-22.39, amended by P.A.s 103-542, eff. 7-1-24, and 103-413, shall be credited toward hours of professional development required for license renewal as outlined in 105 ILCS 5/21B-45(e). School support personnel may be exempt from in-service training if the training is not relevant to the work they do.

⁴ 105 ILCS 5/10-22.39(b-5), added by P.A. 103-542, eff. 7-1-24. Nurses and school nurses, as defined by 105 ILCS 5/10-22.23 (school nurse), are exempt from training on health conditions of students under 105 ILCS 5/10-22.39(b-5), added by P.A. 103-542, eff. 7-1-24.

For No. 1(c), Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

For No. 1(d), see also 105 ILCS 150/25, amended by P.A. 103-542, eff. 7-1-24, and No. 6 under the subhead **Additional Training Requirements**.

For No. 1(e), see also 105 ILCS 145/25, amended by P.A. 103-542, eff. 7-1-24, and No. 7 under the subhead **Additional Training Requirements**.

- 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.⁵
2. Social-emotional learning.⁶ 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,⁷ 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*).⁸
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.⁹ 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*).

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and *trauma* as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-1-24.

⁶ 105 ILCS 5/10-22.39(b-10), added by P.A. 103-542, eff. 7-1-24.

⁷ 105 ILCS 5/10-22.39(b-15), added by P.A. 103-542, eff. 7-1-24.

⁸ 105 ILCS 5/10-22.39(b-20), added by P.A. 103-542, eff. 7-1-24. Training on the implementation of trauma-informed practices satisfies the requirements of this subsection. *Id.* In addition, Illinois Mental Health First Aid training may satisfy the requirements of this subsection. If teachers, administrators, or school support personnel obtain mental health first aid training outside of an in-service training program, they may present a certificate of successful completion of that training to the school district to satisfy the requirements of this law. *Id.* For further information on Mental Health First Aid, see <https://namillinois.org/resources/about-mental-illness/mental-health-first-aid/>.

⁹ 105 ILCS 5/10-22.39(b-25), added by P.A. 103-542, eff. 7-1-24. See sample policy 7:185, *Teen Dating Violence Prohibited*.

6. Protections and accommodations for students,¹⁰ 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*);¹¹ 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,¹² 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: ¹³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁰ 105 ILCS 5/10-22.39(b-30), added by P.A. 103-542, eff. 7-1-24. Beginning with the 2024-25 school year, training on homelessness must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on homelessness must be completed within six months of employment and renewed at least once every five years thereafter. Boards may work with a community-based organization specializing in working with homeless children and youth to develop and provide this training. See 105 ILCS 5/10-22.39(b-30)(1) - (5), added by P.A. 103-542, eff. 7-1-24, for homelessness training content requirements. **Note:** the homelessness training content requirements in 105 ILCS 5/10-22.39(b-30)(1) - (5), added by P.A. 103-542, eff. 7-1-24, are nearly identical to the homelessness training content requirements in 105 ILCS 5/10-22.39(g) (final citation pending), added by P.A. 103-41, eff. 8-20-24.

Beginning with the 2016-17 school year, institutes under 105 ILCS 5/3-11 had to include instruction on the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 *et seq.*) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center Executive Director with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

¹¹ 105 ILCS 5/10-22.39(b-35), added by P.A. 103-542, eff. 7-1-24. Each board may want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-services that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and f/n 11 in sample policy 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

¹² 105 ILCS 5/10-22.39(b-40), added by P.A. 103-542, eff. 7-1-24.

¹³ Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. The only non-School Code State and/or federal law training requirements listed are from the Abused and Neglected Child Reporting Act (325 ILCS 5/), Ill. Human Rights Act (775 ILCS 5/), Seizure Smart School Act (105 ILCS 150/), Care of Students with Diabetes Act (105 ILCS 150/), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*).

Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. Many of those policies and procedures are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act, 105 ILCS 145/.

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. ¹⁴
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. ¹⁵
3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date. ¹⁶
4. 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. ¹⁷
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials. ¹⁸
6. 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. ¹⁹
7. 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. ²⁰
8. For all District staff, annual sexual harassment prevention training. ²¹
9. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*): ²²
 - 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,

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¹⁴ 105 ILCS 5/10-22.6(c-5). School board members are also included.

¹⁵ 7 C.F.R. Parts 210 and 235. 7 C.F.R. §210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); 210.31(g)(requiring school food authority director to keep records). Food service funds may be used for reasonable, allocable, and necessary training costs. 7 C.F.R. §210.31(f). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing at: www.fns.usda.gov/cn/professional-standards.

¹⁶ Required only for districts with grades 9-12 by 105 ILCS 25/1.15. Delete for elementary school districts.

¹⁷ 105 ILCS 5/22-80(h).

¹⁸ 105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330.

¹⁹ 105 ILCS 150/25, amended by P.A. 103-542, eff. 7-1-24.

²⁰ 105 ILCS 145/25, amended by P.A. 103-542, eff. 7-1-24.

²¹ 775 ILCS 5/2-109. See f/n 5 in sample policy 5:20, *Workplace Harassment Prohibited*, for further detail about this training requirement.

²² 34 C.F.R. §106.45(b)(1)(iii).

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.
10. 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. ²³
11. 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. ²⁴

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*. ^{25 26}

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²³ 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*.

²⁴ 105 ILCS 5/2-3.163(c), amended by P.A. 103-504.

²⁵ Required by 105 ILCS 5/2-3.166(c)(2) (*Ann Marie's Law*). See sample administrative procedures 6:60-AP1, *Comprehensive Health Education Program*, and 7:290-AP, *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*.

²⁶ For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

The board may also want to address other staff development opportunities. While not required to be in policy, 105 ILCS 5/27-23.10, amended by P.A. 103-542, eff. 7-1-24, requires a school board to collaborate with State and local law enforcement agencies on gang resistance education. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

- 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)
- ADMIN. PROC.: 2:265-AP1 (Title IX Response), 2:265-AP2 (Formal Title IX Complaint Grievance Process), 2:270-AP (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School), 7:250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7:285-AP (Anaphylaxis Prevention, Response, and Management Program), 7:290-AP (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)

Educational Support Personnel

Schedules and Employment Year ¹

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work-load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.² The District accommodates employees who are nursing mothers according to State and federal law.³

LEGAL REF.: [Fair Labor Standards Act](#), 29 U.S.C. §§207 ~~et seq~~ and 218d, [Fair Labor Standards Act](#).
 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
 740 ILCS 137/, Right to Breastfeed Act.
 820 ILCS 105/, Minimum Wage Law.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), 5:35
 (Compliance with the Fair Labor Standards Act)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy's provisions should be customized to meet the district's needs. The local collective bargaining agreement may contain provisions that exceed these requirements. If a collective bargaining agreement contains a provision that supersedes the policy, for those covered employees, the policy should state: "Please refer to the applicable collective bargaining agreement." For employees not covered, the policy should reflect the board's current practice.

The standards listed should be customized to reflect the local board's desires and/or district practices.

² This is the minimum required by 105 ILCS 5/10-20.14a.

³ School districts must accommodate [employees/mothers](#) who choose to continue breastfeeding after returning to work. See the Right to Breastfeed Act, 740 ILCS 137/; Nursing Mothers in the Workplace Act, 820 ILCS 260/; ~~amended by P.A. 100-1003~~; and Fair Labor Standards Act, 29 U.S.C. §218d(7)(+), added by P.L. ~~117-328~~ [111-148](#). See sample language for a personnel handbook in [sample administrative procedure](#) 5:10-AP, ~~Administrative Procedure—Workplace Accommodations for Nursing Mothers~~.

Instruction

Curriculum Development

The Board authorizes the Superintendent to develop a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Students' 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 Illinois State Learning Standards, and
6. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available.

The Board of Education will adopt on an annual basis, upon recommendation of the Superintendent, an Academic Handbook which includes course offerings based on curriculum that meets the above criteria.

LEGAL REF.: 20 U.S.C. §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), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: August 15, 2019

Students

Equal Educational Opportunities ¹

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race,² nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity,³ status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.⁴ Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex

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¹ State or federal law requires this subject matter be covered by policy and controls this policy's content.

² The Ill. Human Rights Act (IHRA) defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, ~~eff. 1-1-23~~. The Ill. Dept. of Human Rights' (IDHR) jurisdiction over schools as "places of public accommodation" is limited, see f/n 4, below. See also sample policy 7:160, *Student Appearance*, regarding hairstyles associated with race.

³ Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality, religion, etc. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, insert the following in place of "gender identity,": gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression.

If the board inserts this option, it must also insert the options in f/n 7, below and in f/n 2 of sample policy 7:20, *Harassment of Students Prohibited*, BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:20, *HARASSMENT OF STUDENTS PROHIBITED*.

See 7:10-AP1, *Accommodating Transgender, ~~Nonbinary, Students~~ or Gender Nonconforming Students*, for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see 7:10-E, *Equal Educational Opportunities Within the School Community*.

⁴ Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (*Plyler v. Doe*, 457 U.S. 202 (1982))."

The IHRA and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/1-103(Q), 5/5-101(11), and 5/5-102; 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A) makes *order of protection status* a protected category.

The IHRA's jurisdiction in regard to schools as places of public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying or refusing full and equal enjoyment of facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2, amended by P.A. 102-1102, ~~eff. 1-1-23~~.

or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under [School Board policy 8:20, Community Use of School Facilities](#).⁵ Any student may file a discrimination grievance by using Board policy 2:260, [Uniform Grievance Procedure, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited](#).⁶

Sex Equity⁷

No student shall, based on sex, sexual orientation, or gender identity⁸ be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ 23 Ill.Admin.Code §200.40(g) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., [Boy and Girl Scouts](#). Note that the U.S. Supreme Court refused to apply N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. [Boy Scouts of America v. Dale](#), 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. [Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

⁶ Districts must have a grievance procedure. See [the Legal References following this policy and 105 ILCS 5/22-95 \(final citation pending\), added by P.A. 103-472, eff. 8-1-24, regarding the internal complaint process for claims of discrimination on the basis of race, color, or national origin, which is addressed in sample policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited](#). Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board's decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

⁷ Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying or refusing an individual full and equal enjoyment of its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2, amended by P.A. 102-1102, ~~eff. 1-1-23~~), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101(11)). Every four years, districts must evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §200.40(e).

With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §1681(a). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's implementing rules. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, [Title IX Sexual Harassment-Grievance Procedure](#), for further discussion.

105 ILCS 5/10-20.60 requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP-2, [Accommodating Breastfeeding Students](#), for specific *reasonable accommodations* under Illinois law.

105 ILCS 5/10-20.63, amended by P.A. 102-340, requires school districts to make menstrual hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in bathrooms of every school building that is open for student use in grades 4 through 12 during the regular school day. **Note:** While P.A. 102-340 expanded the availability of menstrual hygiene products to students in grades 4 and 5, it did not expand the definition of *school building*, which remains defined as serving students in grades 6 through 12. Consult with the board attorney about implementing this law.

⁸ For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendations into this policy (see f/n [32](#) above), insert:

1. In place of "or gender identity" as follows: "~~or~~ gender identity, or gender expression".

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). ⁹

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.¹⁰ The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. ¹¹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

⁹ Districts must have a grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures. See sample policy 2:260, *Uniform Grievance Procedure*, at f/n [98](#).

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

¹⁰ Required by regulations implementing Title IX. 34 C.F.R. §106.8(a). See f/ns [224](#) and [232](#) in sample policy 2:260, *Uniform Grievance Procedure*. If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator."

¹¹ Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education 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.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Students

Harassment of Students Prohibited ¹

No person, including a School District employee or 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 identity²; 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

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¹ State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.71, ~~added by P.A. 101-531 and renumbered by P.A. 102-558~~, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85, ~~added by P.A. 101-531~~. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7, ~~amended by P.A. 103-47~~; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications ~~is identical to~~ aligns with the list in sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a), ~~amended by P.A. 103-47~~; 775 ILCS 5/1-103, amended by P.A.s ~~101-221 and 102-896, eff. 1-1-23~~; and 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute. 105 ILCS 5/27-23.7, ~~amended by P.A. 103-47~~.

The Ill. Human Rights Act (IHRA) and an Ill. State Board of Education (ISBE) rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the “actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth.” 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. Additionally, *race* is defined to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, ~~eff. 1-1-23~~. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. ~~The IHRA's jurisdiction regarding schools as a public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2, amended by P.A. 102-1102, eff. 1-1-23. It is also a violation of IHRA if a district is aware of an employee or agent's harassment towards a student but fails to take appropriate action to stop the harassment. 775 ILCS 5/5A-101 and 102, amended by P.A. 103-472, eff. 8-1-24.~~

² See f/n 3 in sample policy 7:10, *Equal Educational Opportunities*, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to ~~the Ill. State Board of Education (ISBE)~~ that are discussed in its publication *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents.

For boards that want to incorporate ISBE's sample policy recommendation, insert the following in place of “gender identity;”: gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);

If the board inserts this option, it must also insert the options in f/ns 3 and 8 of policy 7:10, *Equal Educational Opportunities*, BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:10, *EQUAL EDUCATIONAL OPPORTUNITIES*.

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.³

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.⁴ See [Board](#) policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences 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

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³ This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidences when hate speech interfered with the educational environment. *West v. Derby Unified Sch. Dist.*, 206 F.3d 1358 (10th Cir. 2000).

⁴ Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment. See sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-101(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. *Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102.

whom the student is comfortable speaking.⁵ 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 ~~Sexual Harassment~~ Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.⁶ 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.⁷ The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.⁸

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Name

Address

Address

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

⁶ If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure."

⁷ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/27-23.7, [amended by P.A. 103-47](#); see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

⁸ Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. 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, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

Email

Email

Telephone

Telephone

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.⁹
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.¹⁰ 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 sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee¹¹ shall consider whether action under [Board policy 2:265, Title IX ~~Sexual Harassment~~ 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*.](#)

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⁹ In addition to notifying students of policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator. 34 C.F.R. §106.8(a). 105 ILCS 5/10-20.69, ~~added by P.A. 101-418~~, requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board.

The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

¹⁰ If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

¹¹ "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "~~Nondiscrimination~~" and insert "Title IX" in its place.

For any other alleged student harassment that does not require action under [Board policies 2:265, Title IX ~~Sexual Harassment~~ 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 ¹²

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 ~~Sexual Harassment~~ 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, 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, and 2:265, Title IX ~~Sexual Harassment~~ 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.

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¹² Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85, ~~added by P.A. 101-534~~ (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. For further discussion see f/ns 14-16 in sample policy 5:90, *Abused and Neglected Child Reporting*.

- 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 ~~Sexual Harassment~~ 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)

Students

Prevention of and Response to Bullying, Intimidation, and Harassment¹

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge status from the 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, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual

Commented [MB1]: These bases are re-ordered to align with the order they are listed within the ISBE Model Bullying Prevention Policy.

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¹ All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years, no later than September 30 of the review year. 105 ILCS 5/27-23.7, amended by P.A. 102-894 and 103-47; 23 Ill.Admin.Code §1.295. The policy must be based on ISBE's template for a model bullying prevention policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf), contain all requirements of 105 ILCS 5/27-23.7, indicate the date of adoption (by month, day, and year), and be filed electronically each review year through ISBE's IWAS system. 105 ILCS 5/27-23.7(d), amended by P.A. 103-47; 23 Ill.Admin.Code §1.295(b), (c). If a district fails to file its policy by the deadline or submits a deficient policy, ISBE will provide a written request for filing and provide the district with technical assistance and resources to assist it in meeting bullying policy requirements and, as appropriate, notify the district's regional office of education or intermediate service center. 105 ILCS 5/27-23.7(d), amended by P.A. 102-894; 23 Ill.Admin.Code §1.295(e). If the district still fails to file its policy within 14 days of receipt of ISBE's written request, ISBE shall issue a letter of non-compliance (23 Ill.Admin.Code §1.295(e)(3)) and publish notice of non-compliance on its website (105 ILCS 5/27-23.7(d)).

This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See sample policy 7:190, *Student Behavior*, and sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. See f/n 9, below.

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. Id.

or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations: ²

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7 ³

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or

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² This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. ~~With the exception of order of protection status, the protected statuses are mandated by the bullying prevention statute. Order of protection status is not a basis for bullying in 105 ILCS 5/27-23.7, amended by P.A.s 102-894 and 103-47, but it is listed here because the Ill. Human Rights Act (IHRA) prohibits harassment based on order of protection status. 775 ILCS 5/1-103(K-5), (Q). Including order of protection status in the list of protected statuses aligns with the protected statuses listed in sample policy 7:20, Harassment of Students Prohibited; the list of protected statuses is identical to the list in sample policy 7:20, Harassment of Students Prohibited.~~

³ All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: www.cyberbullying.org/, and the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov, discussed in f/n 1, para. 3 of sample policy 4:170, Safety.

weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. ⁴

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards. ⁵

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; ~~each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.~~ ⁶

1. The District uses the definition of *bullying* as provided in this policy. ⁷
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal,

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⁴ 105 ILCS 5/27-23.7(b), amended by P.A. 102-241.

⁵ 105 ILCS 5/27-23.7(b), amended by P.A. 102-197.

⁶ ~~As each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)(1) - (b)(12), and the requirements of 105 ILCS 5/27-23.7(b)(13) are included in numbered requirement 4. As a result,~~ there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

⁷ 105 ILCS 5/27-23.7(b), para. 3(1). See f/n 4, above and ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf.

A board may augment the School Code requirement by using this alternative:

Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying; and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking.⁸ Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.⁹ Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: ¹⁰

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

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⁸ The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with sample policy 2:260, *Uniform Grievance Procedure*. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. A telephone number for making anonymous reports may also be added.

⁹ 105 ILCS 5/27-23.7(d), requires that “[s]chool personnel available for help with a bully or to make a report about bullying” be made known to parents/guardians, students, and school personnel.

¹⁰ Sample policy 2:260, *Uniform Grievance Procedure*, states that a district’s Nondiscrimination Coordinator also serves as its Title IX Coordinator. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators’ names separately in this policy. Best practice is that throughout the district’s board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

4. Consistent with federal and State laws and rules governing student privacy rights, ~~the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every~~ all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident, and discuss, ~~As appropriate, the school's administration shall also discuss~~ the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period. ¹¹
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
- Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
- The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs. ¹²
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. ¹³

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¹¹ 105 ILCS 5/10-20.14 contains a similar requirement. See [sample exhibit 7:190-E1, Aggressive Behavior Reporting Letter and Form](#).

¹² This sentence contains requirements found in 105 ILCS 5/27-23.7(d), amended by P.A. 102-894.

¹³ A grant may be available from ISBE for the promotion of a safe and healthy learning environment. 105 ILCS 5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558. A list of grant funding opportunities is available at: www.isbe.net/Pages/Grants.aspx. ISBE is also directed to create the Illinois Bullying and Cyberbullying Prevention Fund, through which a grant may be available to support anti-bullying programming. 30 ILCS 105/5.990 and 105 ILCS 5/27-23.7(i)-(j), all added by P.A. 103-47.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion¹⁴ with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.¹⁵
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:¹⁶
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- ii. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- iii. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be

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¹⁴ Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). See sample policy 7:200, *Suspension Procedures*, at f/n 8 and ~~sample policy~~ 7:210, *Expulsion Procedures*, at f/ns 11 and 13.

¹⁵ 105 ILCS 5/27-23.7(b)(10), amended by P.A. 103-47.

¹⁶ 105 ILCS 5/27-23.7. See the ISBE guidance document that is cited in f/n 7, above.

provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:¹⁷

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, Title IX ~~*Sexual Harassment*~~ *Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- b.c. ~~2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.~~
- d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d.e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e.f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f.g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- g.h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h.i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

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¹⁷ The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

~~7:310, Restrictions on Publications; Elementary Schools, and 7:315, Restrictions on Publications; High Schools.~~ These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. ¹⁸

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), ~~2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)~~, 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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¹⁸ For elementary districts, delete: ~~and 7:315, Restrictions on Publications; High Schools~~ and delete the Cross Reference to ~~7:315, Restrictions on Publications; High Schools~~. For high school districts, delete ~~7:310, Restrictions on Publications; Elementary Schools, and~~ and delete the Cross Reference to ~~7:310, Restrictions on Publications; Elementary Schools~~. In both cases, revise the beginning of the sentence to read: "These policies prohibits students from and provides."

Students

Teen Dating Violence Prohibited ¹

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.² 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.³

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that: ⁴

1. Fully implements and enforces each of the following Board policies: ⁵
 - 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 School Board, 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 ~~Sexual Harassment~~ Grievance Procedure*. This policy prohibits any person from engaging in sexual 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 from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics

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¹ All school boards must have a policy on teen dating violence. 105 ILCS 110/3.10. This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education, which apply to districts with students enrolled in grades 7 through 12, are listed in 6:60-AP, *Comprehensive Health Education Program*.

² 105 ILCS 110/3.10(b)(1). School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 110/3.10(a). For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 110/3.10(b)(3).

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*. This means that 7:180-AP1 should be considered to be part of this policy.

- 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: ⁶
 - 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. ⁷
 3. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. ⁸
 4. 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*. ⁹
 5. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁰
 6. Notifies students and parents/guardians of this policy. ¹¹

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⁶ 105 ILCS 110/3.10(b)(4), requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at f/ns 5 and 6. Sexual violence is one listed component of teen dating violence. 105 ILCS 110/3.10(a). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. 105 ILCS 5/27-23.7. Thus, identifying *any school staff member* is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in 7:180-AP1, E2, *Be a Hero by Reporting Bullying*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in 6:60-AP, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development Program*, add the phrase "and policy 5:100, *Staff Development Program*."

¹¹ Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

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 ~~Sexual Harassment~~ 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)

DRAFT



High School District 214
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Dr. Scott Rowe
Superintendent

Date: May 9, 2024
To: Board of Education
From: Lazaro Lopez, Associate Superintendent
Subject: 2023-24 Student Services Report

Background Information

The purpose of the 2023-24 Student Services presentation to the Board of Education is to share data and provide an overview of the various services, initiatives, and accomplishments that have occurred throughout the year within the student services and special education departments at both building and district levels. This presentation includes information related to student behavior, attendance, and mental health, as well as health services, Section 504 data, and McKinney Vento data. College-career exploration and initiatives related to district partnerships will also be discussed. Information from the special education department will include a description of the current continuum of special education services within the district, as well as special education specific initiatives connected to transition, literacy, related services, and compliance. An overview of the range of professional development opportunities provided to staff within the student services and special education departments will also be shared.

For Discussion Only

Student Services 2023-2024 Board Report

Dr. Jessica Herrmann, Director for Student Services
Meghan Muldoon Brown, Director for Special Education

Student Services Highlights

- Additional staff in each building
- Academic and social emotional supports for students
- New college and career exploration platform, SchoolLinks
- New IEP and 504 platform, Embrace
- Professional development for staff



Care Solace

“Calming the chaos of mental health care”

- Care coordination resource for students, families, staff, and families of staff
- Quickly and confidentially connects individuals with available mental health and substance use providers matched to individuals' needs
- 24/7/365 multilingual support
- Care regardless of insurance
- Self-search option as well

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Care Solace Data

	As of 6/1/23	As of 12/21/23	As of 2/26/24	As of 4/19/24
Total cases	72	221	279	355
Appointments booked	25	115	144	186
Anonymous searches	106	231	259	279
Family-initiated cases	16	49	62	69
Hours of communication	66	257	327	444
Staff cases	4	10	14	16

Care Solace Testimonials

"Care Solace quickly and seamlessly helped one of my students find an outpatient therapist. They connected with the family quickly and continued to follow up until an appointment was made. The service is priceless, particularly for school/student services personnel who work with many students and don't always have the ability (e.g., time, resources) to help facilitate these connections."

- District 214 School Psychologist

"I love how easy it is to get families connected to providers! The process is quick and easy."

- District 214 School Counselor

"Quick response, ease of use, and friendly contacts."

- District 214 Family

"They listen to what you need to give you referrals that are tailored to your situation."

- District 214 Family

"Very efficient and very helpful. A nice lady who helped me through the process of finding me and my son a provider. Thank you."

- District 214 Family

Special Education Highlights

Transition to a new IEP platform

Bolstering vocational experiences

Building our continuum

Belonging and community



Reading Skill Development

- Lexia® PowerUp Literacy® accelerates literacy gains for students who are at risk of not meeting College- and Career-Ready Standards
 - Rooted in the science of reading
 - Piloted at 3 sites during 1st semester
 - Implemented at all sites during 2nd semester
- Literacy Learning Committee (LLC)
 - Primary focus is to bolster the professional learning and development of teachers' understanding of the Science of Reading and Structured Literacy (Lexia Aspire™ Professional Learning)
 - How do we bridge the theory of the science of reading into practice, especially for adolescent students with significant reading/writing deficits?*

EGHS Sample Lexia Reading Comprehension 23-24 Data:

		COMPREHENSION			Movement into Intermediate or Advanced
		Foundational	Intermediate	Advanced	
Sophomore	Placement	33%	67%	0%	33%
	Current	0%	89%	11%	

		COMPREHENSION			Movement into Intermediate or Advanced
		Foundational	Intermediate	Advanced	
Freshman	Placement	38%	62%	0%	23%
	Current	15%	77%	8%	

Professional Development

- Student services early career and intern training sessions
- Legal/compliance training for special education and Section 504
- Comprehensive School Threat Assessment Guidelines (CSTAG)
- Dialectical behavior therapy (DBT)
- McKinney-Vento liaison training
- Gender Inclusivity in Schools with Lurie Children's Hospital
- Nonviolent Crisis Prevention Intervention
- Supporting students who are immigrants and undocumented
- Mental Health First Aid
- Book study related to inclusion and equity in special education
- Systems/Software trainings:
 - Embrace
 - Care Solace
 - SchoolLinks
 - Aspire/Lexia

Thank you for your support!



STUDENT SERVICES REPORT 2024

Prepared by:

**Meghan Muldoon Brown
Director for Special Education**

**Dr. Jessica Herrmann
Director for Student Services**

**Presented
May 9, 2024**

**STUDENT SERVICES REPORT
2023-2024
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Student Services Mission and Vision Statement

Mission:

Our primary mission is to engage and empower all students to be successful in the least restrictive educational environment by utilizing available resources and developing individual skills to meet the challenges of a global community.

Vision:

1. Encourage students to identify strengths, college and career pathways, and advocate for their needs.
2. Enhance positive relationships between students, staff, families, and community through open dialogue, advocacy, and problem-solving efforts that minimize barriers.
3. Use innovation and technology to prepare students for an ever-changing global economy.
4. Seek innovative approaches to improve the services for students, families, and staff.
5. Create and maintain a safe and healthy environment conducive to learning.
6. Employ current best practices and apply scientifically supported, evidence-based data to make informed educational decisions.

STUDENT SERVICES
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INTRODUCTION & BOARD POLICY

The primary purpose of Student Services is to facilitate the successful development of each individual student. The Student Services Department provides universal supports and services for all students; targeted supports and services for students at risk due to academic and/or behavioral challenges; and special education and related services for each student identified eligible for special education services. Student Services is organized with a team concept based on the philosophy that all special education students should be educated in the least restrictive educational environment with a full continuum of services.

The Board of Education of High School District 214 endorses the basic tenets of state and federal laws relating to the education of children with disabilities and continues to implement the **INDIVIDUALS WITH DISABILITIES EDUCATION IDEA ACT OF 2004** in the following manner:

1. There will continue to be a right to a free and appropriate public education for all eligible students residing within the district;
2. There will be an active and continuing process for appropriately identifying students with a disability;
3. Identified students having a disability residing in the district will be provided a free and appropriate public education;
4. Those students who have been identified through assessment, diagnosis, and eligibility procedures will be provided an individualized educational program within the least restrictive environment;
5. There will be a guarantee of procedural safeguards, confidentiality of records, nondiscriminatory testing, and due process procedures;
6. The district will provide an individualized educational program for each student identified eligible for special education services;
7. The district will continue a comprehensive staff development program.

**STUDENT SERVICES &
SPECIAL EDUCATION
UPDATES**

Student Services & Special Education Building Updates

Buffalo Grove High School

The staff at Buffalo Grove High School has continued to enhance BG's system of support for students. One intervention worth highlighting is the Stampede class, which provides assistance for students who are struggling to stay on target to graduate. In Stampede, student services interns work with students individually and in small groups, supporting the development of executive functioning and social-emotional skills.

The Buffalo Grove student services team continues to offer counseling groups for students every block, which allows students to enter and exit a group during their study hall at any time of the year. Additionally, BG has been fortunate to welcome therapists from the local mental health organizations OMNI and Ascension to support students who need more intensive counseling.

Always striving to connect students with opportunities outside of school, the Student Success Coach at Buffalo Grove has been highly successful in helping students appreciate the value of internships and apprenticeships. This year, 101 BG students applied for internships and 5 BG students applied for apprenticeships. In addition, many students have been stopping in just to make a connection with their Student Success Coach.

This year in special education, BGHS focused on expanding its coffee cart microbusiness, "Bison Grounds," by modeling their menu and space after Forest Brew. While coffee delivery to classrooms continues, a kiosk in the cafeteria is now open and running, as well, operating out of the concession stand in the main foyer. Bison Grounds is proud to share that they now have new items for sale, as well as a new brewer that can make lemonade! The Bison Grounds team is in the process of branding the space with a new logo, as well, in order to attract customers and provide students with real-world job training and transition experiences.

Additionally, the BG staff has been intentional about increasing the involvement of students in special education with extracurricular activities such as sports, clubs, and other events. Toward this end, staff members established a special education social connections group to explore ways to increase student participation. Through student surveys, the group assessed existing connections and identified areas of interest for individual students. Then, they provided additional opportunities for students to make connections during their lunch periods. This group also organized a large group activity that involved distributing BG Football t-shirts to all students in special education. Moving forward, this group plans to showcase promotional videos of various clubs and activities throughout the school, with the hope of making these activities more accessible to students who might feel apprehensive about trying something new.

Finally, the Buffalo Grove student services department has been fortunate to participate in meaningful professional development throughout the year. Thanks to the partnership with Ascension and OMNI, staff from these organizations have facilitated targeted professional

development to the BG student services department, based on topics identified and prioritized by the staff. Ultimately, the Student Services Division at Buffalo Grove has had a positive impact on students and families this year, and the team looks forward to continued successes next year and beyond.

Elk Grove High School

The student services department at Elk Grove continues to work diligently to support student wellbeing. This year, the staff is particularly proud of the partnerships they have leveraged to enhance experiences for students. For instance, thanks to collaboration with OMNI, EG has been able to provide targeted group counseling support for students struggling with anxiety, depression, and/or substance abuse. One of the groups offered, Seven Challenges, encourages participants to explore making choices that improve their lives and move them closer to their short-term and long-term goals. Through self-reflection, reevaluating past substance use, anticipating the impact of continuing to use substances, and defining their identity and values, students participating in this group can gain a better understanding of why they have used substances in the past and how the choices they make around substance use will impact their future. Similarly, another group offered, SPARCs, is a 13-week program that focuses on helping teens address challenges that they are facing as a result of their trauma, such as difficulty paying attention, regulating emotions, and communicating feelings. Each session is focused on helping students develop important skills such as recognizing external stressors, identifying how stress affects the body, utilizing coping skills during difficult moments, and building healthy relationships.

Another community connection that has led to increased support for students is Elk Grove's partnership with Dr. Edgar Ramos, a licensed clinical psychologist. Through this partnership, student services staff and Dr. Ramos work directly with students who have experienced conflict in school, with the goal of resolving ongoing conflict between groups. Thus far, the partnership with Ramos & Associates has served to support students, educate parents and families, and build capacity within the EG student services staff.

One of EGHS's special education highlights of the year includes EGCreates, a newly developed special education elective. EGCreates is a micro business that is embedded into the Life/Career Planning elective classes. This course, which was created to support the development of post-secondary skills for a targeted group of students in special education, prepares sophomores for successful participation in the vocational work program during their junior and/or senior years. EGHS is now proud to provide a full continuum of services from freshman year through senior year, allowing students to develop skills needed to transition into the workforce and pursue meaningful employment opportunities. Community experiences and trips to sites such as Sunrise Lake Outdoor Education Center and Gerry's Café are a regular component of the curriculum. Students in this course have also established pen pals with students at John Hersey High School, which allows them opportunities to practice and generalize the academic skills developed in their core classes in a meaningful and functional way. Additionally, the curriculum focuses on enhancing each student's knowledge about themselves. For instance, students learn about their disability and how it impacts them at school

and work, gain awareness about their accommodations, and learn how accommodations are applied in both work and school settings.

Another topic of celebration in special education at EGHS is the awarding of the second annual Elk Grove High School Special Education Senior Scholarship. This scholarship is designed to recognize and celebrate the achievements, resilience, and potential of graduating seniors who have demonstrated exceptional dedication and determination in overcoming challenges associated with their unique needs. The scholarship, open to graduating seniors who have been active participants in the special education program at EGHS, will be awarded to students who exhibit a commitment to their academic pursuits, personal growth, and their community. This year, the special education department raised over \$1,000, which will be awarded to one individual student or split between two students.

John Hersey High School

The John Hersey High School student services team is proud to share that they have recently implemented a restructuring, organizing themselves into pods. Each pod comprises counselors, a social worker, a psychologist, and a dean, aimed at providing comprehensive support for students' diverse needs. Additionally, the postsecondary counselor has spearheaded the development and execution of the Learn A L.A.H.-tte Program. This initiative is designed to educate both parents and students on crucial topics such as college applications, financial aid, scholarships, college fairs, and the transition to college life. The team has also orchestrated presentations for parents and hosted events like College Essay Palooza, where dedicated staff volunteers offer guidance on college essay drafts.

Beyond postsecondary planning, the student services staff has maintained counseling groups covering essential topics like coping skills, executive functioning, healthy decision-making, and anxiety management. Furthermore, Hersey's Student Success Coach has achieved notable success in securing internships and apprenticeships for students, facilitating their career aspirations and fostering lifelong skills.

In an effort to continually build inclusive spaces for all students, JHHS recently opened an accommodation center for students who require a more supportive environment to complete assessments. The accommodations center allows students a consistent and discreet environment in order to more effectively access the supports and accommodations specific to their testing needs.

This year in special education, JHHS piloted a new case management scheduling structure. Special education teachers/case managers are scheduled during the same study hall or Strategies for Learning block as the students on their caseload. This has allowed case managers to provide support to their caseload in a variety of ways. During this time case managers assist students with completing current/missing assignments, preparing for tests, and reteaching material as needed. Students have the ability to access specialized instruction, related services, and case management support during this aligned block. Additionally, JHHS

freshmen through seniors have taken a more active role in their IEP meetings, creating powerpoints and leading the meetings in order to share their post-secondary plans, new goals, and other crucial aspects of their plan and programming with the IEP team. This initiative has promoted greater self-understanding and self-efficacy amongst our students in special education.

Career and Life Skills Program

Township High School District 214's Career and Life Skills (CLS) program, located at John Hersey High School, supports students with complex learning profiles who require increased support across the educational environment. This year in CLS, the department has enjoyed new beginnings and growth with their new Assistant Director of CLS and Inclusion, Christine Pasquesi. In this program, students take classes to meet graduation requirements while having direct instruction in skills to support independent living, social-emotional learning, communication, and vocational skills. Students participate in general education PE and general education electives with support staff. This school year, students have participated in general education choir, intro to culinary arts, intro to art, three-dimensional art, and autos. Students in the CLS program also have the opportunity to participate in extracurriculars with general education peers. During the 2023-24 school year, students have partnered with the Service Over Self class for monthly after school activities, partnered with choir for Super Singers, and partnered with Orchesis for Dynamite Dancers.

The CLS program provides specialized instruction across core academic classes, electives, and vocational development classes. CLS participates in community based instruction across classes to apply skills learning in the classroom. The department also takes field trips to generalize skills. This year the CLS program has taken trips to Sunrise Lake Outdoor Education Center, Feed Your Starving Children, the Wolves hockey game, the movie theater, and joined other high schools for basketball and bowling tournaments.

Related services are systematically provided through a push-in model to support these diverse learners. The CLS program includes a full-time speech language pathologist, social worker, and school psychologist, as well as a NSSEO physical therapist, occupational therapist, and other as needed itinerant services. This program provides a higher staff-to-student ratio, allowing for an individualized instruction pace, repetition as needed, and increased opportunities to practice functional skills. Students are supported to meet post-secondary outcomes.

Many students in the CLS program have post secondary goals for employment and independent living. The CLS program supports this development within coursework infused in daily classes, as well as work orientation coursework. Students learn foundational vocational skills and are able to explore different vocational options. In order to scaffold this skill development, the CLS department runs the Brewed Awakenings (coffee cart) micro-business during 7th block, and "mushing service" (delivery drink service) for teachers. Students additionally built holiday decorations during the winter and grew strawberry plants to sell during the spring. During their senior year, students are connected with the Career Discovery Program and have work experiences in the community. This year students have participated in supported vocational

experiences at the Hampton Inn, Marriott Hotel, eWorks, Ikea, and Tony's subs. Freshman, Sophomores, and Juniors are enrolled in work orientation courses and on-site work experiences at JHHS in preparation for community vocational experiences.

CLS students enjoy a variety of social activities both within the general education and CLS settings. For example, the department kicked off the school year in September with the "Big Game" and were excited to celebrate "CLS Prom" in April. The CLS department partnered up with the SOS class to plan and host a neon-themed prom. The CLS seniors identified the theme and the SOS class helped with decorations, photography, music, and hosting the event.

CLS staff additionally benefited from various professional development opportunities through NSSEO, district staff, and local organizations. CLS staff partnered with NSSEO, the Department of Rehabilitative Services, and Community Alternatives Unlimited in order to both receive their own refresher training and also provide resources for post-secondary planning to families within the program and district.

Prospect High School

The Prospect High School student services team has been hard at work expanding services for students. For instance, the SupportingU program grew this year, and it now includes regular push-ins to freshman study halls by deans, counselors, social workers, and psychologists. Topics covered throughout the year include skills such as time management, goal setting, sustained attention, study strategies, knowing the school-based supports, coping with stress, making positive choices, self-advocacy, and positive relationships.

To support students on a more individualized level, the Family Outreach Counselor has continued conducting home visits, meeting regularly with students struggling with chronic absenteeism, and facilitating groups for transfer students and families. This position has proven to be invaluable at Prospect, and the role will continue for the 2024-2025 school year.

Another highlight of the year was Operation Snowball, which was a tremendous success in its first year! Initiated and facilitated by two Prospect school counselors, Operation Snowball is an international youth program that empowers student leaders to create a positive impact through prevention education, community advocacy, and leadership development. 85 Prospect students participated in this full-day and night experience, and students and staff reported feeling motivated and energized as a result of this experience.

Within the special education division, PHS has been excited to expand the URise program to include two classrooms for students. This has led to an increase in the courses offered, while providing a functional approach to academics and life skills. Prospect Perks, the PHS micro business, provides students with an opportunity to increase their work and social skills. Most recently the team designed some Prospect Perks swag as part of a marketing campaign to entice #EveryKnight!

The additional psychologist and social worker within the student services team have allowed the special education department to expand student groups to continue to meet the needs of students. Further, the special education department's instructional assistants demonstrate their commitment to the students and their craft every day. The instructional assistants organized a professional development session on how to best utilize assistants in the classroom, which included sharing various strategies for best supporting students. Working with their cooperating teachers, these staff members are a consistent voice for our students with the most needs. The PHS team is looking forward to graduation and celebrating this year and #EveryKnight!

Rolling Meadows High School

Rolling Meadows has continued to find creative ways to enhance the student experience. For instance, several school-wide efforts have been focused around creating a positive climate and sense of belonging among students. Groups and activities such as HAIR-African American Girls' Group, the Black History Month Affinity Space, Take 5 Mentoring Groups, and the New@RMHS group provide affinity spaces for students to connect with peers who have shared identities, circumstances, and/or interests. These opportunities have been expanded to include families, as well, in activities such as the Latino Family Outreach events.

In an effort to enhance the targeted social-emotional and academic support available to students, Rolling Meadows welcomed the Student Advocacy Alternative Learning Opportunities Program (ALOP) into its building this year. Through this program, two adult mentors, known as Student Advocates, provided ongoing individualized mentorship and support to a caseload of up to 25 students each. In addition to this support, the student services team continued to facilitate numerous counseling groups for students, supporting students with a variety of issues such as anxiety, depression, and trauma.

One highlight from the special education department at RMHS includes the development of micro businesses. One micro business within the special education course, AMPED on Algebra, created "hot cocoa in a jar," which students gifted to an impactful staff member of their choice. Through this initiative, students were introduced to the process of creating a small business. Students collaborated to choose and manufacture a product that would create good results in a timely manner with no defects. With this solution-focused mindset, students collaboratively reflected on the process. Students have continued to apply these skills in their AMPED on Algebra class.

Additionally, RMHS responded to the need for enhanced special education social-emotional programming. In a pilot of a new program during the second semester, teachers provided targeted credit recovery for students who require specialized instruction, as well as daily individual check-ins with special education teachers and related services staff. The goals for this program include bolstering relationships and fostering a sense of belonging within a safe and predictable learning community. The teachers within this program have utilized the students' individual post-secondary goals and learning styles in order to accelerate their credit recovery and work towards achieving their post secondary goals and aspirations.

Wheeling High School

The Wheeling High School team has continued creating unique environments to foster student learning. This year a core group of staff created the REACH Program (Reimagining Education and Cultivating Hope), focused on closing the gap for seniors that started the school year credit deficient. Students participate in the program three blocks each day, and staff utilize a variety of differentiated strategies to provide a unique learning experience for students. This year, the space welcomed a core group of 35 students. Many students have earned credits and are closer to earning their diploma!

This year, like Rolling Meadows, Wheeling High School also partnered with the North Cook Intermediate Service Center to initiate Student Advocacy ALOP (Alternate Learning Opportunities Program) for students. Two student advocates were sent to WHS to work with specific students. Through providing one-on-one support and collaborating with the students' student services team members, these student advocates focused on re-engaging the students in school.

With regard to school-wide efforts, the Social Emotional Learning (SEL) Committee at WHS was in full swing this school year, creating unique events to promote staff morale and to cultivate a fun learning environment for our students. These opportunities serve as an addition to the monthly themed curriculum options provided to staff to utilize in their classes.

The student services and health office have continued to find ways to provide support for students. For instance, the Good Neighbor Network of Arlington Heights has partnered with WHS to provide snacks and weekend meals for students in need. In addition, staff created the Wildcat Wellness Center, where students can obtain much-needed hygiene items that may be difficult to access otherwise due to the high cost. Students are able to get these materials as needed, without question. The health office has also started the Wildcat Clothing Closet to meet the various seasonal needs of students, especially in the cold winter months. Assisting students with clothing and food needs has helped students feel more welcomed and allows them to better focus on doing well in school!

This year in special education, WHS jump started a structured social-emotional learning program. This program offers courses across content areas during a partial day in a supportive, structured classroom setting for students who require assistance developing skills to address stress management, class avoidance, positive coping skills, problem-solving, healthy relationships, and emotional/behavioral regulation. Special education teachers, dedicated instructional assistants, and a designated social worker provide consistent and immediate feedback and support to students who require a safe and stable learning environment with fewer transitions than typically experienced throughout the traditional school day.

In addition, special education teachers at WHS participated in a multitude of professional development opportunities throughout the school year, with particular focus on strengthening

their co-teaching strategies and partnerships. In August, teachers attended workshops targeting specially designed instruction, Universal Design for Learning, and co-teaching models. Other initiatives this school year included the development of student-led microbusinesses like Cats' Coffee and a celebration of "Rock Your Socks" on World Down Syndrome Day.

Specialized Schools

Early Career Center

This year, Vanguard students in the Early Career Center (ECC) earned over 100 transferable college credits.

International Newcomer Academy

Newcomer has been incredibly successful in serving its growing student population. The school community has thrived in its student growth, increasing opportunities for electives and activities. For instance, students have participated in the Student Council, CAEL activities, and the Specialized Game. In addition to these activities on campus, many students at the Newcomer Academy have taken advantage of the opportunity to take a bus to their home school to participate in activities and athletics.

LIFE Program

Students in the LIFE Program have continued to demonstrate progress across all of LIFE's Functional Life Skills classes—Daily Living, Healthy Living, Community, Service Learning, and Career Exploration. The team is immensely proud of the 29 students exiting special education programming this school year who will go on to a variety of post secondary opportunities. Some will participate in full or part time work, some will access adult developmental recreational programming, and many will take classes at Harper College. The LIFE team is eager to welcome their incoming LIFE class with some upcoming new student orientation experiences. LIFE program enrollment is estimated at approximately 105 students for next school year.

The Academy at Forest View

The team at TAFV has continued to focus on building a sense of community through social-emotional learning in the classroom and community. Students help plan monthly field trips as a way to connect classroom learning to community application. The Small Engines and Geometry in Construction classes visited an indoor go-kart raceway to learn how engines work and test their skills on the track. The sociology classes helped coordinate a volunteer experience at Feed My Starving Children. Additionally, members of the student council worked with all Specialized Schools students to host monthly heritage celebrations to recognize Hispanic Heritage Month, Black History Month, Asia Pacific Islander Month, and Disability Awareness Month. Students at The Academy have demonstrated a 10% growth in their earned A's, B's, and C's over the last school year. The TAFV team looks forward to continued academic growth with students through project based learning and building a sense of belonging for all students.

Vanguard

Vanguard has also had a successful year, and students are on track to complete 50 more courses than last year. Another highlight includes the JAG Program, which proudly honored 9 State Winners in various career-related categories at the JAG State Conference. In fact, two of these students went on to place at the National Level! Vanguard students continue to serve their community, as well, having accumulated over 3,000 community service hours thus far this year.

Young Adult Program

The Young Adult Program (YAP) continues to support students in earning their diplomas. This year, over 30 full-time students have graduated!

Student Behavior, Attendance, and Mental Health

District 214 is committed to supporting the mental health and wellbeing of all students. In an effort to learn more about student needs and to develop strategies to best support the school community, staff and administrators have engaged in a great deal of collaboration and learning throughout the year.

Each of the comprehensive high schools in District 214 has been grateful to welcome an additional school psychologist, social worker, and Division Head for Student Success, Safety, and Wellness for the 2023-2024 school year. These new team members have been critical in helping enhance the District's system of support and have allowed for greater collaboration, increased communication, and enhanced intervention for students.

In the summer of 2023, a team of administrators convened with the goal of brainstorming new strategies and procedures for supporting students. As a result of this workshop, the District updated its procedures around student attendance and cell phone use. Additionally, the District established multiple working groups to focus on specific behaviors such as aggressive behavior and hate speech. These teams met throughout the year to review data, conduct research, and develop recommendations around how to most meaningfully support students.

Throughout this year and in the past, District 214 school counselors, social workers, psychologists, and administrators have met regularly in District Leadership Teams (DLTs) to collaborate, calibrate, consult, and problem solve. These teams have proven invaluable in helping systematize efforts and providing a channel for ongoing learning and collaboration.

Another set of teams that meet regularly to examine and address challenges related to student behavior include the District and Building Discipline Advisory Teams. These teams were established as a result of an ISBE notification that District 214 was ranked in the highest 20% of districts in the state in terms of racial disproportionality in exclusionary discipline. As outlined in the District's Discipline Improvement Plan, which was submitted to and approved by ISBE, these teams meet multiple times a year to explore and address the root causes of disproportionality.

In their approach to student discipline within the buildings, the District 214 DHSSSWs and student services staff are diligent about treating all students with dignity and respect. They are committed to using a restorative framework to address student behavior challenges, operating with the philosophy that effective discipline is truly about teaching. That is, effective discipline fosters the opportunity for a student to develop new skills, reflect on one's behavior, and repair any hurt caused to oneself, to others, or to the community. Under this framework, exclusionary discipline is utilized sparingly, and only in situations where student safety is at risk. In an effort to continue moving in this direction, DHSSSWs regularly consult, collaborate, and share ideas within their DLT about how to best support students who are struggling. They continue to brainstorm ideas for not only responding to challenging student behavior, but also for preventing behavior challenges from arising in the first place. Toward this end, the increased focus on student and staff mental health and wellness has been welcomed and celebrated.

Section 504

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Specifically, Section 504 regulations require that a school district provide a "free appropriate public education," or a FAPE, to each qualified student with a disability who lives in the school district's jurisdiction. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual education needs as adequately as the needs of nondisabled students are met.

The determination of whether a student qualifies under Section 504 must be made on a case by case basis. For each student who qualifies under Section 504, a written Section 504 plan is created. This plan documents the student's access to a FAPE and communicates to school personnel the information needed for successful implementation. Generally, a student's 504 plan outlines the modifications, accommodations, and/or services the student will be provided within a general education setting.

504 Plans in District 214

This year, District 214 has continued to grow its systems to support students with 504 Plans. Most notably, case managers and administrators have been busy transitioning all students' 504 Plans from Google Docs to Embrace, the District's new IEP and 504 software. Staff have participated in professional development through Embrace, and several student services staff have taken initiative to train their colleagues, as well.

As of April 2024, 1289 District 214 students are serviced under 504 Plans. This number reflects a significant increase over the past several years. Last year in 2022-2023, 1257 students had 504 Plans, and several years ago in 2018-2019, 1014 students had 504 Plans. Looking ahead,

student services staff and administrators will continue to problem solve ways to support this increase in student need.

Health Services

The District's recent increase in health services staff, together with its partnerships with Northwest Community Hospital and Advocate Health Care, have allowed for expanded services for students, families, and staff. Again this year, multiple sites within the District welcomed the Ronald McDonald Van, which provides medical professionals who administer physicals and immunizations on site, as well as the Dental Van, which provides dental services to students in need. This year, more than 200 students were serviced on the Ronald McDonald van, and over 100 students were serviced on the Dental Van. These services were well received by families and staff, helping students gain access to high quality health care. To add to these opportunities next year, the health services team is participating in a voucher pilot program through EPIC, wherein District 214 will provide vouchers to uninsured families to allow them to receive a physical and immunizations through EPIC at no cost to the family.

In addition to enhancing the services provided to students and families, District 214 health services staff contributed to the broader health care community, as well. Specifically, District 214 continued to expand its partnership with North Park University, again welcoming nursing students to learn and serve practicum hours alongside building-based school nurses.

The health services staff continued to advance their own learning via numerous professional development opportunities, as well, including CPR renewal, Stop the Bleed Certification, and a Narcan Administration course. Notably, five health office nurses also completed the Basic Life Support Instruction certification course, which is a CPR course for healthcare providers and first responders. The health services team looks forward to another year of leading, learning, and growing alongside the students and families of District 214.

McKinney-Vento Services

Under the McKinney-Vento Education for Homeless Children and Youth Program through the U.S. Department of Education, students who are experiencing housing insecurity or homelessness are eligible for services and assistance such as transportation and school nutrition services. Each building in District 214 has one or two McKinney-Vento liaisons, typically school psychologists or social workers, who meet with eligible students and families and help ensure access to services and accommodations.

As of April 2024, the District has identified 323 students who qualify under McKinney-Vento. The McKinney-Vento liaisons continue to work diligently to ensure that each and every one of these students has access to the wealth of resources and experiences District 214 offers.

College and Career Exploration

District 214 school counselors and postsecondary counselors continue to work diligently to support students in their exploration of opportunities beyond high school. To assist in this process, District 214 recently purchased SchoolLinks, a college and career exploration platform that is designed to educate students about careers and support them in exploring and applying to postsecondary opportunities. Throughout 2023-2024, school counselors, special education staff, Career Discovery staff, and administrators have participated in training, developed a District-wide scope and sequence, and begun utilizing this platform with students.

As of April 22, 2024, over 6600 unique students throughout the District have activated their SchoolLinks accounts. Next school year, when SchoolLinks is the sole platform for college and career exploration, all District 214 students will utilize this resource. The student services teams look forward to continuing to learn about all that SchoolLinks offers as they strive to continually enhance the opportunities available for students.

District Partnerships

District 214 prioritizes the health and wellbeing of all students, families, and staff, and the district has continued to partner with several community agencies and organizations to ensure high quality services for all. For instance, District 214's partnerships with *OMNI*, *LifeSpan*, *Ascension*, and *Rosecrance* allow therapists to come on site to provide individual and group counseling services to students. In addition, the District's ongoing partnership with *Hopeful Beginnings* has provided both prevention and intervention services to students around the topics of teenage pregnancy, parenting, healthy relationships, and more.

District 214's positive relationships with the *North Cook Intermediate Service Center* and *West40* have also been instrumental in growing the district's capacity for supporting all learners. District 214 staff benefit from ongoing consultation, professional development, and networking opportunities through these regional offices of education, and individual students have received support through placement in alternative educational settings located at or supported by both North Cook and West40.

The *Link Together Coalition* has a longstanding relationship with District 214, and this partnership continues to benefit the students, staff, and families within the school community. With the motto "Empowering youth to be drug and alcohol free," this coalition partners with District 214 staff and administrators to offer presentations, newsletters, training, and more to help educate students and families about the importance of making healthy choices. For instance, early in the 2023-2024 year, District 214 administration partnered with Link Together to deliver a presentation to families around social media, substance use, and mental health. Additionally, the District's partnership with Link Together kicked off a year-long, district-wide attendance campaign focused on educating students and families about the importance of regular school attendance.

Care Solace

It is worth highlighting the district's new partnership with *Care Solace*, initiated in the spring of 2023. *Care Solace* is a mental health care coordination service that all District 214 students, families, and staff can access on behalf of themselves or a family member. Once a referral is made, *Care Solace* "Care Coordinators" quickly and confidentially find available mental health and substance use providers that are matched to the individual's needs. Because *Care Solace* provides multilingual support 24 hours a day, 7 days a week, and 365 days a year, regardless of an individual's insurance status, this was a welcome addition to the student services toolkit.

Since its implementation in spring 2023, student services staff and administrators have embraced *Care Solace* as an invaluable resource. The table below highlights some key data points regarding the District's utilization of this resource thus far.

Care Solace Impact Data

	As of June 1, 2023 <i>2 Months into Partnership</i>	As of April 19, 2024 <i>13 Months into Partnership</i>
Total Cases	72	355
Appointments Booked	25	186
Anonymous Searches Completed	106	279
Family-Initiated Cases	16	69
Hours of Communication Spent	66	444
Staff Cases Initiated	4	16

It is noteworthy to add that the services provided through *Care Solace* have impacted a diverse group of students and families within our community. Specifically, among the 355 total cases established through *Care Solace*, the breakdown by race/ethnicity is as follows: 45% White, 39% Hispanic, 5% Asian, 3% Black, and about 8% other groups or not specified.

Student services staff have expressed gratitude for the partnership with Care Solace, and families who have utilized the resource have also shared positive experiences. Some testimonials from members of the District 214 community include:

"Care Solace quickly and seamlessly helped one of my students find an outpatient therapist. They connected with the family quickly and continued to follow up until an appointment was made. The service is priceless, particularly for school/student services personnel who work with many students and don't always have the ability (e.g., time, resources) to help facilitate these connections." - District 214 School Psychologist

"I love how easy it is to get families connected to providers! The process is quick and easy." - District 214 School Counselor

"Quick response, ease of use, and friendly contacts." - District 214 Family

"They listen to what you need to give you referrals that are tailored to your situation." - District 214 Family

"Very efficient and very helpful. A nice lady who helped me through the process of finding me and my son a provider. Thank you." - District 214 Family

The District 214 student services team is grateful for its partnerships with these valuable organizations and looks forward to continuing to leverage these connections in service to students and families.

Additional DLT and Committee Updates

Special Education Division Head DLT

The Division Heads of Special Education collaborated on several initiatives this year, focusing on analyzing and building the continuum of services within their buildings. This included the analysis of data and development of programming for students with emotional disabilities and behavioral challenges, as well as more robust reading interventions for students with significant reading and writing deficits. Division Heads worked closely together on analyzing their current building services and determining together how to best prioritize special education services, such as co-teaching and Strategies for Learning resources courses, to meaningfully target students' needs. Division Heads in each of the buildings additionally focused on more cohesive partnerships with the Career Discovery program and creating robust curriculum and opportunities for students to access vocational training and experiences, such as microbusiness development. Much of the year was also spent training and preparing staff for the implementation of Embrace, the new special education IEP information system platform, with which staff have reported overall ease of use and great feedback. Implementing Embrace during second semester has led to increased IEP compliance and has facilitated smoother transition meetings for eighth grade students, as all sender districts share the same IEP system.

Transition Specialists

The transition specialists within each of the comprehensive schools work individually with students with disabilities and their IEP teams to explore and attain their post-secondary education goals. Opportunities are created to facilitate student-focused transition plans through the analysis of transition assessment data. For example, building level transition specialists utilize tools such as the Career Information Systems (CIS) for deeper level exploration of careers, training opportunities, simulation experiences, and to determine education required in order to find the best fit for each student. Collaborative efforts are made within each building to help students identify and explore their Career Pathway through a variety of activities, including vocational coursework, internship experiences, micro-businesses, and partnering with Career Discovery for community-based vocational experiences. Community-based experiences and field trips are created for students to learn more about colleges, trades, and other training opportunities as well as resources for vocational and employment training. For example, students across the high school sites have participated in field trips to Harper College to visit their academic support and disabilities resource center, as well as specific programs such as early childhood, manufacturing/HVAC, and law enforcement/criminal justice. Other site visits included Elmhurst University and the ELSA program, Triton Community College's autos certifications, the American Nail College, Mid-America Carpenter's Union, and programming for firefighters and paramedics. Transition specialists additionally support students and their teams through creating awareness of post-high school resources for adult services to support their unique needs. Several parent and student resource nights were hosted this year through partnerships with neighboring districts, including the Directions College and Career Fair at Harper College in September, The Future Begins Today at Harper College in April, and the Skilled Trades Fair at Forest View Educational Center in April. Methods for post-secondary

preparation continue to evolve, and the District's transition specialists continue to support students in a multitude of ways.

Speech and Language Pathologists

District 214 speech and language pathologists have contributed to many initiatives within the District and continue to meet monthly to collaborate and build upon their shared resources. In order to update and streamline their evaluation practices this year, the speech and language pathologists transitioned to using individualized assessment via iPads, as has been utilized by school psychologists. Practitioners have reported increased efficiency, as well as boosts in student engagement. Speech and language pathologists also lead many activities in the buildings to improve students' social communication and relationship building. One example includes Elk Grove High School's Neurodiversity week, organized by SLP Lindsey Rapinchuk, in order to celebrate "all kinds of minds" and to coincide with Autism Acceptance Month. School wide activities were organized within the classes wherein she provides "push-in" service, including Best Buddies PE and a collaboration between the freshmen and sophomore special education microbusinesses (EG Caffeine and EG Creates). A few theme days have included "heart of gold" and wearing yellow to promote inclusion and belonging, as well as "walk a mile in someone's shoes" and donning unique socks to promote respect and acceptance for others' differences.

School Psychologists and Social Workers

The District's school psychologists and social workers have also been creating, innovating, and partnering with staff in order to best address the social-emotional and mental health needs of students. With the addition of increased specialists in each of the buildings, there has been a greater focus on establishing cohesive teams, reviewing best practices, and establishing processes to meet the needs of students in a systematic way. Training and professional development sessions have been focused on the needs of psychologists and social workers who are new to the district, including workshops on trauma, IEP goal-writing, legal and compliance issues, threat assessment, and Section 504, among many others. Many of these sessions were provided by veteran colleagues who were eager to organize supported experiences and share their expertise. Further, due to the growing group of psychologists and social workers in the district, DLT sub-committees were created in the following areas to organize various initiatives and efforts: Multi-Tiered Systems of Support, Crisis Response and Resources, Legal Compliance and Information Systems, and Professional Development and Early Career. Various projects thus far have focused on the eligibility review process in special education evaluations, clinical supervision and licensure, and intervention analyses and inventories across the tiers in all school buildings.

Special Education Literacy Learning Committee

As a continuation from the 2022-23 school year, the special education department has continued to convene its committee focused on identifying reading curriculum and interventions for students with reading skill deficits related to their disabilities. The Literacy Learning Committee has been led by Adam Clayton, EGHS special education division head, and Katie

Winstead, EGHS special education teacher, and also includes special education teachers, reading specialists, psychologists, and speech and language pathologists, with representatives from each building and program. The primary focus this school year has been to monitor the implementation of the committee's chosen reading intervention, Lexia® PowerUp Literacy®, as it is piloted across program sites, as well as explore opportunities and provide professional learning and development to enhance teachers' understanding of the Science of Reading and Structured Literacy. The committee determined that not only was it imperative to find an evidence based reading intervention that would meet students' needs, but it is also critical to create long-term planning for the infusion of reading best practices throughout all curriculum and instruction, particularly for those students with significant reading skill deficits.

The reading intervention implemented this school year, Lexia® PowerUp Literacy®, accelerates literacy gains for high school students who are at risk of not meeting college and career ready standards. This intervention was provided to 9th and 10th grade students at three building sites during the first semester, and was then expanded to seven building sites during the second semester due to the academic gains reflected in the first semester data. Data has suggested that students are demonstrating strong rates of improvement within every strand, including Word Study, Grammar, and Comprehension. For example, 100% of the freshmen at EGHS in the Lexia intervention were initially placed in the Foundational level for Word Study skills, and 69% of students were able to progress to the intermediate or advanced level. Similarly, 38% of freshmen at EGHS initially placed into the Foundation level for Comprehension skills, and 85% of students were able to progress into the intermediate or advanced level. This intervention will continue within special education programming next school year at all school sites.

In order to provide professional learning and development of teachers' understanding of the Science of Reading and Structured Literacy, the Literacy Learning Committee focused on one driving question: "How do we bridge the theory of the science of reading into practice, especially for adolescent students with significant reading/writing deficits?" To support this work, the committee adopted a professional development literacy platform. Lexia Aspire™ Professional Learning is grounded in the science of reading, and is a flexible, self-paced, digital solution that empowers all educators to accelerate literacy skills among students. In short, there is a committed set of special education teachers in each building who engage in monthly professional development sessions focused on literacy instruction. To date, the committee members have completed four professional learning courses including: "What Is Structured Literacy?," "Theories of Reading Development," "Fluency: The Bridge to Comprehension," and "A Brief History of English." The Literacy Learning Committee serves as a District-wide professional learning community where members come to discuss topics related to literacy and how to apply this knowledge and its instruction to daily lesson design and implementation strategies. Not only does the data demonstrate significant gains in reading skills, but teachers also report greater confidence in applying strategies within their classroom. Most excitingly, students are reporting self-efficacy, motivation, and pride in their growing reading skills.

Special Olympics

Special Olympics is a sports organization for students with varying disabilities, which provides access to competitive sports, training programs, and social opportunities. Over 50 athletes from throughout the district currently participate. District 214's Special Olympics team, organized and coached by special education teacher Nicole McCormick, consists of 57 athletes from CLS, Specialized Schools, JHHS, PHS, and BGHS. Athletes compete within Special Olympics Region B, which provides programming for over 3,000 athletes in Lake, McHenry, and North Suburban Cook Counties. This season, one of the floor hockey teams earned bronze medals at the State-level competition hosted at Northeastern Illinois University. District 214's athletes were ready at Forest View to host the Region B Basketball Tournament; however, it was canceled due to the inclement weather! The team looks forward to hosting again next school year in January. Athletes Will Pocklington and Chris Schulz earned State Medals at the Winter Games for Snowshoe & Ski and also recently qualified for Summer Games in track and field. Please click the link to explore more about the Summer State Competition held at Illinois State University:

<https://www.soill.org/blog/events/summer-games-116-175/>

Off the field, Special Olympics of Illinois has partnered with Career Discovery and has provided authentic jobs for students to complete within their work-based learning experiences. Due to this new partnership, the District 214 team was specially chosen to tour Halas Hall and meet Chicago Bears player, Cole Kmet. This was an amazing opportunity for the athletes and coaches. District 214 Special Olympics is excited that Cole is a new ambassador for the Special Olympics, as he played football for St. Viator on the fields at D214 Specialized Schools!

[Click here to see the YouTube video!](#)

Please visit <https://www.soill.org/regionb/> for more details and scheduled events to support the amazing athletes of District 214!

Professional Development

Always striving to grow in their capacity to support and stretch the students and families they serve, District 214 student services staff has engaged in a variety of District- and building-wide professional development opportunities throughout the year. Some district-sponsored professional learning experiences provided to student services staff included:

- Book study: Reimagining Special Education, facilitated by Meghan Muldoon Brown, District 214 Director for Special Education
- Early Career Student Services series, planned and delivered by a team of District 214 student services staff and administrators
- Student Services Intern series, planned and delivered by Brian Linhart, School Counselor at Buffalo Grove, and Dr. Jessica Hermann, Director for Student Services, along with additional D214 staff and administrators
- Dialectical Behavior Therapy training, presented by Brian Drellicharz, private social worker/therapist
- Legal updates throughout the year presented by Laura Knittle, School Attorney
- Comprehensive School Threat Assessment Guidelines (CSTAG) Levels 1, 2, and 3, presented by Dr. Megan Elliot, clinical psychologist and CSTAG trainer
- iPad testing refresher training for school psychologists and social workers, presented by Dr. Mandi Croft-Petosky, clinical neuropsychologist
- McKinney-Vento liaison training, presented by Dr. Tom Bookler, McKinney Vento Liaison for the North Cook Regional Office of Education
- Gender Inclusivity in Schools, presented by staff from Lurie Children's Hospital
- Embrace trainings, presented by representatives from Embrace
- Medicaid trainings, presented by representatives from Embrace DS
- Nonviolent Crisis Prevention Intervention training, presented by NSSEO staff
- Several sessions on a variety of topics provided through NSSEO, including but not limited to: creating trauma-informed classrooms; IEP legal requirements, best practices and transition planning; utilizing paraprofessionals to improve student outcomes; creating inclusive learning environments; guardianship information and working with unaccompanied youth; reducing anxiety and challenging behavior in the classroom; executive functioning in the digital age; and the power of belonging
- Support and consultation for complex behavior intervention plans provided to select teams at LIFE, CLS, and The Academy by NSSEO and BCBA coach Amie Krummick
- Care Solace trainings, presented by Ashley Klane from Care Solace
- SchoolLinks trainings, presented by Scott Wallner, SchoolLinks Customer Success Manager
- Understanding the Immigrant Student Experience: A Culturally Responsive and Advocacy Approach, presented by Dr. Pamela Fullerton, founder of Advocacy & Education Consulting
- Mental Health First Aid training, provided through the North Cook Regional Office of Education

In addition to these experiences, many student services staff participated in professional development via their state or national professional organizations, graduate studies, and other local or national opportunities. Special education and student services administrators at the district and building levels attended a variety of state and national conferences (IAASE, NASP, ICEC, CASE, SELA, and LRP) in order to receive training on a variety of topics, including but not limited to legally defensible IEPs and best practices, state and federal legal updates, teaching strategies and instructional practices, dyslexia, MTSS, dually identified/ELL student support, behavior modification, discipline, post-secondary transition, restorative practices, crisis intervention, mental health, and legislative networking and problem-solving. Leaders are learners, and the District 214 student services staff is proud to continue to grow and learn in service to the broader school community.

**SPECIAL EDUCATION
&
SPECIALIZED PROGRAM DATA**

SPECIAL EDUCATION DISABILITY CATEGORIES

Autism (AUT) - a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that oftentimes adversely affects a child's educational performance. (A child who manifests the characteristics of autism after age 3 could be diagnosed as having autism if the other criteria of this section are satisfied). Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child's educational performance is adversely affected primarily because the child has an emotional disturbance.

Deaf-Blindness (D-B) - concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Deafness (D) - hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child's educational performance.

Emotional Disability (ED) - (includes schizophrenia but does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance) - a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

- An inability to learn that cannot be explained by intellectual, sensory, or health factors;
- An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
- Inappropriate types of behavior or feelings under normal circumstances;
- A general pervasive mood of unhappiness or depression; or
- A tendency to develop physical symptoms or fears associated with personal or school problems.

Hearing Impairment (HI) - an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance, but that is not included under the definition of deafness.

Intellectual Disability (IntD) - significantly subaverage general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period, that adversely affects a child's educational performance.

Multiple Disabilities (MD) - concomitant impairments (such as a cognitive disability – blindness, cognitive disability-orthopedic impairment, etc.), the combination of which causes such severe educational needs that the student cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.

Orthopedic Impairment (PI) - a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g. clubfoot, absence of some member, etc.), impairments caused by disease (e.g., poliomyelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).

Other Health Impairment (OHI) - having limited strength, vitality or alertness, including a heightened sensitivity to environmental stimuli, that result in limited alertness with respect to the educational environment.

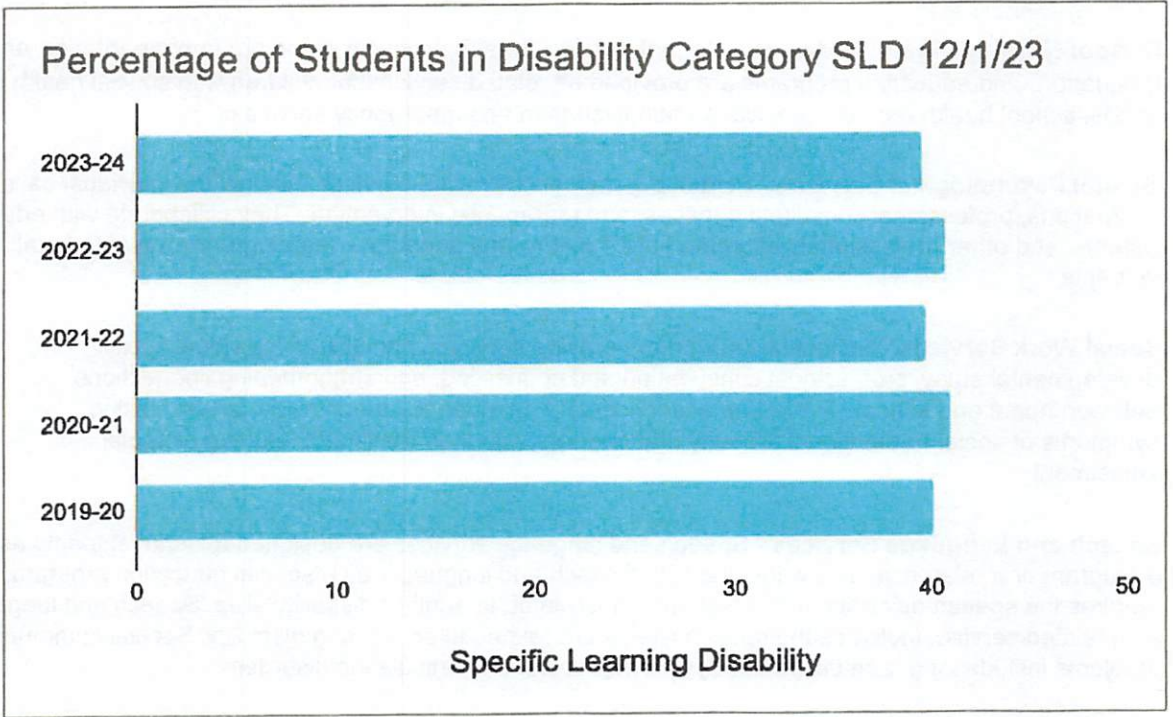
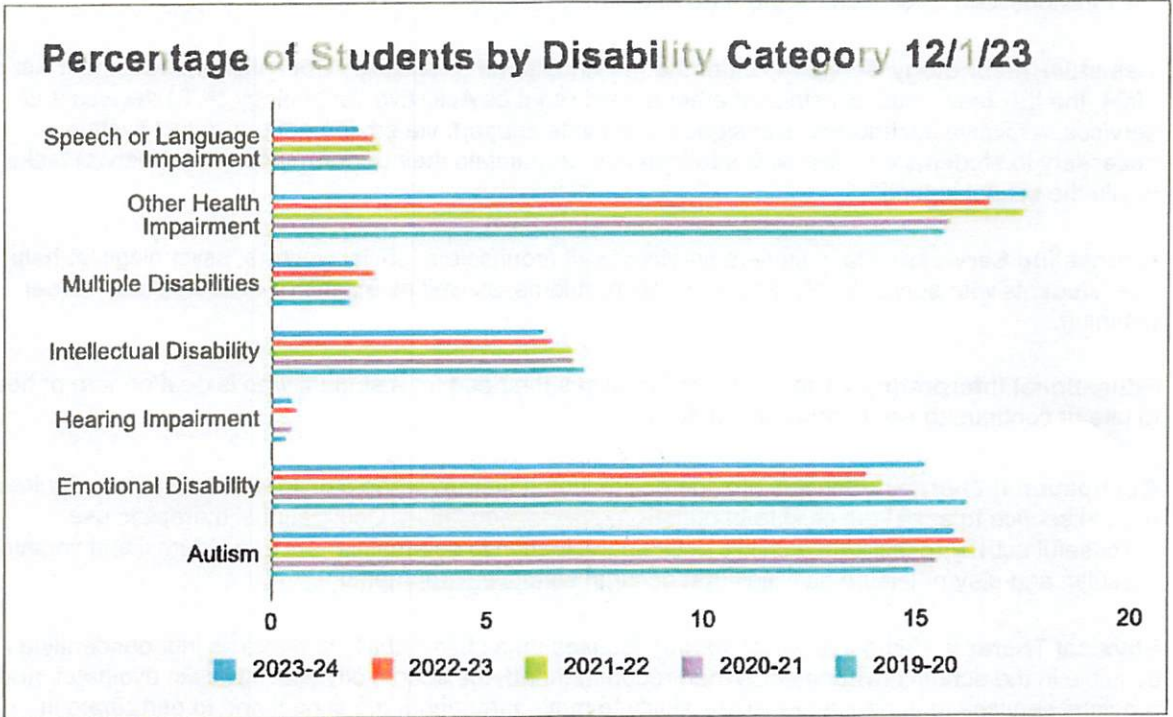
Specific Learning Disability (SLD) - a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations, including such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include learning problems that are primarily the result of visual, hearing or motor disabilities, of cognitive disability, or emotional disability, or of environmental, cultural, or economic disadvantage.

In accordance with 23 Illinois Administrative Code 228.130, beginning with the 2010-2011 school year, Illinois school districts are required to use a process that determines how a child responds to scientific, research-based interventions as part of the evaluation procedures to determine special education eligibility under the category of specific learning disability (SLD). While this requirement is specific to SLD, districts also have the option of using such a process as part of the evaluation procedures for other disability categories.

Speech-Language Impairment (S/L) - a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, that adversely affects a child's educational performance.

Traumatic Brain Injury (TBI) - an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas such as cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual, motor abilities, psychological behavior, psychosocial functions, information processing, and speech. The term does not apply to brain injuries that are congenital or degenerative or to brain injuries induced by birth trauma.

Visual Impairment (VI) - impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.



SPECIAL EDUCATION RELATED SERVICES

The following supports and services are provided based on student needs and when recommended by the Individualized Education Program (IEP) team.

Assistive Technology Service - Under the Individuals with Disabilities Education Improvement Act of 2004, the IEP team must consider whether a child requires Assistive Technology (A.T.) devices and services. Assistive Technology is designed to provide support, via equipment or product system, necessary to students with disabilities to increase or maintain their performance on a variety of tasks within the school setting.

Counseling Services - Many student services staff (counselors, social workers, psychologists) help their students with social, family, and personal problems, as well as extensive academic and career planning.

Educational Interpreting - The IEP team discusses the need for a student who is deaf or hard of hearing to use or continue to use interpreter services.

Occupational Therapy - Schools provide occupational therapy when a child with a disability requires this related service to assist the child to benefit from special education. Occupational therapists use purposeful activity to facilitate a child's active participation in self-maintenance, academic and vocational pursuits, and play or leisure activities that occur in school environments.

Physical Therapy - School physical therapy focuses on a child's ability to move as independently as possible in the school environment. When recommended, the school physical therapist evaluates and provides services to enhance the child's ability to move throughout the school and to participate in classroom activities.

School Nursing/Health Services - School nursing, health program planning, implementation and evaluation, and education programs are provided as related services for children with special health care needs, school health records, medication administration and emergency services.

School Psychological Services - School psychologists provide services that include individual case study evaluations, professional consultant services, and therapeutic intervention. They collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments for all students.

Social Work Services - School social workers provide services that include individual social developmental study, professional consultation and counseling, and strengthening connections between home and school. Professional services are provided to students who are exhibiting symptoms of social or emotional difficulty that interfere with their maximum learning or social adjustment.

Speech and Language Services - Speech and language services are designed to serve students as either a program or a related service within the IEP. Speech and language, as a special education program, requires the speech disability to stand alone – not related to another disability area. Speech and language, as a related service, indicates the speech issues are related to an existing disability. Special communicative problems include language disorders, dysfluency, voice, and articulation disorders.

Transportation - In addition to the regular transportation provided to all students, students with disabilities may be entitled to specialized transportation as a related service as determined by the IEP team deeming transportation as necessary for the student to benefit from special education.

SPECIAL EDUCATION SUPPORTS & SERVICES

The following supports and services for students with disabilities are provided through Student Services. This does not represent an exhaustive list as the full continuum of supports and services are provided to students based on their individual needs in the least restrictive environment. Some programs are provided at all buildings where others are provided at a central location for all students across the district.

Adapted Physical Education - Adapted physical education (APE) is recommended per the IEP for students who require adaptations and/or modifications to participate in physical education. In APE, the instructor provides planning and assessment, consultation, specialized instruction, and adapts or modifies the curriculum, task, equipment, and/or environment so a child can participate in all aspects of physical education.

Autism and Related Disorders - These supports and services assist staff and helps students on the autism spectrum learn the skills, acquire the knowledge, and develop the behaviors and social thinking skills necessary to reach their full potential as citizens who can meet the challenges of a changing society. Students included are those who experience any of the characteristics of autism to a degree that their education is being adversely impacted. This is provided through direct programming and consultation services through a partnership with NSSEO.

Blind and Partially Sighted/Visually Impaired - This program is designed to provide comprehensive and functional high school education for the blind and partially sighted. The program includes individualized instruction, integration into regular classes, self-contained, and resource room assistance. This is provided through a partnership with NSSEO.

Career Life Skills Program - This program is located at John Hersey High School and provides students with mild to severe intellectual disabilities an opportunity for academic, vocational, and social growth in a high school environment. The district program provides the full continuum of services including: integration into general education classes, self-contained classes, modified instruction, alternative curriculum, low student to staff ratios, community-based instruction, independent living, and vocational skill development as per the student's IEP.

Life Program - The *life* program is designed for students who are 18-22 years of age and who have met the requirements for graduation, but continue to require support in the areas of vocational instruction, community experiences, and daily and independent living instruction. Students are recommended for this program through the IEP process. Overall, transition services are an integral part of every special education student's IEP starting at the age of 14 ½.

Hearing Impaired Program - This regional NSSEO program is designed to provide comprehensive and functional high school education for students who are deaf and hard of hearing. The scope of the program involves self-contained classes for the hearing impaired, individualized instruction in areas of weaknesses, integration into regular classes with interpretation in total communication, and resource room assistance. (Program location - John Hersey High School)

Individualized Resource (I.R.) - This cross categorical program provides a unique educational approach to meet the special needs of identified students. The I.R. program provides supports and services based on individual student needs in the areas of academics, adaptive function and social emotional learning. The I.R. program includes: integration into regular classes, co-taught classes, resource room assistance and self-contained classes. Each high school in the district offers a full continuum of services. Specialized instruction is offered through a variety of tools including iLit, Math 180, strategies for learning and strategies for executive functioning courses.

Private Special Education Facility - Students are recommended for placement in private facilities when an IEP team determines and documents that the local district and the NSSEO cooperative cannot meet the unique special educational needs of the student including supplementary aides and services, and that a private placement constitutes the least restrictive environment. Private therapeutic day school or residential facility may be recommended based on student needs.

Public Special Education Facility - Students are recommended for placement in public facilities when an IEP team determines that the local district cannot meet the unique special educational needs of the student and that a public facility constitutes the least restrictive environment. Examples are: The Academy of Forest View, Miner School (NSSEO), and Samuel A. Kirk School (NSSEO).

Strategies for Learning - This program, offered at all district schools, is designed to teach students effective study skills, reading methods and skills, writing techniques, communication skills, math strategies, and social emotional competencies.

The Academy at Forest View - This special educational placement is for students with disabilities whose progress in the traditional high school has been disrupted by significant emotional or behavioral problems. The aim of the program is to give students an opportunity to deal with these challenges through a therapeutic approach while continuing their progress toward a high school diploma. Students continue to be included in the home school as dictated by the student's IEP.

Special Education Continuum of Services - Building Level

Co-Taught Classes

General and special education teachers collaborate to design curriculum to meet the needs of all students and to provide accommodations and modifications to help special education students succeed within the general education classrooms. Students with and without disabilities are taught together by a general education and special education teacher. Special education students may receive their recommended specialized instruction in this general education setting. Co-taught classes are offered across the district in some required core curriculum and in some specialty courses. These courses vary from year to year, and are dependent upon student need.

Strategies for Learning Classes

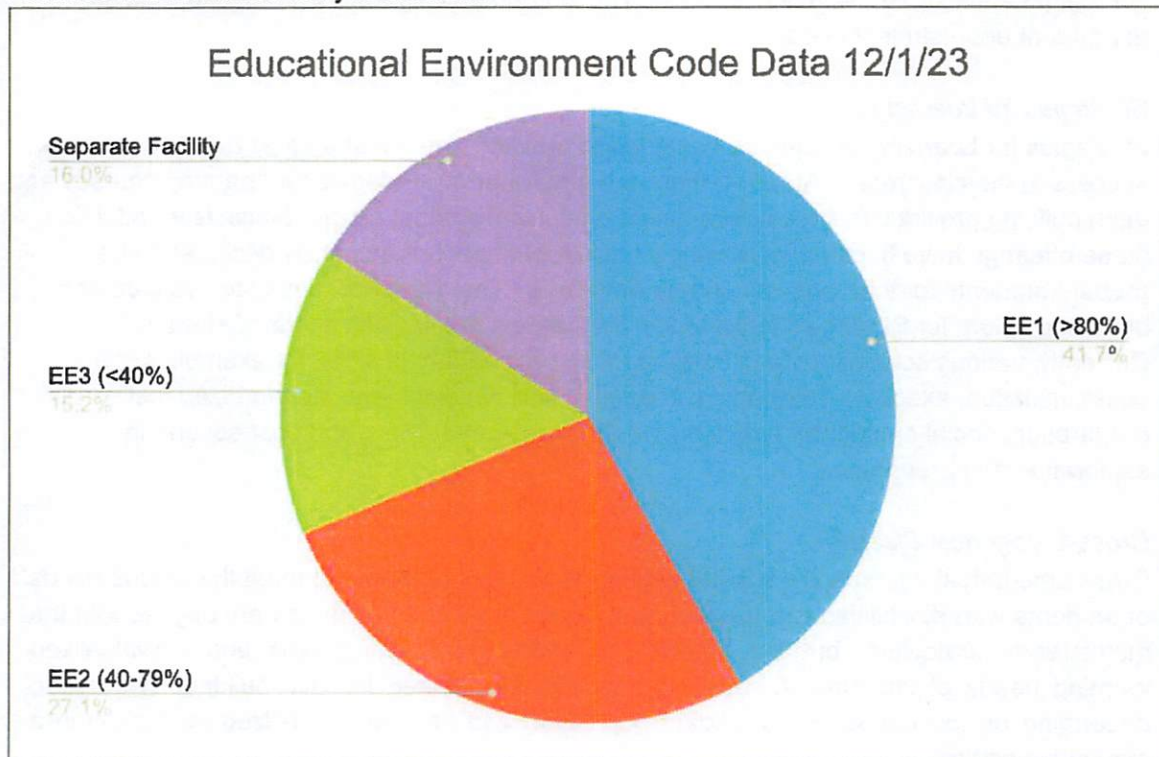
Strategies for Learning classes are designed to provide targeted strategies to improve student success in the classroom. At D214, there are a number of Strategies for Learning courses and each building provides these courses based on current student needs. Since its introduction, these offerings have become increasingly more robust and meaningfully designed to help prepare students for their post secondary pathways. The district continues to evaluate and tailor curriculum for Strategies for Learning that targets the specific needs of students. Currently, various courses in each building focus on a variety of skills, for example social communication, executive functioning, academic skill development, standardized test preparation, social-emotional regulation, healthy problem-solving, and post-secondary exploration and preparation.

Cross-Categorical Classes

Cross-categorical courses are special education courses designed to meet the unique needs of students with disabilities who require specialized instruction. Courses are aligned with the mainstream curriculum, but are modified to address the skill deficits and individualized learning needs of students. A variety of courses are offered in each building every year, depending on the needs of the student population and provide specialized instruction in a supportive setting.

LEAST RESTRICTIVE ENVIRONMENT (LRE)

Least Restrictive Environment (LRE) means that a student who has a disability must have the opportunity to be educated with non-disabled peers, to the greatest extent appropriate. Schools are required to provide a free appropriate public education (FAPE) including supports and services in the least restrictive environment that is appropriate to the individual student's needs. These supports and services are not a "place" or "program", it is a service provided to students through the IEP. District 214 offers a full continuum of supports and services that begin at the home school. In analysis of a 5-year period, the percentage of District 214 students with IEP's in Educational Environments (EE) EE1, EE2, EE3 and students educated in Public and Private Special Education Facilities has remained fairly consistent.



Educational Environment - Describes the student's educational placement in the least restrictive environment as identified on the IEP.

EE1 - A student that is inside the general education classroom for 80% or more of the school day.

EE2 - A student that is inside the general education classroom no more than 79% of the school day and no less than 40% of the school day.

EE3 - A student that is inside the general education classroom less than 40% of the school day.

Separate Facility - Full-time special education classes in a school that does house programs only for students with disabilities.

CENTER FOR CAREER DISCOVERY VOCATIONAL SERVICES

The goal of the Center For Career Discovery Vocational program is to assist students with disabilities in entering the world of work. Center For Career Discovery provides students with meaningful, interest driven, career experiences. Through sequential programming and career training, students are able to prepare for post-secondary education, training and careers.

VOCATIONAL SETTINGS

TIER 1:

Independent Work-Based Learning throughout the District 214 community: These programs include internships, micro-internships, and apprenticeships that allow students to work alongside industry partners in the student's career field of interest. The students are supervised by the industry partner and are monitored by a District 214 Instructor.

For the 2023-2024 school year, 67 students with IEPs or 504 plans participated in an internship opportunity. Seven students with IEPs or 504 plans participated in the apprenticeship program.

TIER 2:

Independent Sites located throughout the District 214 community: Commercial businesses that have welcomed student workers to extend their vocational skills within their businesses. The students are supervised daily by the business staff, and a District 214 job placement specialist periodically monitors the students progress.

Supported Work Sites located throughout the District 214 community: Community based work environments that are staffed with District employed job coaches who work directly with students in the application of vocational skills in a real- life work setting. A group of 5 to 8 students are transported from their school to each community work site. Each student is excused 1-2 blocks of the school day to attend their work experience.

TIER 3:

The Work Lab at The Academy at Forest View (TAFV) is an instructional program that provides students direct instruction, supervision and support with task initiation, on-task work behavior, assembly tasks, time management, work production, following multi-step directions, and task completion. Students are able to foster and develop those skills while working in a simulated, closely supervised work environment, such as a supported micro-business. A micro-business enables students to gain valuable skills and exposure in a "real" work experience.

VOCATIONAL PLACEMENTS

This flowchart represents how a student moves from one site to another based upon the levels of support required for their success. As students' proficiency increases, they move to work sites with diminishing levels of support, working toward the acquisition of skills necessary for competitive employment.

VOCATIONAL PLACEMENTS 2023-2024

**20 TIER 3
Supported
Work Site
Placements**

**5 STUDENTS
TRANSITIONED
TO NEXT TIER**

**145 TIER 2
Supported
Work Site
Placements**

**20 STUDENTS
TRANSITIONED
TO NEXT TIER**

**44 TIER 2
Independent
Work Site
Placements**

GRANT FUNDED PROGRAMS - Projections

Workforce Investment Opportunity Act Program (WIOA)

Workforce Investment and Opportunity Act (WIOA): A federal grant program designed to assist 16 to 22 year old students who face significant barriers in making the transition to self-sufficient adults by successfully entering and being retained in the workforce, post-secondary education and/or training. The services provided through this grant work in concert with the district's vocational programming. In order for the district to receive grant funding, the program requires that students achieve their high school diploma and either attain competitive employment or pursue post-secondary education and/or training. The district has successfully supported students in achieving those benchmarks.

**68 Students
qualified for
WIOA Services**

**34 students
participated in a
WIOA paid work
experience**

**25 students
graduated**

**16 students
obtained
competitive
employment**

**10 students
continued on to
post-secondary
education**

Division of Rehabilitation Services (DRS)

The Secondary Transition Experience Program (STEP) is a grant funded program through the Illinois Division of Rehabilitation Services (DRS). In partnership with NSSEO and High School District 214, this program aims to target students in special education who have the potential to be independently employed in the community. Through service facilitation by Rebecca Dusek (NSSEO Transition Specialist) and in collaboration with the special education teams within the high schools, students are provided with vocational counseling and guidance, pre-employment training, work readiness skill training and work experiences, job placement assistance, and post high school planning. Many of our students participate in some form of supported work training, prior to becoming competitively employed.

STEP helps prepare students for successful competitive employment in their adult lives. The STEP funds are used to help provide job placement assistance, job coaching, and employment training opportunities for district students. In addition, to help determine appropriate post-secondary employment and career goals, students are provided individualized vocational guidance and counseling.

**221 students
qualified for DRS
services**

**86 students
graduated
receiving DRS
support**

**83 students
gained
competitive
employment**

**37 students
applied for DRS
College funding**

The STEP program regularly exceeds the National Average for Employment rates for youth with disabilities, and over the past several years has matched or exceeded the employment rate for non-disabled youth. Through April 2023, 38% of students in STEP were competitively employed; compared with Department of Labor data (DOL-disabled youth 24.3% and non disabled youth 36.8%). During the 22-23 school year, 81 students opened new cases with our STEP liaison, Rebecca Dusek. STEP supports 58 students who were provided work experience/training opportunities at district sites. Nine *life* students, who will exit at the end of this school year, have been linked with agencies for supported employment, which includes job placement and job coaching. Establishing these links before a student graduates will provide important assistance to ensure a smooth transition for the students and their families. This year, the NSSEO STEP program is on track to reach and exceed established performance benchmarks/outcomes.

Special Education Funding Reimbursements 2022-2023

Special education is the provision of specialized instruction, and related services if required, to eligible children and youth with disabilities who require said services. Disabilities served are of a high incidence nature (e.g. learning disabilities or speech/language impairments), a moderate incidence (e.g. cognitive or emotional/behavior impairments), or a low incidence nature (e.g. deaf, hearing impaired, visually impaired, orthopedically impaired, multiple impairments, autism, or traumatic brain injury). Illinois takes a count of all students with disabilities receiving services as of December 1 each year.

Public act 100-0465 (effective August 31, 2017) comprehensively changed education funding distribution to local education agencies and included significant changes to special education programs. Specifically, the Special Education Summer School, Special Education Personnel, and Funding for Children Requiring Special Education Services programs were eliminated. The appropriations for these programs, populations, and services were rolled into the new Evidence Based Funding program.

IDEA and Room & Board Federal Reimbursements

- Federal funds for special education instruction and services: \$2,934,499.00
- Federal room and board claims estimated at 100%
- FY23 room and board claim amount reimbursed to the district: \$960,686.93

Private Placement (Residential and/or Day School) Tuition.

- Reimbursement claims for FY22 were estimated at 77%, which is a decrease compared to 78% for FY21, 80% for FY20, and 80% for FY19. Reimbursement has not been 100% since FY11. *ISBE has not updated their claim projections with FY23 data at this time.*
- This program provides reimbursement for a portion of the private facility tuition costs incurred by the district from the prior school year. The private tuition reimbursement formula states that the district is obligated to pay the first per capita tuition charge with local funds. Then the state reimburses the difference between \$4,500 and the district's first per capita tuition charge, if any. The school district is then required to expend a second per capita tuition charge with local funds, with the state reimbursing any excess over this amount. In practice, given that no nonpublic programs have a per capita tuition rate less than \$4,500, the school district pays two times the district per capita tuition charge and the state reimburses the district for the remainder of the approved tuition rate paid for the school year, including summer school when approved. If a student is enrolled less than a full year, all items are prorated down accordingly.
- FY23 amount reimbursed to the district: \$787,835.99
- Per capita tuition charge: \$22,560.24 (2x \$45,120.48)

Transportation

- Reimbursement claims for FY22 were estimated at 85%, compared to 85% for FY21, 83% for FY20, and 86% for FY19. Reimbursement has not been 100% since FY12. *ISBE has not updated their claim projections with FY23 data at this time.*

- This program reimburses school districts a portion of the costs incurred in transporting pupils with disabilities who have special transportation needs. Reimbursement is provided for transporting students with disabilities if their Individualized Education Plan (IEP) requires special transportation assistance as a related service, or the nature of their disability is such that the service is required. To be eligible to receive reimbursement in excess of ½ of the cost to transport eligible pupils, a school district shall have a Transportation Fund tax rate of at least .12%. Districts are reimbursed quarterly for their claims against prior-year expenses.
- FY23 amount reimbursed to the district: \$3,520,275.20

Orphanage Act

- Reimbursement claims estimated at 100% for FY22 (this percentage has remained consistent for the previous ten fiscal years). *ISBE has not updated their claim projections with FY23 data at this time.*
- This program reimburses on a current year basis 100% of the tuition costs for eligible students with disabilities who are under the guardianship of a public agency or who reside in state residential facilities. This line item includes regular term and summer term. All students must be verified as a ward of the state to be eligible for funding under Section 14-7.03. Most of the special needs students claimed under Section 14-7.03 are verified via a cross check with the Department of Children and Family Services (DCFS) or the serving district must provide court documentation that parental guardianship has been removed from the natural parent. In some instances, parental rights do not necessarily need to be terminated for a special education pupil to be claimed under this statute. If a state agency (e.g. DCFS) places a pupil in a state-owned institution, the district where the facility is located becomes the pupil's district of residence and can make a claim under 14-7.03.
- FY23 amount reimbursed to the district: \$0 for the school year. The District did not have students qualifying in this reimbursement fund for the 2022-23 school year.



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: May 9, 2024
To: Board of Education
From: Tim Keeley, Associate Superintendent of Business Services
Re: Action - Waste Disposal & Recycling Services Bid

Executive Summary

District 214 and Mount Prospect School District 57 collaborate on our bid for waste disposal and commingled recycling services for our respective school buildings. The contract is for five years beginning July 1, 2024, through June 30, 2029, with an option to renew it on an annual basis for up to five (5) additional calendar years. The contract allows for the vendor to adjust pricing annually after the first year in an amount indexed to the Consumer Price Index for All Urban Consumers.

We recently advertised and solicited contractors for a new contract term. Bids were received after a newspaper advertisement and bids were sent to 8 vendors.

Unfortunately, we received two bids and both companies submitted extensive lists of exceptions to the bid specifications. Many of the exceptions are not acceptable or in the best interest of the districts. Consequently, we are recommending **that we reject** all bids at this time. We will work with the district attorney to review and adjust the bid specifications to accommodate some of the exceptions that were submitted and then re-bid for the waste disposal and recycling services.

Vendor

Waste Management of Illinois, Inc. *
Groot Recycling & Waste Services, Inc. *

*Bid did not meet specifications

Recommendation

We respectfully recommend that the Board of Education reject the bid for Waste and Recycling at this time.



High School District 214
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Dr. Scott Rowe
Superintendent

Date: May 9, 2024

To: Board of Education

From: Tim Keeley, Associate Superintendent of Business Services

Subject: Action - Health & Athletic Trainer Supplies Bid

Executive Summary

This bid covers the annual supply items used by school nurses and athletic trainers in each building. Examples of bid categories include pharmaceuticals, bandages, crutches, athletic tape, thermometers and miscellaneous first aid items. Determination of the low bidder is based upon projected quantities needed. Final quantities and amounts purchased may vary slightly.

Bids were received after a newspaper advertisement. Additionally, bids were sent to ten vendors and one from the OMNIA national cooperative. Funds are available in the school supply budget accounts of each building. The following recommendation is based upon the lowest responsible bidder meeting the specifications for each item.

<u>Vendor</u>	<u>Recommended Award</u>
Medco Sports Medicine (Amherst, NY)	\$ 12,511.62
School Health Corp. (Hanover Park, IL)	\$ 6,764.32
Henry Schein (Melville, NY)	\$ 15,479.94
Alert Services (San Marcos, TX)	\$ 3,632.95
BSN Sports (Dallas, TX)	\$ 1,774.56
Medline Industries, Inc (Northfield, IL)	\$ 0.00
Total	\$ 40,163.39

Recommendation

We respectfully request that the Board of Education accept the bids totaling \$40,163.39, as shown under Recommended Award above, for the purchase of district health and athletic trainer supplies for the 2024-25 school year.

2024-25 Health & Trainer Supplies - Bidder Form																	
							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports		
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56	
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	
1000	DRUG PHARMACEUTICALS																
1001	Medco	69170	Ibuprofen, 200's	100/Btl	Yes	8	\$ 1.98	\$ 15.84	\$ 15.05	\$ 120.40	\$ 2.07	\$ 16.56	\$ 2.96	\$ 23.68		\$ -	
1003	Medco	46001M	Aspirin, 100's	100/Btl	Yes	3	\$ 0.83	\$ 2.49	\$ 5.32	\$ 15.96	\$ 1.93	\$ 5.79	\$ 3.89	\$ 11.67		\$ -	
1004	Medco	46021M	Acetaminophen, Extra Strength, 500 mg	100/Btl	Yes	13	\$ 1.98	\$ 25.74	\$ 7.27	\$ 94.51	\$ 3.29	\$ 42.77	\$ 2.56	\$ 33.28		\$ -	
1005	Medco	48018M	Acetaminophen, 325 mg tabs	1,000/Btl	Yes	11	\$ 8.87	\$ 97.57	\$ 15.55	\$ 171.05	\$ 11.56	\$ 127.16	\$ 20.80	\$ 228.80		\$ -	
1006	Medco	264213	Children's Tylenol, Liquid	4oz	No	5	\$ 7.88	\$ 39.40	\$ 7.08	\$ 35.40	\$ 10.08	\$ 50.40	\$ 3.88	\$ 19.40		\$ -	
1007	Medco	46028M	Tylenol 100's, 325 mg	100/Btl	No	1	\$ 8.83	\$ 8.83	\$ 9.11	\$ 9.11	\$ 9.38	\$ 9.38	\$ 8.71	\$ 8.71		\$ -	
1008	Alert Services	4700737	Pepto Bismol tablets	48/Btl	No	4	\$ 8.84	\$ 35.36	\$ 13.47	\$ 53.88	\$ 9.42	\$ 37.68	\$ 8.84	\$ 35.36		\$ -	
1009	Henry Schein	1317425	Glucose Tablets, 50's	50/Ctn	Yes	5	\$ -	\$ -	\$ 5.40	\$ 27.00	\$ 4.51	\$ 22.55		\$ -		\$ -	
1010	Alert Services	470399117	Glucose Tablets * Orange Flavor	10/Pack	Yes	10	\$ 3.76	\$ 37.60	#N/A	#N/A	\$ 12.19	\$ 121.90	\$ 3.38	\$ 33.80		\$ -	
1011	Alert Services	470173	Glutose 15 Gel, 15 gm	3/Pack	Yes	9	\$ -	\$ -	\$ 4.33	\$ 38.97	\$ 11.64	\$ 104.76	\$ 15.35	\$ 138.15		\$ -	
1012	Alert Services	2152005	MultiStix 10sg by Bayer, reagent strips for urinalysis	100/pkg	No	3	\$ 61.47	\$ 184.41	\$ 49.70	\$ 149.10	\$ 61.16	\$ 183.48	\$ 50.24	\$ 150.72		\$ -	
2000	ALCOHOL, PEROXIDES, & IODINES																
2002	Alert Services	4700067	Alcohol, 70% Isopropyl	16 oz	Yes	5	\$ 2.92	\$ 14.60	\$ 2.50	\$ 12.50	\$ 1.78	\$ 8.90	\$ 1.90	\$ 9.50		\$ -	
2003	Henry Schein	1127011	Alcohol, 70% Isopropyl	Quart	Yes	1	\$ 3.97	\$ 3.97		\$ -	\$ 4.26	\$ 4.26		\$ -		\$ -	
2004	Medco	243925	Alcohol Prep Pads, 2.5" x 1.25"	200/Box	Yes	25	\$ 1.61	\$ 40.25	\$ 1.49	\$ 37.25	\$ 1.35	\$ 33.75	\$ 1.88	\$ 47.00		\$ -	
2005	Medco	22401	Peroxide, pump spray	4 oz	Yes	16	\$ -	\$ -	#N/A	#N/A	\$ 2.20	\$ 35.20		\$ -		\$ -	
2008	Medco	34060M	Hydrogen Peroxide	16 oz	Yes	19	\$ 0.77	\$ 14.63	\$ 0.64	\$ 12.16	\$ 0.67	\$ 12.73	\$ 0.89	\$ 16.91		\$ -	
3000	OINTMENTS & CREAMS																
3002	Alert Services	4700510	Hydrocortisone Cream, 1%	1 oz	Yes	2	\$ 1.24	\$ 2.48	\$ 1.28	\$ 2.56	\$ 0.95	\$ 1.90	\$ 1.13	\$ 2.26		\$ -	
3003	Medco	267471	Hydrocortisone Cream, 1% Foil Packs	48/Box	Yes	6	\$ 5.94	\$ 35.64	\$ 9.09	\$ 54.54	\$ 7.41	\$ 44.47	\$ 14.15	\$ 84.90		\$ -	
3004	Alert Services	4700257	Calydryl Lotion "Clear"	6 oz	No	2	\$ -	\$ -	\$ 6.45	\$ 12.90	\$ 4.95	\$ 9.90	\$ 6.85	\$ 13.70		\$ -	
3005	Medco	263038	Hand Cream, Pacquin/Jergens/ Lubriderm	10 oz	Yes	14	\$ 3.11	\$ 43.54	\$ 7.05	\$ 98.70	\$ 6.10	\$ 85.40		\$ -		\$ -	
3006	Medco	81679950	Triple Antibiotic Ointment Foil Packs, .9 gm	144/Box	Yes	3	\$ 11.33	\$ 33.99	\$ 20.06	\$ 60.18	\$ 11.49	\$ 34.47	\$ 11.01	\$ 33.03		\$ -	

2024-25 Health & Trainer Supplies - Bidder Form

2024-25 Health & Trainer Supplies - Bidder Form																
							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports	
							\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56	
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost
3007	Alert Services	4700886	Triple Antibiotic Ointment, Generic	1 oz	Yes	5	\$ 1.32	\$ 6.60	\$ 3.88	\$ 19.40	\$ 2.13	\$ 10.65	\$ 1.96	\$ 9.80		\$ -
3009	Alert Services	4700990	Zinc Oxide	16 oz	Yes	2	\$ -	\$ -	\$ 4.14	\$ 8.28	\$ 7.56	\$ 15.12	\$ 3.89	\$ 7.78		\$ -
3011	Alert Services	4700810	Bacitracin, 1 oz (generic)	1 oz	Yes	2	\$ 1.63	\$ 3.26	\$ 1.53	\$ 3.06	\$ 1.99	\$ 3.98	\$ 1.53	\$ 3.06		\$ -
3012	Medco	242344	Bacitracin, foil packs	144/Ctn	No	5	\$ 11.00	\$ 55.00	\$ 20.06	\$ 100.30	\$ 10.25	\$ 51.25	\$ 14.36	\$ 71.80		\$ -
3013	Medco	72014835	Bactine First Aid Spray, pump	3.5 oz	No	10	\$ 5.87	\$ 58.70	\$ 8.76	\$ 87.60	\$ 5.32	\$ 53.20	\$ 6.03	\$ 60.30		\$ -
3015	Medco	36014M	Vaseline/Petroleum	13 oz	No	9	\$ 2.64	\$ 23.76	\$ 3.75	\$ 33.75	\$ 6.13	\$ 55.17	\$ 7.14	\$ 64.26		\$ -
3016	Medco	263967	Vaseline Intensive Care Lotion, 10 oz	10 oz	No	8	\$ 4.16	\$ 33.28	\$ 6.62	\$ 52.96	\$ 6.72	\$ 53.76	\$ 7.71	\$ 61.68		\$ -
3017	Alert Services	412016	Biofreeze, pump bottle	16 oz	No	3	\$ 25.46	\$ 76.38	\$ 26.95	\$ 80.85	\$ 32.19	\$ 96.57	\$ 28.30	\$ 84.90		\$ -
3018	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -
3019	Medco	81595875	Skin Lube	3 oz	Yes	2	\$ 4.56	\$ 9.12		\$ -	\$ 6.79	\$ 13.58	\$ 6.70	\$ 13.40	\$ 6.74	\$ 13.48
3021	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -
3022	Alert Services	380130801	Mueller Massage Lotion	16 oz	No	1	\$ 9.05	\$ 9.05	\$ 10.50	\$ 10.50	\$ 9.97	\$ 9.97	\$ 9.33	\$ 9.33	\$ 16.22	\$ 16.22
3023	Medco	264866	Petroleum Jelly, 3.25oz tube	Each	No	1	\$ 1.40	\$ 1.40	\$ 1.98	\$ 1.98	\$ 1.47	\$ 1.47	\$ 1.68	\$ 1.68		\$ -
4000	ORAL CARE															
4005	Alert Services	4700930	Halls Cherry Menthol Cough Drops, individually wrapped	30/Bag	No	74	\$ 2.45	\$ 181.30	\$ 3.41	\$ 252.34	\$ 2.98	\$ 220.52	\$ 2.44	\$ 180.56		\$ -
4007	Medco	50000M	Blistex Medicated Lip Ointment, .5 gm packets	500/Box	No	3	\$ 50.29	\$ 150.87	\$ 63.96	\$ 191.88	\$ 63.13	\$ 189.39		\$ -		\$ -
4008	Henry Schein	1363840	Listerine Mouthwash	16.9 oz	No	4	\$ -	\$ -		\$ -	\$ 9.42	\$ 37.68		\$ -		\$ -
4009	Medco	38	Anbesol Gel	.33 oz	No	1	\$ -	\$ -		\$ -	\$ 7.21	\$ 7.21	\$ 8.73	\$ 8.73		\$ -
4010	Alert Services	4700810	Save-A-Tooth Emergency Tooth Preservation System: self contained kit	Each	No	13	\$ 12.51	\$ 162.63	\$ 14.38	\$ 186.94	\$ 11.41	\$ 148.33	\$ 11.56	\$ 150.28		\$ -
4011	Alert Services	135136872	Mouth guard with keeper strap: Blue	25/Pkg	Yes	6	\$ 14.25	\$ 85.50	\$ 19.00	\$ 114.00	\$ 46.98	\$ 281.88	\$ 15.25	\$ 91.50		\$ -
4012	Alert Services	135136772	Mouth guard with keeper strap: Yellow	25/Pkg	Yes	5	\$ 14.25	\$ 71.25	\$ 19.00	\$ 95.00	\$ 46.98	\$ 234.90	\$ 15.25	\$ 76.25		\$ -
4013	Pocket Nurse	05-74-30	Toothbrush, disposable, individually packaged	Each	Yes	1	\$ 0.22	\$ 0.22		\$ -	\$ 6.55	\$ 6.55		\$ -		\$ -
4014	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -
5000	EYE CARE															

2024-25 Health & Trainer Supplies - Bidder Form																				
							Medco Bid			School Health			Henry Schein			Alert Services			BSN Sports	
							\$ 12,511.62			\$ 6,764.32			\$ 15,479.94			\$ 3,632.95			\$ 1,774.56	
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost				
5001	Alert Services	4700804	Saline Solution (Soft lens), Generic	12 oz	Yes	21	\$ 4.54	\$ 95.34	\$ 4.99	\$ 104.79	\$ 5.21	\$ 109.41	\$ 4.59	\$ 96.39		\$ -				
5002	School Health	1008121	Bausch & Lomb Renu Contact Lens Solution	4 oz	No	13	\$ -	\$ -	\$ 4.82	\$ 62.66	\$ 12.21	\$ 158.73	\$ 4.61	\$ 59.93		\$ -				
5003	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -				
5004	Alert Services	4700955	Visine Eye Drops	.5 oz	No	20	\$ 4.41	\$ 88.20	\$ 5.64	\$ 112.80	\$ 5.34	\$ 106.80	\$ 1.54	\$ 30.80		\$ -				
5005	Alert Services	35819818	Sterile Eye Wash	4 oz	Yes	18	\$ 2.27	\$ 40.86	\$ 2.40	\$ 43.20	\$ 3.78	\$ 68.04	\$ 4.13	\$ 74.34		\$ -				
5007	Medco	81686963 (x2)	Contact lens case, single NOT permitted	2/Pack	Yes	21	\$ 0.76	\$ 15.96	\$ 0.91	\$ 19.11	\$ 1.39	\$ 29.19		\$ -		\$ -				
6000	LIQUID BANDAGES & FIRST AID SPRAYS																			
6001	Alert Services	135204033	Cramer Tuff Skin, Spray	10 oz	No	4	\$ 7.81	\$ 31.24	\$ 9.38	\$ 37.52	\$ 9.00	\$ 36.00	\$ 8.74	\$ 34.96		\$ -				
6003	Medco	40260	Speed Clot, aerosal	3 oz	Yes	4	\$ 7.65	\$ 30.60	\$ 9.37	\$ 37.48	\$ 8.30	\$ 33.20		\$ -		\$ -				
6004	Medco	268304	WoundSeal Pour Pack	2/Pkg	No	2	\$ 7.44	\$ 14.88	\$ 9.23	\$ 18.46	\$ 8.66	\$ 17.32	\$ 8.35	\$ 16.70		\$ -				
6006	Alert Services	4709772	New Skin, spray	3 oz	No	4	\$ 4.94	\$ 19.76	\$ 7.98	\$ 31.92	\$ 6.24	\$ 24.96		\$ -		\$ -				
6008	Medco	81404532	Spenco Second Skin 1" x 1", non-sterile	200/Jar	No	6	\$ 20.57	\$ 123.42	\$ 28.18	\$ 169.08	\$ 22.32	\$ 133.92	\$ 17.19	\$ 103.14		\$ -				
6009	Medco	35690	Spenco Second Skin 3" circles	48/Jar	No	1	\$ 27.22	\$ 27.22	\$ 40.00	\$ 40.00	\$ 32.24	\$ 32.24	\$ 24.69	\$ 24.69		\$ -				
7000	BANDAGES																			
7001	Henry Schein	1126135	Band-Aid Clear strips, J & J, 3/4" x 3" industrial pack	1,500/Case	No	3	\$ -	\$ -	\$ 22.54	\$ 67.62	\$ 16.36	\$ 49.08		\$ -		\$ -				
7005	Alert Services	129545552	BSN-JOBST cover-roll stretch bandage, 2"	10 Yards	No	10	\$ 8.83	\$ 88.30	\$ 12.14	\$ 121.40	\$ 10.43	\$ 104.30	\$ 10.95	\$ 109.50		\$ -				
7006	Alert Services	129545553	BSN-JOBST cover-roll stretch bandage, 4"	10 Yards	No	10	\$ 13.14	\$ 131.40	\$ 18.22	\$ 182.20	\$ 15.51	\$ 155.10	\$ 16.41	\$ 164.10		\$ -				
7007	Alert Services	12951307	Elastoplast Coverlet Dressing: Fingertip 1307, 2" x 2 1/2"	50/Box	No	8	\$ 8.03	\$ 64.24	\$ 11.55	\$ 92.40	\$ 8.56	\$ 68.48	\$ 8.66	\$ 69.28		\$ -				
7008	Alert Services	12951390	Elastoplast Coverlet Dressing: Knuckle 1390, 1 1/2" x 3"	100/Box	No	14	\$ 6.44	\$ 90.16	\$ 11.50	\$ 161.00	\$ 8.52	\$ 119.28	\$ 8.63	\$ 120.82		\$ -				
7009	Alert Services	12951307	Elastoplast Coverlet Dressing: Digit T 1306, 2" x 1 1/2"	100/Box	No	2	\$ 7.72	\$ 15.44	\$ 12.12	\$ 24.24	\$ 8.98	\$ 17.96	\$ 8.66	\$ 17.32		\$ -				
7010	Alert Services	12950340	Elastoplast Coverlet Dressing: Patch 340, 2" x 3"	50/Box	No	18	\$ 6.06	\$ 109.08	\$ 9.10	\$ 163.80	\$ 6.74	\$ 121.32	\$ 6.83	\$ 122.94		\$ -				
7012	Alert Services	12950385	Elastoplast Coverlet Dressing: 4-Wing 385, 3" x 3"	50/Box	No	28	\$ 9.10	\$ 254.80	\$ 16.37	\$ 458.36	\$ 12.12	\$ 339.36	\$ 12.28	\$ 343.84		\$ -				
7013	Alert Services	12959001	Elastoplast Coverlet Dressing: 1" x 3" Strip	7,200/Case	No	1	\$ 362.88	\$ 362.88	\$ 334.58	\$ 334.58	\$ 365.00	\$ 365.00	\$ 250.94	\$ 250.94		\$ -				
7014	Alert Services	12950230	Elastoplast Coverlet Dressing: 3/4" x 3" Strip	1,500/Case	No	1	\$ 362.88	\$ 362.88	\$ 23.67	\$ 23.67	\$ 286.38	\$ 286.38	\$ 74.85	\$ 74.85		\$ -				

2024-25 Health & Trainer Supplies - Bidder Form																	
							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports		
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56	
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	
7016	Alert Services	12950301	Elastoplast Coverlet Dressing: 7/8" Round	100/Box	No	4	\$ 4.37	\$ 17.48	\$ 6.68	\$ 26.72	\$ 4.95	\$ 19.80	\$ 5.11	\$ 20.44		\$ -	
7017	Medco	261840	Flexible extra-large strips (LATEX FREE) 2" x 4"	50/Box	Yes	3	\$ 2.32	\$ 6.96	\$ 3.70	\$ 11.10	\$ 4.24	\$ 12.72	\$ 4.13	\$ 12.39	\$ 7.73	\$ 23.19	
7018	Medco	261850	Sheer strips adhesive bandages (LATEX FREE) 1" x 3"	50/Box	Yes	85	\$ 3.22	\$ 273.70	\$ 1.67	\$ 141.95	\$ 1.19	\$ 101.15	\$ 1.56	\$ 132.60	\$ 6.01	\$ 510.85	
7020	Medco	39602M	Conco Deluxe Elastic Bandage 2"	5 Yards	No	5	\$ 1.56	\$ 7.80	\$ 1.98	\$ 9.90	\$ 15.47	\$ 77.35	\$ 1.90	\$ 9.50		\$ -	
7021	Medco	39603M	Conco Deluxe Elastic Bandage 3"	5 Yards	No	55	\$ 1.87	\$ 102.85	\$ 2.60	\$ 143.00	\$ 20.02	\$ 1,101.10	\$ 2.46	\$ 135.30		\$ -	
7022	Medco	39604M	Conco Deluxe Elastic Bandage 4"	5 Yards	No	75	\$ 2.84	\$ 213.00	\$ 3.43	\$ 257.25	\$ 22.83	\$ 1,712.25	\$ 3.36	\$ 252.00		\$ -	
7023	Medco	39605M	Conco Deluxe Elastic Bandage 6"	5 Yards	No	11	\$ 3.38	\$ 37.18	\$ 5.07	\$ 55.77	\$ 33.64	\$ 370.04	\$ 4.89	\$ 53.79		\$ -	
7024	Medco	36510	Conco Deluxe Double Length Elastic Bandage, 4"	10 Yards	No	16	\$ 5.55	\$ 88.80	\$ 6.16	\$ 98.56	\$ 6.14	\$ 98.24	\$ 5.95	\$ 95.20		\$ -	
7025	Medco	36520	Conco Deluxe Double Length Elastic Bandage, 6"	10 Yards	No	6	\$ 8.20	\$ 49.20	\$ 8.83	\$ 52.98	\$ 8.79	\$ 52.74	\$ 8.53	\$ 51.18		\$ -	
7028	Medco	28004M	"Economy" Elastic Bandage, 4"	5 Yards	Yes	12	\$ 0.58	\$ 6.96	\$ 0.80	\$ 9.60	\$ 8.95	\$ 107.40	\$ 3.36	\$ 40.32	\$ 31.35	\$ 376.20	
7033	Alert Services	981003	Tubigrip, tubular compression bandage: Size D 3"	Box	No	5	\$ 53.34	\$ 266.70	\$ 67.05	\$ 335.25	\$ 131.19	\$ 655.95	\$ 18.39	\$ 91.95		\$ -	
7038	Medco	29013M	Economy Non-Stick Adhesive Pads with Adhesive 2"x3"	100/Box	Yes	4	\$ 6.78	\$ 27.12	\$ 9.78	\$ 39.12	\$ 13.74	\$ 54.96	\$ 12.27	\$ 49.08		\$ -	
7039	Medco	12445	Benzoin Tincture 0.6ml swabs; 100 ampules p/box	Box	No	1	\$ 30.41	\$ 30.41		\$ -	\$ 33.09	\$ 33.09	\$ 28.81	\$ 28.81		\$ -	
7040	Medco	29014M	Economy Non-Stick Adhesive Pads with Adhesive 3"x4"	100/Box	No	3	\$ 11.19	\$ 33.57	\$ 14.28	\$ 42.84	\$ 16.48	\$ 49.44	\$ 18.45	\$ 55.35		\$ -	
8000	ADHESIVES & TAPES																
8003	Medco	081046564	Tape-Transpore Transparent: 1" x 10 yds, #1527-1	12/Box	Yes	1	\$ 13.10	\$ 13.10	\$ 15.77	\$ 15.77	\$ 15.81	\$ 15.81		\$ -		\$ -	
8004	Alert Services	126576168	Leukotape P, 1.5"	15 Yards	Yes	21	\$ 6.46	\$ 135.66	\$ 9.21	\$ 193.41	\$ 8.50	\$ 178.50	\$ 8.93	\$ 187.53		\$ -	
8005	Henry Schein	5555122	Johnson & Johnson Zonos Porous Tape, 1" x 10 yd	12/Box	No	2	\$ 22.67	\$ 45.34	\$ 21.69	\$ 43.38	\$ 23.35	\$ 46.70	\$ 24.94	\$ 49.88		\$ -	
8006	Medco	92120	Underwrap, 2 3/4" x 30 yd	48/Case	Yes	6	\$ 53.95	\$ 323.70	\$ 62.80	\$ 376.80	\$ 58.19	\$ 349.14		\$ -	\$ 65.91	\$ 395.46	
8007	Alert Services	380130626	Mueller Tear-Light Tape, 1 1/2" x 7 1/2 yd	32/Case	No	19	\$ 51.32	\$ 975.08	\$ 51.51	\$ 978.69	\$ 54.74	\$ 1,040.06	\$ 58.20	\$ 1,105.80		\$ -	
8008	Alert Services	380130632	Mueller Tear-Light Tape, 2" x 7 1/2 yd	24/Case	No	20	\$ 51.32	\$ 1,026.40	\$ 51.51	\$ 1,030.20	\$ 54.74	\$ 1,094.80	\$ 58.15	\$ 1,163.00		\$ -	
8009	Alert Services	380130642	Mueller Tear-Light Tape, BLACK, 2" x 7 1/2 yd	24/Case	No	6	\$ 56.82	\$ 340.92	\$ 63.99	\$ 383.94	\$ 60.60	\$ 363.60	\$ 64.44	\$ 386.64		\$ -	
8010	Alert Services	380130633	Mueller Tear-Light Tape, 3" x 7 1/2 yd	16/Case	No	32	\$ 51.32	\$ 1,642.24	\$ 51.51	\$ 1,648.32	\$ 54.74	\$ 1,751.68	\$ 58.20	\$ 1,862.40		\$ -	
8011	Alert Services	380130643	Mueller Tear-Light Tape, BLACK, 3" x 7 1/2 yd	16/Case	No	5	\$ 57.10	\$ 285.50	\$ 66.95	\$ 334.75	\$ 60.60	\$ 303.00	\$ 64.75	\$ 323.75		\$ -	

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							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports	
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost
8012	Alert Services	38027467	Mueller Kinesiology Tape, 2" x 16.4 ft	6/Pack	No	2	\$ 48.67	\$ 97.34	\$ 20.47	\$ 40.94	\$ 22.16	\$ 44.32	\$ 52.99	\$ 105.98	\$ 57.24	\$ 114.48
8013	Alert Services	380130708	Mueller M-wrap, Blue, 2.75" x 30 yd	48/Case	No	9	\$ 53.95	\$ 485.55	\$ 54.75	\$ 492.75	\$ 55.43	\$ 498.87	\$ 55.63	\$ 500.67	\$ 65.90	\$ 593.10
8015	Medco	37905	Powerflex by Andover, BLACK 2" x 6 yd	24/Case	No	20	\$ 35.54	\$ 710.80	\$ 36.30	\$ 726.00	\$ 34.79	\$ 695.80	\$ 34.89	\$ 697.80		\$ -
8016	Alert Services	2705188	Coach Athletic Tape, 1 1/2" x 15 yd	32/Pack	No	142	\$ 83.50	\$ 11,857.00	\$ 65.52	\$ 9,303.84	\$ 64.23	\$ 9,120.66	\$ 73.06	\$ 10,374.52		\$ -
8017	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -
8018	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -
8019	Alert Services	380130106	Zonas, Porous, 2" x 15 yd	24/Pack	No	2	\$ -	\$ -	\$ 66.90	\$ 133.80		\$ -	\$ 69.00	\$ 138.00		\$ -
8020	Alert Services	293010	Arrowhead Thin-Flex , White, 2" x 7.5 yd	24/Case	No	6	\$ 48.87	\$ 293.22	\$ 53.06	\$ 318.36	\$ 54.16	\$ 324.96	\$ 51.31	\$ 307.86		\$ -
8021	Medco	32007	Elastikon 1" x 5 yd #5172	12/Box	No	9	\$ 23.57	\$ 212.13	\$ 23.30	\$ 209.70	\$ 26.71	\$ 240.39	\$ 27.30	\$ 245.70		\$ -
8022	Alert Services	2715174	Elastikon, 2" x 5 yd #5174	6/Box	No	26	\$ 20.74	\$ 539.24		\$ -	\$ 26.71	\$ 694.46		\$ -		\$ -
8023	Alert Services	2705175	Elastikon 3" x 5 yds #5175	4/Box	No	16	\$ 23.57	\$ 377.12	\$ 23.30	\$ 372.80	\$ 26.71	\$ 427.36		\$ -		\$ -
8024	Medco	27515M	1" Coban	5 yds	No	17	\$ 5.23	\$ 88.91	\$ 1.07	\$ 18.19	\$ 4.75	\$ 80.75	\$ 25.58	\$ 434.86		\$ -
8027	Alert Services	380130708	Mueller M-Wrap, Green, 2.75" x 30 yd	48/Case	No	3	\$ 57.59	\$ 172.77	\$ 51.51	\$ 154.53	\$ 56.84	\$ 170.52	\$ 59.38	\$ 178.14	\$ 65.90	\$ 197.70
8028	Alert Services	380130706	Mueller M-Wrap, Gold, 2.75" x 30 yd	48/case	No	3	\$ 53.95	\$ 161.85	\$ 51.51	\$ 154.53	\$ 56.84	\$ 170.52	\$ 55.63	\$ 166.89	\$ 65.90	\$ 197.70
8029	Alert Services	380130712	Mueller M-Wrap, Purple, 2.75" X 30 yd	48/case	No	2	\$ 57.59	\$ 115.18	\$ 51.51	\$ 103.02	\$ 56.84	\$ 113.68	\$ 59.38	\$ 118.76	\$ 65.90	\$ 131.80
9000	GAUZE & COTTON PRODUCTS															
9001	Medco	081013283	Sterile Telfa Pads, Curity: 2" x 3"	100/Box	No	5	\$ 9.62	\$ 48.10	\$ 9.62	\$ 48.10	\$ 11.29	\$ 56.45	\$ 12.27	\$ 61.35		\$ -
9002	Medco	081013291	Sterile Telfa Pads, Curity: 3" x 4"	100/Box	No	4	\$ 15.52	\$ 62.08	\$ 15.47	\$ 61.88	\$ 19.65	\$ 78.60	\$ 18.45	\$ 73.80		\$ -
9003	Alert Services	2469131	Sterile Gauze Pads:100's 3" x 3" (one per package)	Pkg	Yes	6	\$ 4.63	\$ 27.78	\$ 4.46	\$ 26.76	\$ 4.25	\$ 25.50	\$ 3.55	\$ 21.30	\$ 12.66	\$ 75.96
9004	Alert Services	2469141	Sterile Gauze Pads:100's 4" x 4" (one per package)	Pkg	Yes	5	\$ 7.46	\$ 37.30	\$ 7.18	\$ 35.90	\$ 6.65	\$ 33.25	\$ 5.94	\$ 29.70	\$ 17.23	\$ 86.15
9005	Medco	317397	Non-Sterile self adhering stretch gauze, 1" wide	24/Pkg	Yes	4	\$ 1.06	\$ 4.24	\$ 6.11	\$ 24.44	\$ 8.03	\$ 32.12	\$ 5.16	\$ 20.64		\$ -
9006	Medco	317398	Non-Sterile self adhering stretch gauze, 2" wide	12/Pkg	Yes	4	\$ 1.18	\$ 4.72	\$ 3.81	\$ 15.24	\$ 1.43	\$ 5.72	\$ 3.33	\$ 13.32		\$ -
9007	Medco	317399	Non-Sterile self adhering stretch gauze, 3" wide	12/Pkg	Yes	4	\$ 2.67	\$ 10.68	\$ 5.45	\$ 21.80	\$ 1.51	\$ 6.04	\$ 4.61	\$ 18.44		\$ -
9009	Medco	267671	Non-Sterile sponges 12 ply, 3" x 3"	200/Pkg	Yes	36	\$ 2.58	\$ 92.88	\$ 2.36	\$ 84.96	\$ 2.52	\$ 90.72	\$ 2.16	\$ 77.76		\$ -

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							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports	
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost
9010	Medco	1012	Cotton tipped applicators, 6"	1,000/Box	Yes	4	\$ 7.29	\$ 29.16	\$ 6.80	\$ 27.20	\$ 7.60	\$ 30.40	\$ 5.75	\$ 23.00		\$ -
9011	Medco	32160	Cotton tipped applicators, Sterile 6"	100/Box	Yes	2	\$ 3.76	\$ 7.52	\$ 7.69	\$ 15.38	\$ 3.86	\$ 7.72	\$ 3.88	\$ 7.76		\$ -
9012	Henry Schein	1002416	Tongue Depressors, reg. size	500/Pkg	Yes	1	\$ 7.15	\$ 7.15	\$ 7.09	\$ 7.09	\$ 11.19	\$ 11.19	\$ 6.00	\$ 6.00		\$ -
9013	Alert Services	380191221	Mueller nasal plug - soft cotton	300/Pkg	No	8	\$ 10.15	\$ 81.20	\$ 11.82	\$ 94.56	\$ 10.91	\$ 87.28	\$ 10.46	\$ 83.68	\$ 13.21	\$ 105.68
10000	RUBBER, MOLESKIN, & FELT															
10008	Medco	35491	Econoline Blister Pads, 1/4" round foam	100/Pkg	No	1	\$ 12.38	\$ 12.38	\$ 9.69	\$ 9.69	\$ 29.09	\$ 29.09		\$ -		\$ -
10012	Medco	63005	Econoline Ankle Horseshoes, 1/2" thick	12/Pkg	No	2	\$ 28.35	\$ 56.70	\$ 22.20	\$ 44.40	\$ 30.16	\$ 60.32	\$ 18.23	\$ 36.46		\$ -
11000	CRUTCHES & SPLINTS															
11002	Medco	7100181	Crutches: Aluminum push button, Medium 5'2" - 5'10"	Pair	Yes	10	\$ 26.03	\$ 260.30	\$ 22.33	\$ 223.30	\$ 23.11	\$ 231.10	\$ 15.31	\$ 153.10		\$ -
11008	Alert Services	7771915	Armsling, cloth: closed elbow, adj. buckle, adult size	Each	Yes	23	\$ 11.98	\$ 275.54	\$ 3.25	\$ 74.75	\$ 6.33	\$ 145.59	\$ 2.78	\$ 63.94	\$ 8.96	\$ 206.08
11011	Alert Services	4791109	Sam Splint 36" x 4.25"	Each	No	6	\$ 7.62	\$ 45.72	\$ 11.15	\$ 66.90	\$ 8.11	\$ 48.66	\$ 9.12	\$ 54.72		\$ -
11012	Medco	081243930	Sam Splint 18" x 4.25"	Each	No	6	\$ 7.09	\$ 42.54	\$ 9.31	\$ 55.86	\$ 6.69	\$ 40.14	\$ 8.04	\$ 48.24		\$ -
11021	Medco	33100	Crutch Accessory Kit (Hand grips, arm pads, tips)	Kit	Yes	3	\$ 4.29	\$ 12.87	\$ 5.71	\$ 17.13	\$ 25.18	\$ 75.54	\$ 13.21	\$ 39.63		\$ -
11025	Medco	81293431	Rolyan aluminum finger splint 1/2"	12/Box	Yes	1	\$ 12.38	\$ 12.38		\$ -	\$ 19.63	\$ 19.63	\$ 20.21	\$ 20.21		\$ -
11026	Alert Services	107300006	Walker boot equalizer ~ Medium	Each	No	3	\$ 33.78	\$ 101.34	\$ 58.64	\$ 175.92	\$ 46.03	\$ 138.09	\$ 33.75	\$ 101.25		\$ -
11027	Alert Services	107300008	Walker boot equalizer ~ Large	Each	No	3	\$ 33.78	\$ 101.34	\$ 58.64	\$ 175.92	\$ 46.03	\$ 138.09	\$ 33.75	\$ 101.25		\$ -
12000	HYDROCOLLATOR SUPPLIES															
13000	HOT & COLD PACKS															
13002	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -
13008	Medco	263552	Reusable Hot/Cold Gel Packs, 6" x 9"	Each	Yes	5	\$ 1.30	\$ 6.50	\$ 1.75	\$ 8.75	\$ 2.29	\$ 11.45	\$ 21.93	\$ 109.65	\$ 27.91	\$ 139.55
14000	DRINKING SUPPLIES, COOLERS, & CUPS															
14001	School Health	38501	"G" Series Performance Package	Program	No	12	\$ 265.00	\$ 3,180.00	\$ 265.00	\$ 3,180.00	\$ 265.00	\$ 3,180.00		\$ -	\$ 147.88	\$ 1,774.56
14002	Medco	53293M	Cooler: (Rubbermaid/Gatorade) 5 gallon	Each	Yes	3	\$ 44.99	\$ 134.97	\$ 49.70	\$ 149.10	\$ 46.00	\$ 138.00		\$ -	\$ 51.46	\$ 154.38
14003	Alert Services	49549033	Cooler: (Rubbermaid/Gatorade) 7 gallon	Each	Yes	1		\$ -		\$ -		\$ -		\$ -		\$ -

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							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports	
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost
14004	Medco	73103	Cooler: (Rubbermaid/Gatorade) 10 gallon	Each	Yes	2	\$ 112.49	\$ 224.98	\$ 111.59	\$ 223.18	\$ 115.00	\$ 230.00	\$ 197.44	\$ 394.88	\$ 137.56	\$ 275.12
14009	Medco	39690	Gatorade Thirst Quencher: Lemon-Lime, Gallon Pkg	40/Case	No	1	\$ 78.74	\$ 78.74	\$ 93.72	\$ 93.72	\$ 85.71	\$ 85.71	\$ 168.69	\$ 168.69	\$ 92.59	\$ 92.59
14013	Alert Services	4192353	Cup: Paper 7 oz flat bottom, Gatorade or equal	2,000/Case	Yes	33	\$ 87.45	\$ 2,885.85	\$ 98.51	\$ 3,250.83	\$ 85.00	\$ 2,805.00	\$ 133.01	\$ 4,389.33	\$ 94.98	\$ 3,134.34
14014	Alert Services	4192353	8 oz Flat Bottom Gatorade Cups - No Program Affiliation	2,000/Case	No	24	\$ -	\$ -	\$ 98.51	\$ 2,364.24		\$ -		\$ -		\$ -
14020	School Health	38141	Gatorade Instant Powder, Riptide Rush Frost, 6 Gallon 14 / case	Each	No	2	\$ 141.21	\$ 282.42	\$ 147.60	\$ 295.20	\$ 143.00	\$ 286.00	\$ 168.69	\$ 337.38		\$ -
14021	School Health	38179	Gatorade Instant Powder, Glacier Freeze, 6 Gallon 14 / case	Each	No	1	\$ 141.21	\$ 141.21	\$ 147.60	\$ 147.60		\$ -	\$ 168.69	\$ 168.69		\$ -
14022	School Health	38016	Gatorade Instant Powder, Fruit Punch, 6 Gallon 14 / case	Each	No	1	\$ 141.21	\$ 141.21	\$ 93.72	\$ 93.72		\$ -	\$ 168.69	\$ 168.69		\$ -
15000	CUTTERS, FORCEPS, PINS, ETC.															
15001	Alert Services	135200800	Tape Cutter: Shark Style	Each	Yes	6	\$ 9.86	\$ 59.16	\$ 10.96	\$ 65.76	\$ 10.37	\$ 62.22	\$ 9.99	\$ 59.94	\$ 12.83	\$ 76.98
15002	Alert Services	135200802	Refill Cartridge for above	Each	Yes	9	\$ 9.39	\$ 84.51	\$ 3.28	\$ 29.52	\$ 31.09	\$ 279.81	\$ 3.06	\$ 27.54	\$ 41.70	\$ 375.30
15007	Alert Services	7770286	Clipper: Fingernail 2 1/4" Stainless Steel	Each	Yes	3	\$ 4.64	\$ 13.92	\$ 0.47	\$ 1.41	\$ 0.45	\$ 1.35	\$ 0.60	\$ 1.80		\$ -
15008	Medco	48135M	Clipper: Toenail 3 3/4" Stainless Steel	Each	Yes	1	\$ 0.61	\$ 0.61	\$ 0.54	\$ 0.54	\$ 0.72	\$ 0.72	\$ 0.75	\$ 0.75		\$ -
15009	Medco	31025M	Safety Pins: Size #2, gross Stainless Steel	Bag	Yes	1		\$ -	\$ 1.81	\$ 1.81		\$ -	\$ 2.21	\$ 2.21		\$ -
15013	Alert Services	AS SPEC	Super Pro 10 Scissors	Each	No	3	\$ 33.11	\$ 99.33	\$ 38.42	\$ 115.26	\$ 36.40	\$ 109.20		\$ -		\$ -
16000	TEXTILES & PLASTIC BAGS															
16001	Henry Schein	1190314	Plastic Bags: 6" x 8 zipper top"	100/Box	Yes	9	\$ 2.20	\$ 19.80	\$ 3.59	\$ 32.31	\$ 3.10	\$ 27.90	\$ 3.38	\$ 30.42		\$ -
16002	School Health	21039	Plastic Bags: 6 3/4" x 8" baggies	80/Box	Yes	1	\$ 4.45	\$ 4.45	\$ 2.24	\$ 2.24		\$ -		\$ -		\$ -
16003	Alert Services	380030801	Plastic Bags: Snap*Off 9.5" x 18" 1.25 mil, CRAMER	1,500/Roll	No	4	\$ 84.45	\$ 337.80	\$ 96.72	\$ 386.88	\$ 89.98	\$ 359.92		\$ -		\$ -
16004	Medco	268323	Ice bags, 10" x 18"	1,500/Case	Yes	5	\$ 42.60	\$ 213.00	\$ 70.85	\$ 354.25	\$ 70.45	\$ 352.25	\$ 97.19	\$ 485.95	\$ 109.08	\$ 545.40
16006	Medco	65601	Tissue: Kleenex Brand 2 ply	36 Bxs/Case	No	24	\$ 72.92	\$ 1,750.08	\$ 72.90	\$ 1,749.60	\$ 61.92	\$ 1,486.08		\$ -		\$ -
16007	Medco	52055M	Towels: Crosstex white, 3 ply, 19" x 13"	500/Case	No	23	\$ 29.00	\$ 667.00	\$ 25.17	\$ 578.91	\$ 36.73	\$ 844.79		\$ -		\$ -
16008	Medco	81697754	Towels: White cotton, 20" x 40" (approx.)(51 lbs)	Dozen	Yes	22	\$ 101.10	\$ 2,224.20	\$ 16.09	\$ 353.98	\$ 34.60	\$ 761.20	\$ 17.50	\$ 385.00	\$ 39.52	\$ 869.44
16009	Medco	96020	Towels: White Cotton, 16" x 27" (approx.)(51 lbs)	Dozen	Yes	6	\$ 23.95	\$ 143.70	\$ 22.88	\$ 137.28	\$ 22.19	\$ 133.14	\$ 12.40	\$ 74.40		\$ -
17000	STETHOSCOPES & THERMOMETERS															

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							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports	
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost
17007	School Health	21431	Welch Allyn Sure Temp Disposable Probe Covers	250/Box	No	1	\$ 10.50	\$ 10.50	\$ 10.58	\$ 10.58	\$ 10.20	\$ 10.20		\$ -		\$ -
17011	School Health	21250	Exergen Thermometer Probe Covers	50/Tube	No	30	\$ -	\$ -	\$ 4.74	\$ 142.20	\$ 11.80	\$ 354.00		\$ -		\$ -
17012	School Health	21250	Exergen Ear Thermometer Probe Covers	50/Tube	No	2	\$ -	\$ -	\$ 4.74	\$ 9.48		\$ -		\$ -		\$ -
18000	BRACES & SUPPORTS															
18001	Perform Better	122024	Perform Better Economy Adjustable Slant Board	Each	No	1	\$ -	\$ -		\$ -	\$ 142.92	\$ 142.92		\$ -		\$ -
18004	Medco	41915	Heel Cups: Tuli's brand, Large	Pair	No	3	\$ 4.75	\$ 14.25		\$ -	\$ 7.34	\$ 22.02	\$ 6.53	\$ 19.59		\$ -
18006	Medco	37961	Neoprene Thigh support Size Medium	Each	Yes	16	\$ 2.77	\$ 44.32	\$ 9.78	\$ 156.48	\$ 5.86	\$ 93.76	\$ 7.75	\$ 124.00		\$ -
18007	Medco	37962	Neoprene Thigh Support Size Large	Each	Yes	13	\$ 2.77	\$ 36.01	\$ 9.78	\$ 127.14	\$ 5.86	\$ 76.18	\$ 7.75	\$ 100.75		\$ -
18008	Medco	37963	Neoprene Thigh Support Sixe XLarge	Each	Yes	10	\$ 2.77	\$ 27.70	\$ 9.78	\$ 97.80	\$ 5.86	\$ 58.60	\$ 7.75	\$ 77.50		\$ -
18009	Alert Services	50170002	Open Patella neoprene knee sleeve Pro/McDavid/Sup.Supp/Depuy: Sz Sm	Each	Yes	11	\$ 10.83	\$ 119.13	\$ 9.94	\$ 109.34	\$ 8.44	\$ 92.84	\$ 7.75	\$ 85.25		\$ -
18010	Alert Services	50170003	Open Patella neoprene knee sleeve Pro/McDavid/Sup.Supp/Depuy: Sz Med	Each	Yes	11	\$ 10.83	\$ 119.13	\$ 9.94	\$ 109.34	\$ 8.44	\$ 92.84	\$ 7.75	\$ 85.25		\$ -
18011	Alert Services	50170004	Open Patella neoprene knee sleeve Pro/McDavid/Sup.Supp/Depuy: Sz L	Each	Yes	11	\$ 10.83	\$ 119.13	\$ 9.94	\$ 109.34	\$ 8.44	\$ 92.84	\$ 7.75	\$ 85.25		\$ -
18012	Alert Services	50170005	Open Patella neoprene knee sleeve Pro/McDavid/Sup.Supp/Depuy: Sz XL	Each	Yes	11	\$ 10.83	\$ 119.13	\$ 9.94	\$ 109.34	\$ 8.44	\$ 92.84	\$ 8.15	\$ 89.65		\$ -
18013	Medco	37911	Neoprene elbow support Size medium	Each	Yes	5	\$ 7.75	\$ 38.75		\$ -	\$ 8.31	\$ 41.55	\$ 7.50	\$ 37.50		\$ -
18014	Medco	37912	Neoprene elbow Support Size large	Each	Yes	5	\$ 7.75	\$ 38.75		\$ -	\$ 8.31	\$ 41.55	\$ 7.50	\$ 37.50		\$ -
18015	Medco	37913	Neoprene elbow support Size XLarge	Each	Yes	5	\$ 7.75	\$ 38.75		\$ -	\$ 8.31	\$ 41.55	\$ 7.50	\$ 37.50		\$ -
18018	Alert Services	3941630	Thermal neoprene toe caps	Pair	Yes	4	\$ 5.91	\$ 23.64		\$ -	\$ 11.19	\$ 44.76	\$ 12.64	\$ 50.56		\$ -
18019	Alert Services	5191643	Jumpers Knee Strap	Each	Yes	7	\$ 7.08	\$ 49.56	\$ 7.51	\$ 52.57	\$ 11.95	\$ 83.65	\$ 5.25	\$ 36.75	\$ 8.77	\$ 61.39
18020	Alert Services	178120120	Universal Knee Immobilizer - ADULT	Each	Yes	8	\$ 26.07	\$ 208.56	\$ 63.07	\$ 504.56	\$ 21.15	\$ 169.20	\$ 26.34	\$ 210.72		\$ -
18021	Alert Services	7771915	Arm Sling, One Size Fits All	Each	Yes	5	\$ 11.98	\$ 59.90	\$ 7.05	\$ 35.25	\$ 6.33	\$ 31.65	\$ 2.78	\$ 13.90	\$ 8.96	\$ 44.80
18027	Medco	81595909	Cramer Heel & Lace Pads	2000/Case	Yes	2	\$ 22.30	\$ 44.60	\$ 26.08	\$ 52.16	\$ 24.48	\$ 48.96	\$ 23.55	\$ 47.10	\$ 39.91	\$ 79.82
18028	Alert Services	135279900	Cramer Groin & Hip Strain Spica Brace	Each	No	6	\$ 23.20	\$ 139.20	\$ 23.98	\$ 143.88	\$ 23.19	\$ 139.14	\$ 22.53	\$ 135.18		\$ -
18030	School Health	1006320	Shock Doctor 875 Ultra Knee Support Large	Each	No	1	\$ -	\$ -	\$ 61.36	\$ 61.36	\$ 50.42	\$ 50.42		\$ -		\$ -
18031	School Health	1006321	Shock Doctor 875 Ultra Knee Support X-Large	Each	No	1	\$ -	\$ -	\$ 61.36	\$ 61.36		\$ -		\$ -		\$ -

2024-25 Health & Trainer Supplies - Bidder Form

2024-25 Health & Trainer Supplies - Bidder Form																	
							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports		
							\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56		
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	
19000	MISCELLANEOUS SUPPLIES																
19002	Medco	81686898	StipTik Swabpoules, .7ml	10/Pkg	No	2	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	
19003	Henry Schein	7193799	Flashlight batteries: D	Each	Yes	4	\$ -	\$ -	\$ 1.50	\$ 6.00	\$ 6.93	\$ 27.72	\$ 3.14	\$ 12.56		\$ -	
19004	Henry Schein	1358847	Flashlight batteries : AA	8/Pack	Yes	21	\$ -	\$ -	\$ 9.27	\$ 194.67	\$ 8.19	\$ 171.99	\$ 2.04	\$ 42.84		\$ -	
19005	Henry Schein	7193256	Flashlight batteries: AAA	4/Pack	Yes	28	\$ -	\$ -	\$ 3.32	\$ 92.96	\$ 8.19	\$ 229.32	\$ 2.00	\$ 56.00		\$ -	
19006	Medco	48012	Penlight: Disposable with clip	6/Pkg	Yes	7	\$ 4.11	\$ 28.77	\$ 6.37	\$ 44.59	\$ 5.31	\$ 37.17	\$ 7.20	\$ 50.40		\$ -	
19007	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -	
19008	Medco	81014711	Ultra Sound Gel	5 L	Yes	1	\$ 10.71	\$ 10.71	\$ 21.65	\$ 21.65	\$ 19.23	\$ 19.23	\$ 12.06	\$ 12.06		\$ -	
19009	Medco	263024	Digital Timer	Each	Yes	11	\$ 6.30	\$ 69.30	\$ 13.92	\$ 153.12	\$ 12.28	\$ 135.08	\$ 11.53	\$ 126.83		\$ -	
19032	Item Eliminated							\$ -		\$ -		\$ -		\$ -		\$ -	
19033	Henry Schein	6350148	Orange Sticks	144/box	Yes	2	\$ 6.13	\$ 12.26		\$ -	\$ 5.32	\$ 10.64		\$ -		\$ -	
19038	School Health	49145	Hygea Personal Cleansing Cloths, 48 package	Each	Yes	10	\$ 20.65	\$ 206.50	\$ 2.29	\$ 22.90	\$ 3.27	\$ 32.70		\$ -		\$ -	
20000	INFECTIOUS CONTROL PRODUCTS																
20001	Henry Schein	5903688	Purell Hand Sanitizer - Wipes, SHS#V49-119	175/Cann	No	3	\$ 10.74	\$ 32.22		\$ -	\$ 5.95	\$ 17.85		\$ -		\$ -	
20002	Medco	264871	Purell Hand Sanitizer - Gel, SHS#V34-404	4 oz	No	16	\$ 2.54	\$ 40.64	\$ 2.89	\$ 46.24	\$ 1.90	\$ 30.40	\$ 2.84	\$ 45.44		\$ -	
20003	Medco	269601	Purell Hand Sanitizer - Gel, SHS#V34-405	12 oz	No	19	\$ 4.65	\$ 88.35	\$ 5.61	\$ 106.59	\$ 4.65	\$ 88.35	\$ 6.39	\$ 121.41		\$ -	
20004	Henry Schein	9480006	Purell Hand Sanitizer - Gel, pump bottle, SHS #V34-379	2 L	No	11	\$ -	\$ -		\$ -	\$ 16.03	\$ 176.33		\$ -		\$ -	
20005	Alert Services	52530024	Cavacide spray, SHS#C50046	24 oz	No	16	\$ 9.45	\$ 151.20	\$ 11.27	\$ 180.32	\$ 11.30	\$ 180.80	\$ 11.08	\$ 177.28		\$ -	
20007	School Health	54590	CPR Microkey (black nylon case)	Each	Yes	8	\$ -	\$ -	\$ 5.98	\$ 47.84		\$ -		\$ -		\$ -	
20010	Medco	69411	Cavicide surface disinfectant, spray bottle	8 oz	No	2	\$ -	\$ -		\$ -	\$ 11.30	\$ 22.60		\$ -		\$ -	
20011	Medco	69410	Cavicide surface disinfectant	Gallon	No	16	\$ 26.42	\$ 422.72	\$ 28.42	\$ 454.72	\$ 29.51	\$ 472.16	\$ 27.50	\$ 440.00		\$ -	
20015	Medco	51017M	Sani*cloth germicidal disposable cloth, 6" x 6.75"	160/Pkg	No	15	\$ 6.15	\$ 92.25	\$ 7.29	\$ 109.35	\$ 5.66	\$ 84.90		\$ -		\$ -	
20017	Alert Services	23015948	Clorox Germicidal Wipes	75/Can	No	11	\$ 33.74	\$ 371.14	\$ 6.72	\$ 73.92	\$ 12.55	\$ 138.05	\$ 7.60	\$ 83.60		\$ -	
21000	EXAM GLOVES, MASKS, & GOWNS																

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							Medco Bid		School Health		Henry Schein		Alert Services		BSN Sports		
								\$ 12,511.62		\$ 6,764.32		\$ 15,479.94		\$ 3,632.95		\$ 1,774.56	
ITEM#	Reference Vendor	Reference Item #	ITEM DESCRIPTION	Unit of Measure (UOM)	SUBSTITUTE ALLOWED?	Quantity Required	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	Unit Price Bid	Total Cost	
21001	Medco	268839	Vinyl Exam Gloves, Medium	100/Box	Yes	10	\$ 3.00	\$ 30.00	\$ 6.04	\$ 60.40	\$ 3.38	\$ 33.80	\$ 3.95	\$ 39.50		\$ -	
21003	Alert Services	14602738	Nitrile exam gloves, powder-free, blue, X-Large	100/Box	Yes	57	\$ 4.14	\$ 235.98	\$ 5.56	\$ 316.92	\$ 4.81	\$ 274.17	\$ 3.96	\$ 225.72		\$ -	
21004	Alert Services	14602736	Nitrile exam gloves, powder-free, blue, Large	100/Box	Yes	77	\$ 5.72	\$ 440.44	\$ 5.56	\$ 428.12	\$ 4.81	\$ 370.37	\$ 3.96	\$ 304.92		\$ -	
21005	Alert Services	14602734	Nitrile exam gloves, powder-free, blue, Medium	100/Box	Yes	62	\$ 5.75	\$ 356.50	\$ 5.56	\$ 344.72	\$ 4.81	\$ 298.22	\$ 3.96	\$ 245.52		\$ -	
21006	Alert Services	14602732	Nitrile exam gloves, powder-free, blue, Small	100/Box	Yes	21	\$ 5.72	\$ 120.12	\$ 5.56	\$ 116.76	\$ 4.81	\$ 101.01	\$ 3.96	\$ 83.16		\$ -	
21008	Alert Services	138002	N95 Particulate Face Mask	EACH	Yes	50	\$ 1.37	\$ 68.30	\$ 4.29	\$ 214.50	\$ 1.19	\$ 59.50	\$ 4.59	\$ 229.50		\$ -	
21009	Medco	7103016	Procedure Face Mask, Earloop, Anti-Fog (non-N95)	50/Box	Yes	18	\$ 12.75	\$ 229.50	\$ 14.68	\$ 264.24	\$ 17.49	\$ 314.82	\$ 7.50	\$ 135.00		\$ -	
21010	Henry Schein	1264028	Disposable Isolation Gown, XXL	10/Pack	Yes	4	\$ 14.91	\$ 59.64		\$ -	\$ 42.49	\$ 169.96	\$ 44.00	\$ 176.00		\$ -	
21011	Alert Services	15201847	Disposable Nurse Caps (21" Diameter)	100/Box	Yes	3	\$ -	\$ -	\$ 9.29	\$ 27.87	\$ 12.49	\$ 37.47		\$ -		\$ -	
21012	School Health	1037519	Non Woven Disposable Anti-Slip Shoe Covers	100/Box	Yes	3	\$ -	\$ -	\$ 21.99	\$ 65.97	\$ 12.23	\$ 36.69		\$ -		\$ -	
22000	INSECT TREATMENTS																
22001	Alert Services	4700569	Insect Repellent, spray pump	6 oz	Yes	4	\$ 8.54	\$ 34.16	\$ 7.01	\$ 28.04		\$ -	\$ 6.01	\$ 24.04		\$ -	
22002	Medco	242649	Sting-Kill Swabs	10/Unit	No	20	\$ 2.16	\$ 43.20	\$ 4.97	\$ 99.40	\$ 4.93	\$ 98.60	\$ 2.10	\$ 42.00		\$ -	
23000	TUBING, TRAINING BANDS, & STRENGTHENERS																
23006	School Health	62319	TheraBand Prof. Resistance Bands, Green, LATEX FREE	50 yd/Roll	No	1	\$ 86.83	\$ 86.83	\$ 92.00	\$ 92.00	\$ 93.64	\$ 93.64		\$ -		\$ -	
23011	Alert Services	1005522	TheraBand Prof. Resistance Tubing, Red	100 ft/Roll	No	1	\$ 46.17	\$ 46.17	\$ 36.01	\$ 36.01	\$ 52.26	\$ 52.26	\$ 47.25	\$ 47.25		\$ -	
23012	Alert Services	1005523	TheraBand Prof. Resistance Tubing, Green	100 ft/Roll	No	1	\$ 50.20	\$ 50.20	\$ 39.61	\$ 39.61	\$ 56.81	\$ 56.81	\$ 51.36	\$ 51.36		\$ -	
23015	Medco	81053354	Perform Better, Stretch Out Strap, Original	Each	No	7	\$ 9.09	\$ 63.63	\$ 13.77	\$ 96.39	\$ 18.19	\$ 127.33	\$ 31.50	\$ 220.50		\$ -	
23016	Medco	269031 (x10)	Perform Better, First Place Mini-Bands, Green	10/Pack	No	4	\$ 28.50	\$ 114.00		\$ -		\$ -		\$ -		\$ -	
23017	Medco	269032	Perform Better, First Place Mini-Bands, Blue	10/Pack	No	2	\$ 28.50	\$ 57.00		\$ -	\$ 37.71	\$ 75.42		\$ -		\$ -	
23019	Perform Better	2201-18	Perform Better, Elite Molded Foam Roller, 18"	Each	No	2	\$ -	\$ -		\$ -	\$ 12.99	\$ 25.98		\$ -		\$ -	
23020	Medco	81597608	Perform Better, Tiger Tail, 22"	Each	No	3	\$ 27.98	\$ 83.94	\$ 41.87	\$ 125.61	\$ 42.71	\$ 128.13	\$ 28.35	\$ 85.05		\$ -	
23022	Alert Services	10000852	Power Web Hand Strengthener, Red	Each	No	2	\$ 19.88	\$ 39.76	\$ 20.01	\$ 40.02	\$ 13.83	\$ 27.66	\$ 17.68	\$ 35.36		\$ -	
23023	Henry Schein	9603306	Power Web Hand Strengthener, Green	Each	No	1	\$ 19.88	\$ 19.88	\$ 20.01	\$ 20.01	\$ 13.83	\$ 13.83	\$ 19.04	\$ 19.04		\$ -	

2024-25 Health & Trainer Supplies - Bidder Form

[illegible]



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: May 9, 2024

To: Board of Education

From: Kellee Janus, Insurance Supervisor
Tim Keeley, Associate Superintendent for Business Services

Subject: Action - Benefit Administration System Procurement Project

Background

Over the past several years, there have been significant changes in the Benefit Platform industry that have led to the transformation from a manual paper-heavy process, to an automated, virtual experience of benefit administration.

In 2022, the District partnered with American Fidelity to help ease the transition and provide educational opportunities for employees. While a step in the right direction, the pace at which technology has improved has unfortunately outgrown our current model of benefit administration.

As a result, in December 2023, the Insurance Department along with the District's Insurance Committee partnered with Gallagher's Benefit Technology Team to begin the search for a new Benefit Administration Platform.

In the Request for Proposal process, the District went through a rigorous internal review and discussed with each Insurance Committee member the most important features and pain points of our current benefit administrative processes. The data collected was then applied to the interviews and questionnaires presented to five leading vendors in the benefit platform industry, (B Swift, Businessolver, Emyprean, Benefitfocus and PlanSource).

Executive Summary

The District received responses from five firms as a result of this solicitation and narrowed down to three candidates: B Swift, Businessolver and Emyprean. Each candidate submitted a proposal for a 3-year agreement including the following services: comprehensive benefits administration system, spending account administration, ACA reporting and COBRA services.

After a comprehensive 3-round interview process, the leading candidate was Businessolver, a Iowa-based company that provides one single database for employees and employer administration, including administration of COBRA, Flexible Spending and Health Savings Accounts. They also offer a very intuitive, Artificial Intelligence driven decision support tool that will be beneficial to employees as we transition away from live, one-on-one support. The other firms fell short in these areas and also did not offer a quality employee portal, when compared to Businessolver.

Administration, in conjunction with legal counsel and the vendor, negotiated appropriate terms and conditions for this contract.

Recommendation

We respectfully recommend that the Board of Education approve this Benefit Administration System procurement project at this time.

MASTER SERVICES AGREEMENT

This Master Services Agreement (the "Agreement") is entered into as of this ____ day of _____ 2024 (the "Effective Date"), by and between:

Businesssolver.com, Inc.
1025 Ashworth Road
West Des Moines, IA 50265
("Businesssolver")

Township High School District 214
2121 S. Goebbert Road
Arlington Heights, IL 60005
("Customer")

RECITALS

WHEREAS, Businesssolver provides a variety of technical services relating to the communication and automation of employee benefits through the Internet; and

WHEREAS, Customer wants Businesssolver to provide it with certain technical services.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises herein, and other good and valuable consideration, the parties agree as follows:

AGREEMENT

ARTICLE 1. DEFINITIONS

Section 1.1. "Agreement" refers to this Master Services Agreement all Schedules and any other documents incorporated herein.

Section 1.2. "Benefitsolver.com®" means the enrollment and eligibility website provided by Businesssolver.

Section 1.3. "Customer Data" means all information and data inputted or otherwise submitted by Customer through the use of the Services.

Section 1.4. "Confidential Information" includes, but is not limited to, technical information, information about product plans and strategies, promotions, customers and related technical financial or business information which the disclosing party (the "Disclosing Party") considers to be confidential information of the Disclosing Party or its suppliers or licensors. Confidential Information shall be (a) written information received by the receiving Party (the "Receiving Party") which is marked or identified as confidential; or (b) oral or visual (or other non-tangible format) information identified as confidential promptly after such disclosure; or (c) information which a reasonable person under the circumstances would know the Disclosing Party intended to be treated as Confidential Information. The Services, all user names and passwords and any documentation, release notes, collateral materials, operating instructions and information related to system performance provided by Businesssolver shall be considered Confidential Information. Customer Data shall be considered Confidential Information (and handled in accordance with the terms herein), regardless of whether it has been identified as such.

Section 1.5. "Documentation" means the online distributed user instructions, release notes, manuals, processes, procedures, and system-build documents as updated by Businesssolver from time to time, in the form generally made available by Businesssolver, regarding the use of the Services.

Section 1.6. "Go-Live" means the date in which Customer's census data is available for use in a production environment of Benefitsolver.com® and Customer and its employees have access to the system.

Section 1.7. "Plan" means any health, welfare, or employee benefit administered under this Agreement.

Section 1.8. "Intellectual Property" means any and all intellectual property rights, recognized in any country or jurisdiction in the world, now or hereafter existing, and whether or not perfected, filed or recorded, including without limitation inventions, technology, patent rights, copyrights, trade secrets, trademarks, service marks, trade dress, methodologies, procedures, processes, know-how, tools, utilities, techniques, various concepts, ideas, methods, models, template, software, source code, algorithms, the generated features of the structure, sequence and organization of software, user interfaces and screen designs, general purposes consulting and software tools, utilities and routines, and logic, coherence and methods of operation of systems, training methodology and materials, which Businesssolver has created, acquired or otherwise has rights in, and may, in connection with the performance of Services hereunder, create, employ, provide, modify, acquire or otherwise obtain rights in.

Section 1.9. "Schedule(s)" means those ancillary documents, including statements of work, attached hereto and incorporated into this Agreement which may contain service-specific terms and conditions between Customer and Businesssolver.

Section 1.10. "Services" means collectively Benefitsolver.com® and other technical services relating to the communication and automation of employee benefits through the Internet and provided by Businesssolver as contemplated by this Agreement.

Section 1.11. "Term", "Initial Term", and "Renewal Term" are defined in Section 5.

Section 1.12. Headings. The titles and subtitles used in this Agreement are used for convenience only and are not to be considered in construing or interpreting this Agreement.

ARTICLE 2. SERVICES

Section 2.1. Generally. Subject to Customer's compliance with this Agreement and timely payment of the applicable fees, Businesssolver shall make the Services specified in the Schedules available to Customer in accordance with terms as stated herein and for the Term of the Agreement.

Section 2.2. Environment. Businesssolver will provide access to and use of the Service for the Term. Customer shall

provide its own equipment and communication means (and be responsible for all expenses relating thereto) for accessing and utilizing the Services. Customer is aware that the connection of Customer's system and data to the Internet exposes such system and data to potential unauthorized access by others, to possible contamination through viruses and to other potential adverse consequences. Businessolver shall not be responsible for any of the foregoing events should they occur.

Section 2.3. Responsibilities. This Agreement does NOT, nor shall it be construed to, relieve Customer of any of its fiduciary responsibilities to properly administer its group health plan(s) or any liability to conform such plans(s) to the provisions of the Internal Revenue Code of 1986, as amended, the Consolidated Omnibus Budget Reconciliation Act ("COBRA"), as amended the Healthcare Insurance Portability and Accountability Act (HIPAA), the Patient Protection and Affordable Care Act ("ACA"), as amended or the Employee Retirement Income Security Act ("ERISA"), as amended. Businessolver shall perform the Services in accordance with a reasonable good faith interpretation of all applicable laws and regulations to which Businessolver is subject in the performance of the Services. Except for such responsibilities assumed by Businessolver in Schedule A, Customer will be responsible for (i) compliance with all laws and governmental regulations affecting its business, and (ii) any use Customer may make of the Services to assist it in complying with such laws and governmental regulations. Businessolver shall not be obligated to perform the Services and shall not incur any liability with respect thereto, if Customer fails to (i) meet its Responsibilities as set out on the Schedules, (ii) timely provide accurate information needed by Businessolver, as reasonably requested by Businessolver, or (iii) otherwise reasonably cooperate with Businessolver. Businessolver has no fiduciary responsibility for payment owed to vendor. Customer acknowledges that it is their responsibility to ensure that their carriers/vendors are paid timely and within all grace periods. Customer remains the administrator under the Plan for all purposes and as such retains full fiduciary responsibility and liability under all federal and state laws and regulations. Customer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

Section 2.4. Customer Contact. Customer shall provide Businessolver with good faith cooperation and access to such information, facilities, personnel and equipment as may be reasonably required by Businessolver in order to provide the Services hereunder. Prior to the commencement of Businessolver's provision of Services, Customer shall designate in writing to Businessolver the name or names of one or more persons who shall serve as Businessolver's designated contact for the Services and as project manager for the implementation of the Services ("Customer Contact"). Customer hereby represents and warrants to Businessolver that Customer Contact has, and shall at all times have, the requisite authority to (i) transmit information, directions and instructions on behalf of Customer and each Plan administrator of each separate Plan and (ii) communicate any approvals (other than amendments to this Agreement), requests, notices, or other communications required

or permitted under this Agreement (including, without limitation, changes) or requested by Businessolver in connection with Services. Businessolver is not obligated to verify any Customer-directed requests.

Section 2.5. Not a Benefit Guarantor. Businessolver shall not be liable, nor advance its own funds, for the payment of claims under the Plan. Businessolver does not insure, underwrite, or guarantee Customer's liability to provide benefits or the payment of any benefits due under the Plan. Customer shall have full responsibility and liability for payment of claims in accordance with the provisions of the Plan. Businessolver shall not be liable or use its funds for damages related to an action for benefits against Customer, Businessolver, or the Plan. Customer is solely responsible for payroll reconciliation and any payroll audits related to any Plans. Businessolver will not be responsible or liable for any damages related to payroll reconciliation or payroll audits should they occur.

Section 2.6. Compliance. Businessolver is not responsible for qualification or compliance of the Plan, including any Consumer Directed Benefits Plan that may be offered, with ERISA, the Internal Revenue Code, or any other applicable laws, federal, state or local, for which the Plan sponsor or Plan administrator is responsible by law. Businessolver will not be held liable or responsible for any fees, penalties, or claims relating to requests Customer makes that are not in compliance with applicable laws, rules, or regulations.

Section 2.7. Expenses. Businessolver is not responsible for payment of any expense of the Plan, including, but not limited to, the fees of an attorney, accountant, or other individual or entity not employed by Businessolver who provides services to the Plan at the request of or with the prior consent of Customer.

ARTICLE 3. LIMITED RIGHTS AND OWNERSHIP

Section 3.1. Limited Rights. The rights of Customer to use the Services are limited to fulfilling Customer's own internal business needs during the Term. Only for the Term of this Agreement, Businessolver hereby grants Customer a limited, non-assignable (except as set forth herein), non-sublicensable, non-exclusive, royalty-free license to access and use the Services and Documentation, solely for its internal business purposes (including access and use by Customer and its end users).

Section 3.2. Restrictions on License of Software. Customer (including Customer's end users) agrees it will not: (i) make or distribute copies of the documentation provided by Businessolver or software licenses granted hereunder, in whole or in part, or assist others in doing so; (ii) alter or remove any copyright, trademark, or other proprietary notices appearing on or in the Businessolver software or related documentation; (iii) engage in any activity that interferes with, disrupts, damages or accesses in any unauthorized manner any software or website of Businessolver; (iv) modify, adapt, decompile, reverse engineer, disassemble or create derivative works of the software; (v) use the software in violation of any applicable law, rule or regulation; and (vi) transmit any harmful code through the Businessolver software.

Section 3.3. Businessolver Ownership. The Services, Documentation, Benefitsolver.com® and all software, equipment, infrastructure, websites and other materials provided by Businessolver or its third-party supplier in the performance of Services and all Intellectual Property embodied therein will at

all times remain the exclusive, sole and absolute property of Businessolver or its licensors. Customer shall not acquire any right, title or interest in, or perpetual user rights to, any Businessolver software to which Customer is provided access. Customer shall make no use whatsoever of any such software or documentation after termination of this Agreement and shall not disclose any portion of any such software to any other person.

Section 3.4. Customer Ownership. All Customer Data relating to the employer group membership will be the exclusive property of Customer. Notwithstanding the foregoing, Businessolver may use data and information used in or derived from the operation of Customer's enrollment and eligibility website for the purpose of performing the Services. Businessolver may de-identify data relating to the employer group in accordance with the standards set forth in 45 C.F.R. 164.514(b) and may use, analyze, reproduce, process, store, distribute or disclose such de-identified data at its discretion unless prohibited by applicable law.

Section 3.5. Businessolver is Not an Editor. Businessolver has no responsibility for screening, editing, or monitoring the data entry to Benefitsolver.com®. Customer shall indemnify, defend and hold Businessolver (and its agents, employees, shareholders and owners) harmless from any and all liabilities, claims, penalties, damages, suits, and the costs and expenses incident thereto (including the costs and expenses of defense, settlement and attorneys' fees) resulting from any data or information provided by Customer, Customer's representatives or Customer's participants in any plan, via direct data entry, telephone request or import file. Customer, and not Businessolver, is responsible for approving plan configurations and rates.

ARTICLE 4. FEES & PAYMENT

Section 4.1. Fees. Customer shall pay Businessolver fees as described in Schedule B. Businessolver may increase the fees at any time during the Initial Term or any renewal term if a Customer-supporting third-party supplier increases the fees to be paid by Businessolver, with such increase being limited to the amount of increase in Businessolver's fee to the third-party supplier. Customer-supporting third-party supplier fees include printing, postage, Language Line, and any other fees mutually agreed upon by the parties, which such agreement shall not be unreasonably withheld or delayed. Customer shall pay all invoices within ninety (90) days from the date of invoice. Payments from Customer shall be made accordance with (50 ILCS 505/) Local Government Prompt Payment Act

Section 4.2. Expenses. In addition to the fees payable by Customer to Businessolver outlined in Schedule B, Customer agrees to reimburse Businessolver for its actual out-of-pocket expenses incurred in the performance of Services pursuant to this Agreement including travel, lodging, meals, et cetera. All such expenses shall be approved by Customer in advance.

Section 4.3. Taxes. All fees and other charges described in any invoice from Businessolver shall be deemed to be exclusive of all taxes and as well as any duties, levies or assessments (collectively "Taxes") and Customer shall be responsible for and pay all Taxes, however designated, which are based on this Agreement (excluding any Taxes assessed on Businessolver's income from this Agreement). If Customer provides Businessolver with a tax exemption certificate authorized by the appropriate taxing authority, Businessolver

shall not invoice, and Customer shall have no obligation to pay, the taxes covered by such certificate.

Section 4.4. Late Payments/Suspension. All overdue and undisputed payments to Businessolver shall bear interest at the rate of 1.0% per month or the maximum rate permitted by law (whichever is less). Without prejudice to any other rights set forth in this Agreement, Businessolver reserves the right to suspend Customer's access to the Services upon 30 days' prior notice if Customer is late paying any undisputed amounts due hereunder. Payments by Customer shall be subject to the provisions of (50 ILCS 505/) Local Government Prompt Payment Act.

Section 4.5. Disputes. Any disputes by Customer for invoices must be raised in good faith by the Customer and provided in writing within ten (10) days of receipt of such invoice. A dispute will not relieve Customer of its payment obligations under this Section 4.

Section 4.6. Suspension of Service Fees. If at any time during the term of this Agreement Businessolver fails to deliver products or Services agreed to in writing by Businessolver, and such failure continues for thirty (30) days beyond the date established by Businessolver for delivery to Customer, Customer may suspend its monthly payments to Businessolver for such Services until such time as Businessolver delivers the products or Services to Customer, at which time all Customer monthly payment obligations will thereafter resume on the first day of the next calendar month.

ARTICLE 5. TERM & TERMINATION

Section 5.1. Term. The Initial Term of this Agreement will begin on the Effective Date and expire on October 31, 2027 (the "Initial Term"); provided, however, that the parties will come together to discuss a renewal term no less than ninety (90) days before the expiration of the Initial Term. The Initial Term and Renewal Term may collectively be referred to as the "Term".

Section 5.2. Termination. This Agreement may also be terminated during any Term as follows:

5.2.1. Bankruptcy. In the event Businessolver or Customer during the Term, (i) files a petition for protection under the United States Bankruptcy Code or the equivalent law in another country, (ii) is the subject of an involuntary petition under the United States Bankruptcy Code or the equivalent law in another country, or (iii) voluntarily or involuntarily surrenders its assets to a creditor(s), the other party may terminate this Agreement by providing written notice of such termination to the bankrupt or insolvent party.

5.2.2. Default. Either party may terminate this Agreement if the other party fails to perform or observe any of the terms or provisions of this Agreement provided the non-defaulting party gives the defaulting party a written notice specifying in reasonable detail the nature of the defaulting party's default and advising that the defaulting party has thirty (30) days from the deemed delivery date of the notice to cure the default ("Cure Period"). If the defaulting party does not cure the default within the Cure Period, the non-defaulting party may terminate this Agreement by giving the defaulting party a second written notice advising of such termination. Any

termination of this Agreement under this Section shall take effect on the deemed delivery of the second notice.

Section 5.3. Effect of Expiration or Termination.

Upon expiration or termination of this Agreement for any reason whatsoever Businessolver has the right to terminate all licenses granted hereunder immediately at its sole discretion. In the event that Businessolver exercises this right, all exercise of activities permitted under such licenses shall cease and any and all documentation provided by Businessolver relating to the Services and Software must be destroyed, with confirmation of such to Businessolver.

Section 5.4. Transition Services. Upon the termination or cancellation of this Agreement and Customer's request, Businessolver shall provide to Customer a data export of the then-current plan year Customer Data to be provided to Customer's new system or vendor. Any additional work Customer requests of Businessolver will require the payment of an additional fee, based upon Businessolver's then-current hourly rate. Such transfer shall be performed and completed within ninety (90) days of notice of termination of this Agreement or within such time period as the parties may mutually agree.

Section 5.5. Open/Annual Enrollment During Term. Businessolver agrees to perform open/annual enrollment (OE) services, once annually, during the term of this Agreement. The parties agree Businessolver shall charge Customer additional OE service fees ("OE Fee") in the event any OE period represents a plan benefit year for which Businessolver does not provide Services under this Agreement for the full plan year. (Example: OE 2027 for benefit plan year 2028 and Customer terminates this agreement effective prior to the start of the new plan year, the OE Fee shall apply).

ARTICLE 6. PRIVACY AND CONFIDENTIALITY

Section 6.1. Privacy and Confidentiality. Each party agrees to process personal data in accordance with applicable data protection, privacy or similar laws that may apply to any personal data processed in connection with this Agreement. Each party acknowledges that, in the course of performing this Agreement, it may learn Confidential Information, and each party agrees hereby not to disclose any such Confidential Information to any other person or entity without consent from the other party, except to the extent, if any, to which a party may be compelled by law to make such a disclosure, in which event the party obliged to disclose shall notify the other party of the compulsion to disclose at the earliest moment possible, so that the party whose Confidential Information is to be disclosed may take action to quash or otherwise avoid or limit the disclosure.

Except with respect to personal data (including Protected Personal Health Information), Confidential Information shall not include information that a party can demonstrate: (i) was publicly available at the time of the disclosure, or later became publicly available through no act or omission of such party; (ii) was rightfully in such party's possession prior to the date of this Agreement; or (iii) was rightfully received by such party from a third party without obligation of confidentiality. Each party acknowledges that, in the course of performing this Agreement, it may learn Confidential Information or personal data about the persons or entities who are customers or consumers doing business with the other party (hereinafter "Private Information") and for which that other party may have a legal or contractual

duty to maintain the strictest confidentiality, and each party agrees hereby to maintain the strict confidentiality and not to disclose any such Private Information to any other person or entity without consent from the other party, except to the extent, if any, to which a party may be compelled by law to make such a disclosure, in which event the party obliged to disclose shall notify the other party of the compulsion to disclose at the earliest moment possible, so that the party having the direct duty of care with respect to the Private Information or the person or entity that is the subject of the Private Information may take action to quash or otherwise avoid or limit the disclosure.

As an independent contractor, records in the possession of Businessolver related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). Businessolver, at its own cost, shall immediately provide the Customer with any such records requested by the Customer to timely respond to any FOIA request received by the District. Businessolver and Customer will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If Businessolver refuses to provide a record that is the subject of a FOIA request to the Customer and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the Customer in relation to such refusal, Businessolver shall reimburse the Customer for all reasonable costs, including attorneys' fees, incurred by the Customer related to the FOIA request and records at issue. Businessolver further acknowledges that the Customer is subject to the Illinois Freedom of Information Act and the District's compliance with that Act shall not be a violation of the Agreement.

Without limiting the foregoing provisions on Privacy and Confidentiality, each party agrees to exercise, at a minimum, that same degree of care with respect to the protection from disclosure or misuse of Confidential Information and Private Information belonging to or originating with the other party that it does with respect to the protection of its own information of the same type, and each party will ensure that its respective employees, agents, contractors, subcontractors, and any other person or entity having access to Confidential Information or Private Information shall be informed of the obligations and duties of care hereunder. Each party agrees that it will use Confidential Information, Private Information, and its knowledge of the Plans solely for the purposes of this Agreement, and that it will not appropriate such information for its own use or to the use of any other person or entity.

During the Term of this Agreement, Businessolver shall maintain an information security policy and implement commercially reasonable industry standard controls that support the confidentiality, and availability of Customer Data. Customer shall ensure that only specifically authorized users have access to Businessolver software and will use best reasonable efforts to prevent unauthorized access, use, destruction, alternation or loss of information contained therein, including notifying its users of the restrictions set forth in this Agreement. Both Customer and Businessolver shall procure, use and maintain security tools and procedures consistent with industry standards and designed to protect and safeguard Customer data. These include, but are not limited to, implementing access controls, requiring the

encryption of personal or sensitive data, and performing periodic testing to verify the effectiveness of the tools utilized.

Section 6.2. Right to Suspend Services. Businesssolver may temporarily suspend Customer's access to any portion of the Services if Businesssolver reasonably believes in good faith that: (i) there is a threat or attack on the Services or other event that imminently threatens the security, integrity, or availability of the Services and Businesssolver temporarily suspends the same or substantially similar access to its other substantially similarly situated customers; (ii) Customer's use of the Services in violation of this Agreement materially disrupts or imminently threatens the security, integrity, or availability of the Services; or (iii) Customer is using the Services in violation of applicable laws and governmental regulations ((i) through (iii) collectively, "Service Suspensions"). Businesssolver shall provide prior written notice of any Service Suspension to Customer and, in the event of a Service Suspension pursuant to (ii) or (iii), shall work with Customer to cure the violation. Any Service Suspension shall be as limited in scope and duration as possible, and Businesssolver shall provide updates regarding resumption of Services following any Service Suspension. Other than the Customer's right to suspend its monthly payments to Businesssolver, pursuant to Section 4.6, Customer shall not be entitled to any compensation, including any service credits, for any Service Suspension; provided, however, that in the event of a Service Suspension pursuant to clause (i), Customer shall be entitled to a refund of the pro rata portion of the fees paid to Businesssolver for services not performed due to such Service Suspension.

ARTICLE 7. INDEMNIFICATION

Section 7.1. Businesssolver Indemnification and Hold Harmless. Businesssolver shall indemnify, defend and hold Customer (and its agents, employees, shareholders and owners) harmless from any and all liabilities, claims, penalties, damages, suits, and the costs and expenses incident thereto (including the costs and expenses of defense, settlement and attorneys' fees), specifically arising out of the actions of Businesssolver or its subcontractors for (1) all patent, copyright, or trademark infringement or any other intellectual property claims associated with any Services provided to Customer through Benefitsolver.com®, (2) Businesssolver's gross negligence, willful misconduct, or violation of applicable law in the performance of the Services; or (3) Businesssolver's breach of its obligations under Article 6 (Privacy and Confidentiality) or the Business Associate Agreement with Customer. Businesssolver shall be relieved of its obligations under this Section if any of the above actions arise out of Customer's action, inaction or direction. Any claim or potential claim presented to Businesssolver by Customer under the terms of this Indemnification and Hold Harmless Section must be tendered, in writing, to Businesssolver with a formal request to defend and indemnify Customer within fifteen (15) days after Customer receives such demand, complaint, notice or summons, provided Businesssolver shall be relieved of its obligations under this Section if materially prejudiced by any delay in tendering such request. At Customer's sole discretion and option, but with no obligation to do so, Customer may itself undertake the defense, litigation, settlement or satisfaction of any such claim, reserving its right to seek indemnification against Businesssolver, provided that Customer shall not settle any claim without Businesssolver's prior written consent. It's the express intent of this paragraph

that Businesssolver will protect, defend and indemnify Customer for claims arising out of this Section.

Section 7.2. Customer Indemnification and Hold Harmless. In addition to those indemnities set forth in Section 3.5, Customer shall indemnify, defend and hold Businesssolver (and its agents, employees, shareholders and owners) harmless from any and all liabilities, claims, penalties, damages, suits, and the costs and expenses incident thereto (including the costs and expenses of defense, settlement and attorneys' fees), arising from or claimed to have arisen from (i) actions Businesssolver performs in connection with the Services pursuant to Customer's procedures, any customer data supplied by Customer or any instruction, request or representation of Customer, except to the extent such liability claims, damages, costs or expenses arise from the negligence, willful misconduct or breach of this Agreement by Businesssolver and (ii) allegations that the Customer Data or Customer's use of any Businesssolver Services (in breach of this Agreement) infringe upon or otherwise violate any Intellectual Property right of others. For the avoidance of doubt, Businesssolver shall be under no duty to review any such procedures, Customer data, instructions, requests or representations of Customer. Any claim or potential claim presented to Customer by Businesssolver under the terms of this Indemnification and Hold Harmless Section must be tendered, in writing, to Customer with a formal request to defend and indemnify Businesssolver within fifteen (15) days after Businesssolver receives such demand, complaint, notice or summons, provided this Section if materially prejudiced by any delay in tendering such request. At Businesssolver's sole discretion and option, but with no obligation to do so, Businesssolver may itself undertake the defense, litigation, settlement or satisfaction of any such claim, reserving its right to seek indemnification against Customer, provided that Businesssolver shall not settle any claim without Customer's prior written consent.

Section 7.3. Limited Remedy. In the event that the Services are held to or believed by Businesssolver to infringe the Intellectual Property of a third party, Businesssolver will have the option to: (a) replace or modify the Services to be non-infringing, provided that such modification or replacement contains substantially similar features and functionality; (b) obtain for Customer the right to continue using the Services; or (c) if both (a) and (b) are not reasonably practicable, terminate this Agreement and refund to Customer the prorata portion of the Fees paid to Businesssolver for the Services not provided by Businesssolver after the date of infringement, as Customer's sole and exclusive remedy.

ARTICLE 8. EXCLUSION OF WARRANTIES AND LIMITATION OF LIABILITY

Section 8.1. Exclusion of Warranties. NOTWITHSTANDING ANYTHING ELSE STATED IN THIS AGREEMENT OR ELSEWHERE, BUSINESSSOLVER DOES NOT MAKE ANY EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES TO CUSTOMER REGARDING ITS SERVICES (INCLUDING IMPLIED REPRESENTATIONS OR WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE) OR REGARDING THE PRODUCTS WHICH MAY BE OFFERED OVER CUSTOMER'S WEBSITE OR WEB PAGES OR THAT CUSTOMER'S WEBSITE OR WEB PAGES

SHALL BE UNINTERRUPTED OR ERROR-FREE. FURTHER, NOTHING IN THIS AGREEMENT NOR THE PERFORMANCE OF SERVICES BY BUSINESSSOLVER SHALL SUPERCEDE ANY CARRIER PLANS PROVIDED BY THE CUSTOMER NOR SHALL BUSINESSSOLVER ASSUME ANY RESPONSIBILITY OR LIABILITY RELATING TO ANY CARRIER ACT OR OMISSIONS.

Section 8.2. Limitation of Damages. EXCEPT FOR ARTICLE 7 (INDEMNIFICATION), IN NO EVENT SHALL BUSINESSSOLVER BE LIABLE TO CUSTOMER FOR ANY AMOUNT IN EXCESS OF THE TOTAL AMOUNT PAID TO AND RETAINED BY BUSINESSSOLVER FROM CUSTOMER FOR THE PRECEDING TWELVE (12) MONTHS (the "GENERAL LIABILITY CAP"). NOTWITHSTANDING THE FOREGOING, AS IT RELATES TO OBLIGATIONS UNDER ARTICLE 7 (INDEMNIFICATION), IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY AMOUNT IN EXCESS OF THREE TIMES (3X) THE GENERAL LIABILITY CAP (the "SECONDARY LIABILITY CAP"). UNDER NO CIRCUMSTANCES, SHALL BUSINESSSOLVER BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES (WHETHER ALLEGED IN TORT, CONTRACT, INDEMNITY OR OTHERWISE, EVEN IF IT HAS BEEN APPRISED OF THE POSSIBILITY OF THE DAMAGES), INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFIT OR INTERRUPTION OF BUSINESS OR FROM ANY INTERRUPTION OR ERRORS IN CUSTOMER'S ENROLLMENT WEBSITE.

ARTICLE 9. GENERAL PROVISIONS

Section 9.1. Use of Subcontractors. Businesssolver may subcontract its work to be performed hereunder to qualified contractors.

Section 9.2. Independent Contractor. Businesssolver is an independent contractor and nothing herein contained shall be construed to create a joint venture, partnership or agency and neither party shall be liable for the debts or obligations of the other. No employee or agent of Businesssolver shall be deemed to be an employee or agent of Customer and no employee or agent of Customer shall be deemed to be an employee or agent of Businesssolver. Neither party hereto shall have any right whatsoever to incur any liability or obligation on behalf of or binding upon the other party.

Section 9.3. Legal Advice. Businesssolver shall not be responsible for providing legal advice to Customer. Businesssolver's interpretation of applicable laws and regulations shall not constitute legal advice, nor shall Customer rely on such interpretation as legal advice.

Section 9.4. Waiver. The waiver by either party of a breach or default under any provision of this Agreement shall not be construed as waiving of any succeeding breach or default of any provision of this Agreement.

Section 9.5. Entire Agreement. This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements between the parties regarding the same subject matter. If Customer has elected certain COBRA administration services from Businesssolver, those terms are incorporated herein and made part of this Agreement as Schedule C. Notwithstanding the foregoing, the Business

Associate Agreement, entered into on May 3, 2024 by and between Businesssolver and Customer, is incorporated herein and made part of this Agreement.

Section 9.6. Amendment. This Agreement may not be modified or amended, except by instrument or instruments in writing, signed by the party against whom enforcement of any such modification or amendment is sought.

Section 9.7. Severability. If any term or provision of this Agreement is unenforceable to any extent, then the remainder of this Agreement, or the application of that term or provision to any persons or circumstances other than those as to which it is held unenforceable, shall not be affected by that unenforceability and shall instead be enforceable to the fullest extent permitted by law.

Section 9.8. Force Majeure. Except for Customer's payment obligations, both Businesssolver and Customer shall be excused from each party's performance hereunder to the extent that such performance is prevented, delayed, or obstructed by causes beyond its reasonable control (whether or not foreseeable), including acts of any foreign, federal, state, or local government; fires, floods, or other natural disasters; epidemics, pandemics, or mass disease/virus; strikes or labor unrest; terrorism or acts of war; degradation or interruption of telecommunications or internet service; or severe weather conditions.

Section 9.9. Notices. All notices or other communications required or permitted to be given, pursuant to the terms of this Agreement, shall be in writing and shall be deemed to be duly given when received if delivered in person and confirmed by mail, or when mailed by registered or certified mail (return receipt requested) or express mail (or overnight delivery by FedEx, UPS, or a similar express service carrier), postage prepaid, or upon confirmation via a read receipt by email, as follows:

If to Businesssolver: Businesssolver.com, Inc.
1025 Ashworth Road
West Des Moines, IA 50265
Attn: Legal Department
Email: legalcontracts@businesssolver.com

If to Customer: Township High School District 214
2121 S. Goebbert Road
Arlington Heights, IL 60005
Attn: Business Services Department
Email: tim.keeley@d214.org

or at such other address as the party to whom notice is to be given furnishes in writing to the other party in the manner set forth above.

Section 9.10. Non-solicitation. During the term of this Agreement, and for one (1) year after its termination, Customer and Businesssolver agree not to solicit or to hire any employee of the other party except for when the employee: (i) has terminated his or her employment relationship with the other party without solicitation or inducement from such party, or (ii) responds to a bona fide job advertisement of general circulation made by such party (whether posted on a public site on the internet or in a newspaper, magazine or other publication). Notwithstanding the foregoing, Customer agrees not to solicit or hire any Businesssolver employee who has been directly involved with the

services exchanged between the parties to this Agreement for a period of one (1) year after the termination of the Agreement.

Section 9.11. Use of Customer's Name. Businessolver acknowledges that the name, logo and all other trademarked or copyrighted property of Customer will remain the exclusive property of Customer and Businessolver shall have no right or license to use Customer's name, logo or other trademarked or copyrighted property, except as provided in this Agreement, without the prior written consent of Customer. Upon termination of this Agreement, Businessolver will immediately discontinue all uses of Customer's name, logo and any other intellectual property of Customer.

Section 9.12. Press Release. If Businessolver has received Customer's approval, Businessolver may use the name of Customer in a press release.

Section 9.13. Counterparts. This Agreement and any amendments, waivers, consents, or supplements may be executed in any number of counterparts and by different parties in separate counterparts, each of which when so executed and delivered shall be deemed an original, but all of which counterparts together shall constitute but one and the same agreement. Delivery of an executed counterpart of this Agreement by telecopy or similar electronic medium shall be equally as effective as delivery of a manually executed counterpart of this Agreement. Any party delivering an executed counterpart of this Agreement by telecopy or similar electronic medium shall also deliver a manually executed counterpart of this Agreement; provided that the failure to deliver a manually executed counterpart shall not affect the validity, enforceability or binding effect of this Agreement.

Section 9.14. Assignment. Neither party may assign or transfer this Agreement, in whole or in part, without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld, provided that either party may assign this Agreement without such prior written consent in the context of a sale of all or substantially all of its assets to the assignee of such assets. This Agreement shall inure to the benefit of, be binding upon, and be enforceable against, each of the parties hereto and their respective successors and permitted assigns.

Section 9.15. Survivorship of Provisions. The provisions of this Agreement relating to mediation, privacy, and confidentiality, ownership rights, indemnification, governing law, jurisdiction and non-solicitation shall survive the termination of this Agreement.

Section 9.16. Dispute Resolution. In the event of a dispute between the parties to this Agreement, prior to the commencement of legal action, the parties shall participate in a mediation process with an independent trained mediator mutually satisfactory to the parties. Mediation shall be conducted in accordance with the rules of American Arbitration Association (AAA). The parties shall choose an independent mediator within thirty (30) days of a notice to mediate from either party ("Notice of Mediation"). Neither party may unreasonably withhold consent to the selection of the mediator. If the Parties are unable to agree upon a mediator, either Party may request that the American Arbitration Association (AAA) nominate a mediator. Each party shall bear its own costs of mediation, but the parties shall share the costs of the mediator equally. Each party shall participate in the mediation in good faith and shall be represented at the mediation by a business executive with authority to settle such dispute. If a dispute remains unresolved sixty (60) days after receipt of the Notice of Mediation, either party may then submit the dispute to a court of competent jurisdiction as set forth in Section 9.19.

Section 9.17. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois, without regard to its conflicts of law provisions and without regard to the United Nations Convention on the International Sale of Goods or the Uniform Computer Information Transactions Act (UCITA).

Section 9.18. Jurisdiction. Notwithstanding the foregoing agreement to mediate, Businessolver may in its sole discretion bring any claim for the payment of Fees and Expenses in any court of competent jurisdiction. In any such proceeding, costs of the proceeding, including reasonable attorneys' fees, shall be paid by the party that is unsuccessful in the proceeding.

Section 9.19. Jury Waiver.

EACH PARTY TO THIS AGREEMENT HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY SUIT, ACTION, OR PROCEEDING ARISING DIRECTLY OR INDIRECTLY FROM THIS AGREEMENT, THE RELATIONSHIP BETWEEN BUSINESSOLVER AND CUSTOMER, OR THE SERVICES PROVIDED HEREUNDER, WHETHER BASED ON CONTRACT, TORT, INDEMNITY, OR OTHERWISE.



IN WITNESS WHEREOF, the parties hereto execute this Agreement.

BUSINESSSOLVER.COM, INC.

TOWNSHIP HIGH SCHOOL DISTRICT 214

Jon L. Shanahan

Print Name

Print Name

Signature

Signature

President and C.E.O.

Title

Title

Date

Date

SCHEDULE A

SERVICES SCHEDULE

I. Service Parameters

Businessolver and Customer shall continue to maintain service selections by agreement, as recorded below, in the Customer Concept of Operations, and the Project Plan when applicable (e.g., Annual Enrollment). A copy of each, with updates, shall be available to Customer upon reasonable request. On an ongoing basis, Businessolver will update services based on Customer-directed changes as mutually agreed upon. Any changes shall not modify or have precedence over the terms of this Agreement, unless expressly agreed to, in writing, and signed by both parties.

With respect to the Services and this Schedule A, Customer shall be obligated to use its best efforts to recover from or refund to participants or carriers due to any missed or incorrect deductions or billings related to benefits administered under this agreement if such correction is able to be resolved within the plan year through adjusted payroll deductions, direct billing or any other reasonable means.

A. Staffing and Resources

Responsibilities of Businessolver:

- Assign implementation project manager and implementation resources to support Businessolver-owned implementation tasks.
- Assign implementation resources who will be assigned Businessolver-owned implementation tasks

Responsibilities of Customer:

- Assign resources to support Customer-owned implementation tasks.

B. Project Management Resources and Tools

Responsibilities of Businessolver:

- Create and maintain project plan, inclusive of Businessolver and Customer tasks and deliverable dates, and provide project management services required for the successful implementation of the proposed solution.¹
- Schedule and facilitate project meetings.
- Maintain open items list and risk tracker including all actions, decisions, questions and risks (updated as mutually agreed upon with Customer).
- Define and document contacts and procedures for issue resolution and project sign-off.
- Partner with Customer and/or Third Parties to identify and create risk mitigation plan (if needed).
- Post implementation documents online via Benefitsolver's Document Center.

Responsibilities of Customer:

- Attend conference calls and other meetings mutually agreed to by Businessolver and Customer during the implementation period.
- Manage deliverables specifically related to Customer's responsibilities, oversee transition from current benefit administration provider (if applicable), thoroughly test the system during that phase of implementation and provide support to the Businessolver onboarding team by providing requirements and making decisions related to benefit programs being administered by Businessolver.

C. Requirements

Responsibilities of Businessolver:

- Provide list of raw materials required from Customer (e.g., benefit guides, census data, SPDs, payroll calendars, etc.).
- Conduct discovery session(s) with Customer and/or Third Parties to define requirements for all in scope services including but not limited to:
 - Data conversion sources and specifications
 - HRIS/Payroll file specifications including format, frequency, method of transmission, pay schedule(s) and business rules
 - Plan offering and eligibility rules
 - Employee/Employer contributions, credits, surcharges and rate structures
 - Plan design data
 - Service areas, if applicable
 - Business rules
 - Member experience specifications² (e.g., authentication criteria, engagement pieces, delivery method, Benefitsolver layout/content, opening/closing messages for employee events, Reference Center materials, content visibility rules, etc.)

¹Additional time may be required if environment specifications and requirements are not fully disclosed during the creation of the project plan. Any changes to the project plan as a result of unanticipated or undisclosed information may result in an impact on the anticipated Go-Live date.

² For the purposes of employee self-services functionality, Businessolver will use standard system language for online system messaging if Customer-specific messages are not provided.

- Carrier account structure
- Third party integration specifications (e.g., EDI³, SSO, web-services and including format, frequency, method of transmission and business rules)
- Reporting needs
- Administrator access rules
- Inform Customer of specifications that fall outside of Businessolver's standard services (including additional fees if applicable).

Responsibilities of Customer:

- Deliver raw materials to Businessolver.
- Participate in discovery session(s) to facilitate requirements definition.
- In support of MyChoice® Recommendation Engine configuration, provide Customer-specific content, enrollment opportunities to include the tool, direction for weighting of questions based on benefits strategy, if applicable, and direction for changes annually based on revisions to benefit offerings, plan design and/or strategy.
- Approve defined requirements.⁴

D. Data Conversion**Responsibilities of Businessolver:**

- Accept conversion data from defined sources.
- Develop and test import configuration used to import data to Benefitsolver.
- Test and verify import of data against source data.⁵
- Resolve errors identified where Businessolver functionality is the root cause.

Responsibilities of Customer:

- Provide conversion data to Businessolver, in mutually agreed upon format, including:⁶
 - Employee census/indicative data
 - Dependent indicative data
 - Inactive participant and retiree indicative data
 - Current benefit coverage data
 - Beneficiary data
 - QMCSO data
- Review and resolve errors reported by Businessolver where Customer/Third Party is the root cause.

E. Configuration and Testing**Responsibilities of Businessolver:**

- Establish up to one (1) ongoing census import file.
- Establish up to nine (9) ongoing carrier/vendor exports.⁷
- Establish up to two (2) ongoing carrier/vendor imports (e.g., Wellness program participation results).
- Establish up to one (1) ongoing carrier/vendor integration via web services.
- Establish up to one (1) ongoing payroll file.
- Configure the Benefitsolver system, integrations and payroll files based on specifications defined with Customer for all services in scope.
- Develop test plan and execute testing of Benefitsolver configuration; applies to Businessolver and Customer testing activities, inclusive of test scenarios identified from Customer-defined specifications and test cases for defined scenarios.⁸
- Facilitate validation and testing sessions⁹ and provide Customer access to test environments¹⁰ for Customer validation, user acceptance testing and end-to-end testing¹¹ activities.

³ Businessolver will provide export files in the HIPAA 834 or carrier proprietary file format. If any carrier requests files be sent in a proprietary format, this will be discussed and additional fees may apply.

⁴ May be requested through sign-off within Benefitsolver on annual basis.

⁵ Error reports will be generated after each test import is processed and when final data is imported into production.

⁶ Businessolver assumes a minimum of three (3) rounds of data will be supplied (two test and one final conversion file) in support of initial system configuration, testing and Go-Live. Standard support includes receipt of current data and historical data to the extent required to support ACA services as defined with this document, current plan year administration and/or a passive Annual Enrollment. Historical data may also be supplied as a file and posted to the Document Center for Customer access).

⁷ Businessolver cannot guarantee the quality of file exports when changes or modifications to the file formats or data values occur without prior notification from the carrier and/or Customer.

⁸ Businessolver leverages Benefitsolver-created test members for initial system validation and Customer data for acceptance and end-to-end testing.

⁹ Duration and location will be mutually agreed upon with Customer. Remote access will be available to Customer.

¹⁰ Two environments are leveraged for this purpose; refreshed daily/weekly.

¹¹ Dependent upon Customer's/Third Parties' ability to support this activity.

- Provide test files to all carriers/payroll vendor(s).
- Track issues identified and provide resolution plan.
- Make corrections to Benefitsolver based on issues identified.

Responsibilities of Customer:

- Review and provide additions to Businessolver-identified test scenarios, if required (e.g., historical exception populations).
- Provide imports to Businessolver for testing process (e.g., HRIS file, wellness completion data, etc.).
- Process test files received and provide results to Businessolver (e.g., Payroll file).
- Participate in validation, Customer acceptance testing and end-to-end testing activities.
- Resolve issues identified where Customer/Third Party data, system(s) or processes are the root cause.
- Provide sign-off for Go-Live readiness following testing process.¹²
- Provide final approval (which may be requested through sign off within Benefitsolver on an annual basis) for system set up, which includes but is not limited to plan information, company structure, plan eligibility rules, plan pricing/rates, employee access events, employee access rights, administrator access and integrations (e.g., carrier, payroll, third-party).

F. Administrator Training**Responsibilities of Businessolver:**

- Provide training modules, via Benefitsolver (available ongoing), and assist Customer in using Benefitsolver functionality based on services in scope.
- Provide administrators with access to online help ("Helpsolver") from the Benefitsolver system.

G. Transition to Go-Live**Responsibilities of Businessolver:**

- Create transition plan with Customer and/or Third Parties including tasks, delivery dates and responsible parties for all activities necessary to complete service transition.
- Develop and execute Go-Live checklist including all operational transition, data migration, customer service center related processes, system readiness, etc.
- Create standard operating procedures in support of ongoing services.
- Maintain document for any interim solutions or manual support.

Responsibilities of Customer:

- Execute transition plan tasks aligned to Customer¹³.

H. Enrollment & Eligibility Services**1) Health and Welfare Plan and Administration Responsibilities****Responsibilities of Businessolver:**

- Maintain administration services based on Customer-defined plan rules (e.g., eligibility rules, rates and services, etc.).
- Respond to and implement Customer-directed changes, as mutually agreed upon.

Responsibilities of Customer:

- Define plan design and plan rules.
- Serve as plan fiduciary; Customer is responsible for compliance with applicable laws and regulations.¹⁴
- Create and provide plan document.
- Perform vendor management.
- Provide Customer-directed changes.

2) Covered Populations**Responsibilities of Businessolver:**

- Administer populations including:

¹² Businessolver and Customer will begin data import/export transitions on a mutually agreed upon date.

¹³ Additional transition plan tasks may be the responsibility of a third party contracting with the Customer (e.g., current benefits administrator). Tasks may include, but are not limited to transactions, cases and/or appeals in progress prior to Businessolver's implementation, final billing cycle, including refunds and collections, for last cycle run prior to transition. Failure to complete these tasks may result in changes to the project timeline as mutually agreed upon by all parties.

¹⁴ Customer remains the Plan Administrator for all purposes and as such retains full fiduciary responsibility and liability under all federal and state laws and regulations.

- Applicants, candidates, and pre-hires
- Active employees (full-time, part-time)
- Retirees (Pre-65)
- COBRA-Qualified beneficiaries
- Dependents of the above populations

3) Plan Offering

Responsibilities of Businessolver:

- Administer plans including:
 - Medical¹⁵ - Active
 - Prescription Drug¹⁶
 - Dental
 - Vision
 - Healthcare Flexible Spending Account (HCFA) – Businessolver to provide enrollment and provide account administration services
 - Limited Purpose Flexible Spending Account (LPFA) – Businessolver to provide enrollment and provide account administration services
 - Dependent Care Flexible Spending Account (DCFA) – Businessolver to provide enrollment and provide account administration services
 - Health Savings Account (HSA) – Businessolver to provide enrollment and provide account administration services
 - Parking and Transit Benefits – Businessolver to provide enrollment and provide account administration services
 - Employee Basic Life Insurance
 - Employee Supplemental Life Insurance
 - Spouse/Domestic Partner Supplemental Life Insurance
 - Child(ren) Supplemental Life Insurance
 - Employee Basic AD&D
 - Employee Supplemental AD&D
 - Spouse/Domestic Partner Supplemental AD&D
 - Child(ren) Supplemental AD&D
 - Short Term Disability (STD)
 - Long Term Disability (LTD)
 - Employee Assistance Program (EAP)
 - Voluntary Benefit Programs including:¹⁷
 - Accident
 - Critical Illness
 - Hospital Indemnity

4) Employee Self-Service Functionality

Responsibilities of Businessolver:

- Provide website designed using responsive web design, 24/7 (except during scheduled downtimes).
 - Includes ability to provide Dependent Access to Spouse/Domestic Partner. Dependents can view a Benefits Summary that includes the plans under which they are covered.
- Provide first-time user functionality that allows members to establish their own unique sign-on and password.
 - When dependent access is enabled, dependents will be provided the opportunity to register and create unique user credentials.
- Provide one (1) ongoing single sign-on connections into Benefitsolver.
- Allow members to designate communications delivery preference and consent to electronic delivery of communications.
- Allow members to update indicative data via self-service functionality.
- Provide MyChoice Mobile App including view current plan details, dependent information, beneficiaries, personal documents and messages, upload, and share, image of ID cards, view account balances and access Sofia.
 - When dependent access is enabled, dependents will have the ability to upload, and share, image of ID card.
- Provide Plan Detail capabilities to allow for comparison of available options.
- Provide MyChoice Recommendation Engine including pre-created questions, support for Customer-configured questions, and analytics for Customer review (based on national averages).
- Provide option for members to utilize national averages or member-specific historical claims utilization to estimate future medical costs
- Acquire, but not store, historical claims utilization data via API from Benefit Science Technologies (BST).

¹⁵ Including additional coverage for Mental Health, Substance Use Disorder, and/or Prescription Drug if applicable.

¹⁶ If not bundled with Medical.

¹⁷ Businessolver to provide enrollment support; Voluntary Benefits carrier to provide ongoing administration and claims support.

- MyChoice Recommendation Engine results will be based on historical claims utilization for all covered family members for which 12 months of historical data is available. National averages will be utilized for all covered family members where results are not available.
- Claims Utilization will be provided from the following carrier: Blue Cross Blue Shield of Illinois
- Provide integration with carrier, from Benefitsolver, via single sign-on and/or web services.
- Require system re-authentication after 20 minutes of inactivity.
- Track participants' sessions, web pages viewed, and actions taken.

5) Ongoing Data Import Services

Responsibilities of Businessolver:

- Load ongoing census files to Benefitsolver via the defined parameters.
- Default any required fields not provided on census file by Customer.
- Provide Data Integration Management dashboard including file received, processing details, errors identified and control totals.
- Review errors identified with Customer and manage resolution process.
- Coordinate with Customer to resolve errors identified.
- Document resolution in import dashboard.

Responsibilities of Customer:

- Send census file, from Customer's HRIS system, to Businessolver based on agreed-upon transmission parameters.
- Coordinate with Businessolver to resolve errors identified.

6) Eligibility Determination and Events Management

Responsibilities of Businessolver:

- Identify and initiate events¹⁸ including, but not limited to:
 - New Hire
 - Rehire (reinstate benefits)
 - Job status change
 - Change of address
 - Leave of absence
 - Termination
 - Transfers
 - Disability
 - Death
 - Retirement
 - Medicare enrollment
 - Family status change
- Determine eligibility for employees and/or dependents.
- Determine benefit plan option available and calculate prices and/or credits.
- Accept dependent information online.
- Accept and process enrollment elections via Benefitsolver.
- Identify elections requiring evidence of insurability (EOI) and assign default coverage (Guaranteed Issue) pending carrier determination.
- Inform employees of EOI process and provide resources to complete EOI including:
 - Link to carrier website via SSO
- Accept beneficiary designation(s) and store electronically within the system.
 - Provided online.
 - Primary and Contingent beneficiary designations permitted.
 - Edits to ensure allocations total one hundred percent (100%) or allow for equal allocation across all beneficiaries on file.
- Assign default coverage to participants who do not enroll by enrollment deadline.
- Identify dependents researching the Plan's maximum age of eligibility and notify participants in advance of coverage termination.
 - Remove dependents who have reached maximum age of eligibility from coverage.
 - Identify COBRA Qualifying event and offer COBRA.
 - Produce and distribute communications defined with Customer; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Provide access to transaction history.

¹⁸ Initiated by import, administrator, Benefitsolver and/or member.

Responsibilities of Customer:

- Receive EOI approval/denial from Customer/Third Party via import.
- Update coverage to reflect EOI approval or return member to prior election if EOI denied.¹⁹
- Calculate imputed income for all applicable benefits (e.g., life insurance, domestic partner coverage).

7) Carrier/Vendor Integration**Responsibilities of Businessolver:**

- Deliver export files to carrier/vendor based on agreed-upon transmission parameters (standard frequency is weekly).²⁰
- Carrier/vendors send import to Businessolver based on agreed-upon transmission parameters (e.g., wellness program completion data).
- Provide Data Integration Management dashboard including file received, processing details, errors identified and control totals.
- Review identified errors with Customer/carrier/vendor and manage resolution.
- Resolve errors identified with Customer/carrier/vendor.
- Document resolution in dashboard.
- Assist Customer with one-off or emergency carrier updates.

Responsibilities of Customer:

- Resolve identified errors with Businessolver/carrier/vendors.

8) Payroll File Processing**Responsibilities of Businessolver:**

- Generate payroll deduction file(s) based on member elections and deliver to Customer per the defined requirements and business rules.²¹
- Provide payroll dashboard including file delivered, processing details, errors identified and control totals.
- Review identified errors with Customer and manage resolution process.
- Resolve errors identified with Customer.
- Document resolution in payroll dashboard.

Responsibilities of Customer:

- Resolve errors identified with Businessolver.
- Review all payroll file runs to ensure that the files are successfully processed.

9) Payroll Comparison Services**Responsibilities of Businessolver:**

- Create a payroll configuration to allow for a payroll comparison to be performed.
- Provide training to Customer on the process for loading the payroll deduction file.

Responsibilities of Customer:

- Generate a full deduction file of deductions withheld from Customer's payroll system and load deduction file to the Benefitsolver payroll comparison module.
- Review the comparison file and resolve conflicts that are identified.

I. Billing & Financial Reporting1) Implementation Services**Responsibilities of Businessolver:**

- Consult with Customer to define and outline process for billing and financial reporting.

¹⁹ In case of any conflict between participant benefits election confirmation and an official plan document, Customer shall be responsible for any benefit payments owed in excess of the plan document that are not otherwise payable by the insurance carrier, and in no event, shall such amounts be the responsibility of Businessolver.

²⁰ Businessolver cannot guarantee the quality of file exports when changes or modifications to file formats or data values occur without prior notification from the carrier and/or Customer.

²¹ Businessolver cannot guarantee the quality of payroll file run times when changes or modifications to file formats or data values occur without prior notification from the Customer or payroll provider.

- Configure premium reporting which will run twelve (12) times per year, with reports and extracts for complete calendar months.²²
- Create and verify summary and monthly detail reports.

Responsibilities of Customer:

- Provide the following information for set up and ongoing maintenance:
 - Premiums/ASOs
 - Carriers for inclusion in reporting
 - Business/organizational reporting needs
 - Billing/payment schedules and rules
 - Location payment tracking

2) Ongoing Services**Responsibilities of Businessolver:**

- Utilize plan rates in calculation of ASOs/Premiums for the purposes of financial reporting and carrier billing.
- Create and verify monthly detail and summary reports including:
 - Location Detail - includes all employees, coverage for all benefits, and location.
 - Location Summary - summarizes the Location Detail and reflects the actual benefits costs/premiums.
 - Organization Summary - consolidation of each location and reflects the cumulative total benefit costs/premiums for all locations.
 - Vendor Detail - "list bill" by vendor for all applicable charges for the billing period.
 - Vendor Summary - summary by vendor for the specific amount owed to the vendor.
- Monthly, apply adjustments based on vendor rules.
- Provide invoices for Customer's review.
- Provide final invoices; any changes or adjustments identified will be captured on the next month's cycle.

Responsibilities of Customer:

- Review initial invoices and provide adjustments/approve.
- Pay carriers based on final invoices.²³

J. ACA (Affordable Care Act) Status Tracking²⁴1) Implementation Services**Responsibilities of Businessolver:**

- Provide Customer ACA Status Tracker setup worksheet and file specifications.
- Configure the Benefitsolver system based on Customer-defined rules.

Responsibilities of Customer:

- Provide plan and eligibility rules associated with the determination of eligibility²⁵ including:
 - Included employment status (e.g., protected leaves, rehire, collectively bargained, transfers), hours, effective dates.
 - Initial and Standard Measurement, Stability and Administration periods.
 - Sources for data.
 - Ongoing changes to defined criteria.

2) Ongoing Services**Responsibilities of Businessolver:**

- Receive and process eligibility data (hours) beginning with the start of the measurement period.
- Receive and process ongoing eligibility data (hours).
- Identify employee FTE status based on definition outlined by legislation and guidelines issues by government agencies (e.g., Employer Shared Responsibility Final Regulations (79 FR 8543, IRS, Dept. of Revenue, Dept. of Health and Human services)) as well as Customer-defined rules.

²² Businessolver has no fiduciary responsibility for payment owed to vendor. Customer is responsible for remitting all vendor/carrier payments.

²³ Businessolver has no fiduciary responsibility for payment owed to vendor. Customer is responsible for remitting all vendor/carrier payments. Customer acknowledges that it is their responsibility to ensure that their carriers/vendors are paid timely and within all grace periods.

²⁴ Businessolver configures and updates ACA Status Tracking Services at Customer's direction. Customer is responsible for ensuring compliance with all applicable legal requirements. Businessolver provides ACA status tracking tools and information which may be used by Customer to assist with Customer's reporting requirements under the ACA. However, Businessolver is not responsible for ensuring the accuracy or completeness of the applicable data, or compliance obligations or responsibilities of Customer with respect to (i) the reporting requirements, employer shared responsibility requirements or other requirements under the ACA, or (ii) other applicable laws and regulations.

²⁵ Businessolver's standard support includes the look-back measurement method.

- Calculate benefits eligibility based on Customer's plan rules.
- Notify the member of changes to eligibility status.²⁶
- Identify errors from import processing and review with Customer.
- Resolve errors identified with the Customer.
- Document resolution in company/employee level case.
- Provide standard reporting (e.g., Average Hours Report and ACA Status Tracker Analytics).

Responsibilities of Customer:

- Provide Businessolver with data to support eligibility determinations; hours data to be provided as mutually agreed up, no less than monthly.²⁷
- Resolve errors identified in coordination with Businessolver.

K. ACA (Affordable Care Act) 6055/6056 Compliance – Data Storage, Reporting & Transmittal**1) Implementation Services****Responsibilities of Businessolver:**

- Configure Benefitsolver based on Customer-defined rules.

Responsibilities of Customer:

- Provide Customer-defined rules including:
 - Populations for inclusion in reporting (e.g., Employees, COBRA and/or Retirees, non-union, union).
 - IRS form(s) (1095-B or 1095-C) to be provided for each population.
 - Applicable Large Employer Member (ALE) information (i.e., top 30 FEINs by employee count).²⁸
 - FEIN(s).
 - Safe Harbor Affordability option.
 - Applicable certification of eligibility (Qualifying Offer or 98% Offer Method).
 - Minimum Essential Coverage offering.
- Provide plan and eligibility rules associated with the determination of eligibility including:
 - Included employment status (e.g., protected leaves, rehire, collectively bargained, transfers), hours, effective dates.²⁹
 - Confirmation, by plan, that plans meet the definition of Minimum Essential Coverage.
 - Confirmation of plan affordability determination.
 - Sources for data.

2) Ongoing Services**Responsibilities of Businessolver:**

- Provide demographic data for all participants for the covered individuals for which Benefitsolver is the system of record (e.g., dependents).
- Provide monthly storage of the data fields identifying offer of health coverage to and enrollment for all covered individuals.
- Calculate Safe Harbor codes (i.e., information requested on Lines 14 and 16 of IRS Form 1095-B/C) based on Customer data and per Customer-provided plan rules³⁰.
- Submit 1094-B/C for all employees and dependents via the IRS-prescribed electronic filing format³¹ by IRS deadline.
- Partner with Customer to review errors from transmittal process and make corrections as deemed necessary by Customer.³²

²⁶ Businessolver's preferred method of distribution is electronic; however, should Customer desire/require print and mail support, additional fees would apply. Refer to the fulfillment menu located in Benefitsolver for details and applicable fees.

²⁷ Hours data to be provided weekly. All data shall be provided to Businessolver in Businessolver's standard data and file format.

²⁸ If filing as an Aggregated Employer.

²⁹ Businessolver supports the calculation for Federal Poverty Line. If Rate of Pay or W-2 method is used, Customer to provide results of determinations.

³⁰ Businessolver provides 1095 report on ICHRA Offer of Coverage Code 1L, 1M, 1N, 1O, 1P, 1Q, 1R, 1S, 1T, and 1U. These codes can be imported to Benefitsolver or manually updated by an administrator. Businessolver does not perform code derivation.

³¹ A health coverage provider that is required to file 250 or more Forms 1095-B or 250 or more Forms 1095-C during the calendar year must file the returns electronically. The 250-return threshold applies separately to each type of return required to be filed. Only Forms 1095-B or 1095-C are counted in applying the 250-return threshold for Section 6055 reporting. However, if the 250-return threshold applies, Forms 1094-B and 1094-C also must be filed electronically. A provider that is required to file fewer than 250 Forms 1095-B or Forms 1095-C may file on paper or electronically. For a given Applicable Large Employer (ALE), the IRS may require each FEIN to transmit on a separate file. Please see your tax advisor or tax attorney to advise if multiple FEIN transmission based on your legal tax structure. Businessolver's transmittal service assumes one FEIN per file; one FEIN may result in multiple files if exceeding the IRS limit of 100M (10,000 records). Fee charged per successful data transmission. Additional fees may apply in the event a "corrected" file is required because of employer data errors.

³² If corrected forms are produced and distributed post-transmittal, an updated submission of the 1094/1095 data will be sent to the IRS.

Responsibilities of Customer:

- Provide demographic data (e.g., SSN/TIN, name, address, date of birth, etc.) for populations where Benefitsolver is not the system of record (e.g., active employee indicative data where HRIS is the system of record).³³
- Provide Businessolver with any undetermined offer and Safe Harbor codes (e.g., information requested on Lines 14 and 16 of IRS Form 1095-B/C).
- Provide Businessolver confirmation of all information, including offer and Safe Harbor codes (e.g., information requested on Lines 14 and 16 of IRS Form 1095-B/C), prior to transmittal to the IRS.³⁴
- Partner with Businessolver to review errors from transmittal process and make corrections as deemed necessary by Customer.

L. Affordable Care Act (ACA) Services – IRS Form 1095-B/C Employer Fulfillment**Responsibilities of Businessolver:**

- Generate IRS Form 1095-B/C using approved data by designated IRS deadline.
- Final output from Businessolver may be provided either via data file to the Customer or completed Form 1095-B/C to employee; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Provide Form 1095-B/C to the address of record of the employee/participant,³⁵ or via electronic delivery³⁶ to employee/participant as elected by employee.

M. Affordable Care Act (ACA) Services - ACA Notice of Exchange**Responsibilities of Businessolver:**

- Notify the member, within 14 days of the employee's start date, based on guidelines provided by Fair Labor Standards Act of coverage through public health insurance exchanges.
- Notice of Exchange will be made available electronically pursuant to 29 CFR 2520.10b-1(c).³⁷

Responsibilities of Customer:

- Provide Businessolver employee correct mailing address.

N. COBRA Administration Services**1) Implementation Services****Responsibilities of Businessolver:**

- Provide Customer with takeover templates and process documentation required to gather data and configure Benefitsolver.
- Configure Benefitsolver based on Customer-defined rules/parameters within COBRA federal compliance guidelines.
- Establish COBRA records in Benefitsolver for existing participants and Qualified Beneficiaries based on takeover files.
- Provide takeover communications; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees, if applicable.

Responsibilities of Customer:

- Provide information required to administer COBRA including COBRA plan information, eligible populations, COBRA rates, COBRA subsidies.³⁸

³³ For covered individuals, other than the employees listed in Part I, a Taxpayer Identification Number (TIN) may be provided instead of an SSN. If Businessolver is not provided the employee's SSN and/or the SSNs of all covered individuals by Customer, the IRS may not be able to match the Form 1095-C to determine that the employee and the other covered individuals have complied with the individual shared responsibility provision.

³⁴ Review of data from January through October to be completed in December and final review to be completed in January; Businessolver will provide specific due dates annually based on calendar year business days and IRS-directed timelines.

³⁵ Employers are required to furnish Form 1095-C only to the employee. As the recipient of Form 1095-C, the employee is responsible for providing a copy to any family members covered under a self-insured employer-sponsored plan listed in Part III of the form if they request it for their records.

³⁶ Electronic delivery option is only available for employees who consent to the specific electronic opt-in as defined by IRS regulations.

³⁷ Customer may choose to email these notices (included as standard) or optionally mail the notice (subject to additional fee plus postage).

Refer to the fulfillment menu located in Benefitsolver details and applicable fees.

³⁸ Businessolver follows federal COBRA regulations. In addition, Businessolver is accountable for a general understanding of eligibility requirements provided by Customer in accordance with federal COBRA regulations. If Customer requested state continuation services, Customer will be responsible for notifying Businessolver of what state regulations apply to their plan requiring administration by Businessolver. Customer is responsible for notifying Businessolver of notice or regulation updates (additional fees may apply).

- Provide at least three (3) takeover files at pre-determined intervals containing pending Qualified Beneficiaries and COBRA participants in Businessolver's preferred file layout.

2) Ongoing Services

Initial COBRA Rights Services

Responsibilities of Businessolver:

- Provide initial COBRA Rights notice to new plan participants, including new employees and newly acquired employees.
- Provide separate initial rights notice to covered spouse/child(ren) if a second address is provided that is different than the employee's home address.
- Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.

Responsibilities of Customer:

- Provide new employees to Businessolver via the ongoing census.

Ongoing COBRA Administration

Responsibilities of Businessolver:

- Monitor and manage the following COBRA timelines as required by federal statute:
 - 60-day election window for COBRA Qualified Beneficiaries (QB).
 - 45-day payment grace period for initial QB payment.
 - 30-day grace period required for monthly payment submission.
 - 18, 29, or 36-month COBRA eligibility periods.
 - USERRA 24-month Health Benefit Continuation eligibility period.
 - 11-month extension period for disability.
 - Termination of coverage for non-payment.
- Obtain information directly from member/COBRA Participants for qualifying events including death of a covered member, divorce/legal separation, enrollment in Medicare, dependents who cease to be covered as a dependent under the terms of the Customer's plan.
- Identify Qualifying Events based on notification from Customer/member/COBRA participant.
- Track subsidy, coverage continuation periods, and end date separately from COBRA period, if applicable.
- Distribute COBRA Qualifying Event Notice/Election forms within 14 calendar days of notification of qualifying event. Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Facilitate COBRA enrollment within the applicable enrollment window and maintain COBRA elections for the period of eligibility.
- Display COBRA coverage and billing information via Benefitsolver providing the ability to access:
 - Account status
 - Payment and billing history
 - Account Statements
 - Set up one-time or recurring payments
 - View Plan Documents
- Review and process participant correspondence including requests for adding/dropping coverages, dependents, address changes, etc.
- Notify carriers of coverage enrollment and changes. Carriers retain the responsibility for claims processing.
- Provide mandated COBRA notices; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- As required, thirty (30) days prior to end of coverage period, notify COBRA participants of right to apply for disability extension.
- Collect, verify, and approved eleven (11) month disability extension based upon participant-submitted documentation from the Social Security Administration (SSA).
- Administer disability coverage extension including separate COBRA disability extension rates (up to 150% of active premium).
- Provide a toll-free COBRA customer service number to support COBRA services. Customer service shall be provided from Monday through Friday 8:00 a.m. to 5:00 p.m. Central Standard Time.

Responsibilities of Customer:



- Notify Businessolver of qualifying events including death, termination,³⁹ layoff, reduction in hours that results in loss of coverage under the plan, loss of coverage due to Medicare entitlement, Customer filing for bankruptcy.

Open Enrollment Services

Responsibilities of Businessolver:

- Provide Open Enrollment communications; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Provide enrollment services for qualified beneficiaries during the open/annual enrollment period.

Accounting and Account Management Services

Responsibilities of Businessolver:

- Initiation collection of participant payments through their associated COBRA payment method.
- Provide Account Statements to participants (upon initial enrollment, monthly thereafter) via PDF with email notification. Created on the 2nd of each month; only one statement will generate per calendar month.
- Provide Account Premium Change Notice (upon rate change) via PDF with email notification.
- Display billing information via Benefitsolver; COBRA participants will have the ability to:
 - View account status and current amount due
 - Payment and billing history
 - Historical account statements
 - Set up or manage one-time or recurring payments
- Collect and process payments from participants via check, money order or online ACH (one-time or recurring). Credit/Debit card payment option available; refer to Compensation and Fee Schedule for details.
- Manage COBRA insignificant shortfall (short payments) as directed by Federal Guidelines.
- Manage Payment Thresholds and NSF as defined by Customer.
- Issue short payment communications to COBRA participants to notify them of extended grace period, as applicable; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Following the defined grace period, terminate coverage for participants failing to pay the required premiums.
- Monthly, remit collected COBRA payments to Customer via ACH.

O. Self-Administered Dependent Verification and Life Event Verification Services

1) Implementation Services

Responsibilities of Businessolver:

- Configure system based on parameters defined with Customer.
- Develop communications to be provided to members throughout verification process; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
 - Support includes communication via email or text only with Customer as the point of contact.

Responsibilities of Customer:

- Define verification parameters⁴⁰ including:
 - Members/Dependents and coverage types to be included.
 - Transactions requiring verification.
 - Acceptable documentation.
 - Verification timeframes.
 - Grace Period procedures (if applicable).

2) Ongoing Services

Responsibilities of Businessolver:

³⁹ Businessolver will partner with Customer to understand stance on Termination due to gross misconduct as well as data available to support eligibility variances if applicable.

⁴⁰ Standard support includes Verification of dependents added to Medical, Dental and/or Vision coverage and acceptable documentation includes: Spouse – 1040 Tax Form, Marriage Certificate. Child(ren) – Birth Certificate, 1040 Tax Form, Adoption Decree, Legal Guardianship Documentation. Step-Child(ren) – Marriage Certificate listing spouse, Birth Certificate of child listing spouse as parent. Domestic Partner – Domestic Partner Affidavit, Proof of Residency. Grandchild(ren) – Legal Guardianship Documentation.

- Identify transactions requiring verification based on member elections and pend for verification.⁴¹ All updates to coverage, carriers and payroll applied/communicated to Third Parties follow completion of the verification process.
- Communicate verification process to member; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
 - Support includes communication via email or text only with Customer as the point of contact.
- Documents received, recorded, and stored to the member's record.
- Review documents for approval, denial and/or to determine if additional documentation required.
 - Businessolver's instant verification capabilities will perform initial document review; any documents that cannot be approved by the instant verification process will be reviewed by a Customer Administrator for final eligibility determination and transaction processing.

Responsibilities of Customer:

- Customer's benefit participant submits required documentation (via upload to the website or provided via mail).
- Businessolver's instant verification capabilities will perform initial document review; any documents that cannot be approved by the instant verification process will be reviewed by a Customer Administrator for final eligibility determination and transaction processing.
- When sufficient documentation has been supplied, approve the pending transaction and provide updated coverage/contributions to downstream parties such as the carriers/payroll.
- If insufficient documentation is supplied, advise the member that additional documentation is required.
 - If partial documentation is submitted, Businessolver (via instant verification only) or Customer will approve the transaction for any members/dependents where required documentation was supplied.
 - Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees. Support includes communication via email only with Customer as point of contact.
- Deny transactions where sufficient documentation is not provided by member within the specified timeframe.
- Communicate results of the verification process to the member via email or text.
- Offer grace period opportunity based on rules defined by Customer (if applicable)
- Provide final exception determination, when required.

P. Sofia**1) Implementation Services****Responsibilities of Businessolver:**

- Configure Sofia based on rules defined with Customer-specific benefit information.⁴²
- Configure HR direct line phone number.⁴³

Responsibilities of Customer:

- Define content and tasks for inclusion in Sofia support.⁴⁴

2) Ongoing Services**Responsibilities of Businessolver:**

- Provide online support through Sofia, Businessolver's personal benefits assistant, 24 hours/day, 7 days/week. Support includes:
 - Available in 27 languages.
 - Understands benefit enrollment questions related to plan details and programs offered.
 - Provides personalized benefits details, payment, and status notification (e.g., EOI).
 - Status and balance details related to COBRA, MyChoice Accounts.
 - Reference Center document search to support resolution of questions.
 - Ability to communicate client announcements.
 - Initiation of enrollment windows (e.g., Annual Enrollment, new hire).
 - Workflows for updating dependent and beneficiary information.

Q. System Generated Communications**1) Implementation Services****Responsibilities of Businessolver:**

⁴¹ All updates to coverage, carriers and payroll applied/communicated to Third Parties following completion of the verification process.

⁴² Including glossary definitions, plan details, and carrier/vendor contact information.

⁴³ Phone number will be provided when Sofia is not able to answer a question and a transfer to a Customer administrator is required.

⁴⁴ Initial review during implementation and one update per year no fewer than 30 days prior to the start of Annual Enrollment.

- Provide to Customer Benefitsolver templates, and supported delivery method(s), for all services in scope; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Configure templates based on Customer-defined rules.⁴⁵
- Produce and provide sample communication pieces for Customer review and approval.
- Document and configure fulfillment procedures for documents requiring paper distribution. Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.

Responsibilities of Customer:

- Provide to Businessolver:
 - Logo.
 - Branding guidelines.
 - Confirmation of templates to be leveraged.
 - Direction for configurable content.
 - Delivery method; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
 - Materials requiring distribution outside of Businessolver-created engagement pieces (e.g., Customer created content).
- Approve communication pieces.
- Define distribution method for each communication piece. Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.

2) Ongoing Services**Responsibilities of Businessolver:**

- Deliver communications based on Customer-defined timing, delivery method⁴⁶ and member delivery preference (where applicable); Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Maintain communication pieces and procedures based on Customer-directed changes.

Responsibilities of Customer:

- Leverage Benefitsolver's Build a Report tool to configure communication and provide to chosen population including the ability to:
 - Select conditions (e.g., location, age plans, eligibility, etc.)
 - Choose template
 - Select time and date
 - Determine delivery option (text, email, message, or printed document); Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
 - Send message (immediately or by scheduling the communication)

R. Flexible Spending Account (FSA), and Parking and Transit Services Administration Services**Responsibilities of Businessolver:**

- Provide FSA administration services for:
 - Health Flexible Spending Account
 - Dependent Care Flexible Spending Account
 - Limited Purpose Health Flexible Spending Account
- Provide Parking and Transit benefits administration services for:
 - Transportation Accounts
 - Parking Accounts
- Configure online banking and funding profile to enable contribution funding request
 - Customer can complete online or complete in partnership with Businessolver.
- Provide to Customer employer funding requests and activity by account type and plan year
 - Generated based on defined funding schedule or ad hoc if additional prefund amounts required based on requests for reimbursement/ payments.
- Maintain custodial accounts to hold all funds from Customer
- Provide participants with IAS-compliant multi-purse debit cards that require card activation
- Provide participants with terminal-restricted transit debit card and parking merchant-restricted multi-purse debit cards.
 - Cards activated based on first swipe.
- Accept and track contribution files from Customer's payroll or payroll vendor.

⁴⁵ Businessolver does not modify compliance driven templates.

⁴⁶ Text messages shall be provided only to those members who have provided a valid cellular phone number and have affirmatively opted-in to receive Benefitsolver text messages.

- Accept claims (via debit card, online/mobile submission, carrier claim, or paper form submission) for reimbursement or card substantiation for employees.
 - For the purposes of Transit claims, debit card is the only method accepted.
 - Parking claims via debit card, online submission or paper form submission.
- Process, adjudicate and pay claims daily from Custodial Account.
- Manage carryover HC FSA amounts (up to federal limits) or Manage Grace Period for HC FSA amounts (up to 2.5 months) as directed by Customer.
- Issue direct deposit and checks to employees for claims payment.
- Pay providers directly from member's account based on member's requests.
 - Not applicable for Parking and Transit benefits.
- Perform escheatment process against outstanding checks.
- Provide participant access to view year-to-date activity including pending, denied and/or paid claims and account balances.
- Provide participant mobile access to view year-to-date claims activity and account balances.
- Provide communications to participants including:
 - Pre-enrollment education and communications
 - Activity alerts and notices
 - Substantiation requests for card swipes requiring substantiation
 - Messaging regarding claims submission and payments
 - Annual statements
 - Note: all communications provided via online portal. One annual balance reminder printed for those who have no email on file.
- Provide participant explanation of benefits for transactions where claims are pending or denied.
- Provide support for first-level appeals process.
- Provide Customer with access to website for administrative forms and user guide for use in administering plan.
- Provide reports to Customer including:
 - Account Summary Report
 - Account Detail Report
 - Contribution Report
 - Member Census Report
 - Account Reconciliation Report
 - Substantiation Report, if applicable (Not applicable for Parking and Transit benefits)
- Monitor and report unsubstantiated claims to Customer.
- Coordinate forfeiture process and provide annual forfeitures reports to Customer.
- Retain copy of all plan records under the agreement with Customer for seven years from date record is created.
- Provide generic sample plan document as required.
- Provide draft plan document with Customer's plan design incorporated.
 - Plan design, as provided by the Customer, is applied to CXC's template; CXC service exclude plan design consulting or legal advice.
 - Support provided upon Customer request.
- Perform standard non-discrimination tests on information provided by Customer:
 - Section 125 25% Key Employee Concentration Test
 - Section 129 More than 5% Owners Concentration Test
 - Section 129 55% Average Benefits Test
- Provide plan information to Customer for completion of annual Form 5500 when applicable.

Responsibilities of Customer:

- Provide plan administration details including plan design, card utilization and substantiation preference, carrier integration and financial agreement details.
- Assume liability for funding benefits under the plan.
- Establish claim eligibility, appeals, and determination guidelines.
- Utilize Prefund-Based Funding method
 - Customer sends 5% of contributions that will be withheld from participant's account to be used for paying eligible claims and card swipes.
 - Transmission methods include Direct Debit, ACH Credit and Wire.
 - Customer can send 3% of contributions if allowing daily ACH Debit.
 - Note: Businessolver will not pay claims if the account does not contain enough funds to cover the claims filed.
- Utilize Current Funds Model (Parking and Transit benefits)
 - For Parking and Transit benefits, each pay period, Customer will send employee contributions to Businessolver based on transit elections. Funds are deposited into employee accounts and are available once the funds clear. Funds can be used for paying eligible claims and card swipes.
- Determine Schedule for funds request and replenishment (daily, weekly).
 - Off-cycle funds requests will be generated outside of the schedule if additional prefund amounts are required based on requests for reimbursement/payments.
- Configure online banking and funding profile to enable contribution funding request
 - Customer can complete online or complete in partnership with Businessolver.

- Remit total cash for the replenishment and payment of claims and card swipes.
 - Customer remits based on funds request and input invoice ID on ACH/Wire-initiated funding methods.
- Deposit funds into account to pay for claims.
- Process second level and/or final appeal for any claim of benefits.
- Work with Businessolver to reconcile accounts in the event of any discrepancies between the contribution file and the actual funds transmitted.
- Overall responsibility for maintaining non-discriminatory plans.
- Take corrective action in event Plan becomes discriminatory.
 - Customer may update coverage in Benefitsolver, if required, and/or Businessolver will update coverage on Customer's behalf based on direction provided by Customer.

S. Health Savings Account (HSA) Administration

Responsibilities of Businessolver:

- Provide administration services for Health Savings Account Plan.
- Configure online banking and funding profile to enable contribution funding requests.
 - Customer can complete online or completed in partnership with Businessolver.
- Provide to Customer employer funding requests.
 - Businessolver will leverage a daily schedule, however, requests will be provided only as employee and/or employer contributions are received from Customer/Payroll provider.
- Appoint Custodian bank for HSA services being provided.
- Process HSA-to-HSA transfers and HSA Fund Rollover requests for new Customer accounts.
 - Process occurs in coordination with the outgoing Custodian bank.
 - Applies for both individual and/or bulk transfers.
- Perform Customer Identification Program (CIP) verification and account opening.
 - All elections pend in Benefitsolver, so no payroll deductions are taken from participants account until participant successfully passes CIP.
- Provide enrollment to Custodian bank to open account.
- Provide participants with debit cards restricted to healthcare services.
 - Card activation required (one card issued automatically, additional provided upon member request).
- Accept and track employee and employer contribution files from Customer payroll or payroll vendor.
- Accept HSA money transfers from participants to pay themselves back, pay providers, and store receipts for tracking purposes.
- Provide participant direct access to view year-to-date money transfers, account activity and balances.
- Provide participant mobile access to view year-to-date activity and account balances.
- Provide communications to participant including:
 - Applicable HSA related notices, forms and disclosures
 - Monthly account summary
 - Quarterly account summary
 - Note: All communications are provided via online.
- Terminate HSA account upon instruction from Customer or member.
- Close HSA account upon instruction from member.
- Provide with access to website for administrative forms and user guide for use in administering plan.
- Provide reports to Customer:
 - Account Summary Report
 - Account Detail Report
 - Contribution Report
 - HSA CIP Status Report
 - Member Census Report
 - Account Reconciliation Report
- The Custodian Bank will provide tax filing information to participants for completion of Form 5498 for contributions and Form 1099 for distributions from HSA to participants.
- Retain a copy of all plan records under the agreement with Customer for seven years from date record is created.

Responsibilities of Customer:

- Provide plan administration details including plan design, card utilization and substantiation preference, carrier integration and financial agreement details.
- Assume liability for funding benefits under the plan.
- Configure online banking and funding profile to enable contribution funding requests.
 - Customer can complete online or completed in partnership with Businessolver.
- Remit total cash to be deposited into the HSA account for each employee.
 - Customer remits based on funds request and input invoice ID on ACH/Wire initiated funding methods.

T. Account Management

Responsibilities of Businessolver:

- Clearly outline and define roles and contact information of account management team.
- Develop a mutually agreed upon process that includes appropriate contact information and procedures for issue escalation and resolution.
- Provide service assistance to Customer, Monday through Friday from 7:30 am to 5:30 pm Central Standard Time (apart from Businessolver holidays) to support the following areas:
 - System training and support services.⁴⁷
 - System troubleshooting assistance and support.
 - Administrator set up and maintenance support.
 - Assistance with the review of export reports on an ongoing basis.
- Conduct weekly status calls (or as mutually defined with Customer).
- Provide quarterly performance reporting and metrics via Benefitsolver Company Scorecard.
- Formally document all work orders prior to the start of any work. Additional fees may apply.

Responsibilities of Customer:

- Develop a mutually agreed upon process that includes appropriate contact information and procedures for issue escalation and resolution.
- Participate in weekly status calls (or as mutually defined with Customer).
- Request updates to Plan rules, processes and/or services on an annual basis, or as necessary.
- Provide sign-off for all work orders.

U. Annual Enrollment**Responsibilities of Businessolver:**

- Facilitate Annual Enrollment kick-off meeting with Customer and/or Third Parties.
- Create Annual Enrollment project plan and manage execution of defined tasks.
- Facilitate periodic status calls for Annual Enrollment planning and management, frequency as mutually agreed upon.
- Configure and test Benefitsolver based on Customer-defined specifications.
- Conduct Annual Enrollment testing with Customer; location and duration of testing process as mutually agreed upon.
- Track and resolve all issues identified through the testing process.
- Update new year base pay for life insurance and other salary-based benefits (if applicable).
- Calculate eligibility for included population.
- Assign coverage based on Customer-defined specifications.
- Distribute enrollment materials; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Provide enrollment windows to eligible populations via Benefitsolver.
- Accept and process member elections.
- Apply default coverage to members not making an election, based on Customer-defined specifications.
- Support dual-year processing.
- Produce and distribute confirmation statement; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Determine new plan year deductions and provide to the payroll provider for withholding.
- Calculate new plan year premiums and include in carrier reporting.
- Produce Annual Enrollment reports including a daily summary of annual enrollment statistics during the enrollment period.

Responsibilities of Customer:

- Provide specifications for Annual Enrollment including, but not limited to:
 - Populations for inclusion
 - Changes to benefit offering, eligibility rules and/or plan design
 - Carrier changes
 - Employee/Employer contribution, credits and/or surcharges
 - Enrollment window
 - Coverage assignment rules
- Provide sign-off for changes within Benefitsolver.
- Participate in Annual Enrollment testing.

V. Compliance**Responsibilities of Businessolver:**

- Administer each plan according to plan rules and provisions as provided to Businessolver.

⁴⁷ Training assumes the use of online training modules made available through Trainingsolver. Should Customer need more hands-on or personalized training, Businessolver will scope the effort and provide a fee.



- Provide day-to-day compliance support including general information on benefits issues, industry trends, legislative changes (and impact to administration) and benefit design issues.
- Update system for IRS limits related to benefit plans under this Agreement.
- Update legal notices related to the Services performed under this Agreement as legal/legislative updates occur; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Ensure federally mandated legal notices related to the Services performed under this Agreement are provided to participants when required; Refer to Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Comply with HIPAA notification requirements limits related to benefit plans under this Agreement.

Responsibilities of Customer:

- Provide plan rules and provisions to Businessolver.
- Ensure federally mandated legal notices related to the Services performed under this Agreement are provided to participants when required; Refer to the Businessolver's Standard Fulfillment Matrix – Schedule B-1 located in Benefitsolver for details and applicable fees.
- Comply with HIPAA notification requirements limits related to benefit plans under this Agreement.

SCHEDULE B

COMPENSATION & FEES

FEES:

Implementation Fees: (One-time Fee)

• System set-up, Enrollment & Eligibility Services (Eligible & Pre-65)	\$10,254
• System set-up, Billing & Financial Reporting Services	Included
• System set-up, ACA Services	Included
• System set-up, COBRA Administration Services	Included
• System set-up, Ongoing Life Event Verification Services (Self-Administered)	Included
• System set-up, Ongoing Dependent Verification Services (Self-Administered)	Included
• System set-up, Sofia Services	Included
• System set-up, SMS/Cellular Phone Text Messaging Notification Functionality	Included
• System set-up, Employee Engagement / Fulfillment Services	Included
• System set-up, Translation Services (Standard - Spanish)	Included
• System set-up, MyChoice Decision Support with Historical Claims Utilization (MultiPlan)	Included
• System set-up, MyChoice Consumer Accounts Services	
○ Health Flex Spending Account (FSA) Admin Administration Services	Included
○ Dependent Care FSA Administration Services	Included
○ Limited Purpose FSA Administration Services	Included
○ Health Savings Account (HSA) Administration Services	Included
○ Parking and Transit Services Administration Services	Included

Monthly Service Fee: (Per Employee/Per Month Fee)

• Enrollment and Eligibility Services (Eligible)	\$6.32
• Pre-65 Retirees administration	\$6.32
• Billing & Financial Reporting Services	Included
• ACA Status Tracking Services ⁴⁸	Included
• ACA 1095-C Reporting Data Storage/1094-C IRS Transmittal Services	Included
• ACA Notice of Exchange Services	Included
• COBRA Administration Services	Included
• Ongoing Dependent Verification Services (Self-Administered)	Included
• Ongoing Life Event Verification Services (Self-Administered)	Included
• MyChoice Decision Support with Historical Claims Utilization (MultiPlan)	\$0.16
• Sofia Services	Included
• SMS/Cellular Phone Text Messaging Notification Functionality Services*	Included

** Subject to a maximum number of text messages. The maximum number of text messages sent shall be 18,500 per year; and text messages in excess of the text message maximum of 18,500 will be billed at \$0.08 per text message.*

Monthly Per Event/Participant Service Fees:

• Employee Engagement / Fulfillment Services – See fulfillment menu in Benefitsolver	
<i>* Prices may vary based on Customer requirements and are all priced per notice/packet.</i>	
• MyChoice Consumer Accounts	
○ Health Flexible Spending Account (FSA) Administration Services	\$3.85
○ Dependent Care FSA Administration Services	\$3.85
○ Limited Purpose FSA Administration Services	\$3.85
○ Health Savings Account (HSA) Administration Services (under 1,000 accounts)	\$0.95
○ Health Savings Account (HSA) Administration Services (1,000+ accounts)	\$0.00
○ Parking and Transit Administration Services	\$3.85

Pricing details and assumptions:

- Pricing stated above is for all benefit Eligible records (including pre-65 retirees, and COBRA members if applicable) unless otherwise stated.
- Businessolver does not charge for the storage/archiving of terminated records.

⁴⁸ ACA Status Tracking fees will be charged only on variable hour employees. Additional fees will apply for ongoing ACA hard copy mailings and electronic notifications. All postage and overnight fees shall be billed to Customer.

- Businessolver is not responsible for any postage and overnight charges. All associated costs will be passed through to the Customer.
- Pricing for any additional imports and/or export files will range from \$1,500.00 to \$7,500.00. Costs could be higher depending on complexity.
- New and or additional payroll interfaces will range from \$2,500.00 to \$7,500.00, depending on the payroll system. Costs could be higher depending on complexity.
- Requests outside the scope of this Agreement may be subject to review and potential fees.
- Fees for printing standard documents are provided in the fulfillment menu in Benefitsolver. Custom fulfillment will be priced on a case-by-case basis.
- Language Line or other translation services will be billed on a pass-through basis.
- All fees and charges will be charged and reflected online in Benefitsolver as U. S. Dollars (USD).
- If Customer chooses to make credit card payments available to COBRA participants, Businessolver will invoice Customer all processing fees at a rate of 3.5% of the member premiums paid by credit card, as may be adjusted.
- Businessolver charges the COBRA participant a \$2.00 convenience fee for processing any non-recurring online payment if the individual is not already set up for automatic payment.
- Pricing is subject to change if the employee population increases/decreases by 10% (reviewed annually).
- Minimum total Monthly Service Fees (Per Employee/Per Month) will be \$9,886.00 per month during any term.
- Customer's billable record count at the execution of this Agreement was 1,738 active records.
- All applicable sales and other taxes are not included in the fees on this Schedule.
- Final pricing is subject to review of benefit plans, export/import file integrations, and service and scope requirements.
- Businessolver's fees assume one (1) HRIS file, one (1) payroll file, one (1) inbound SSO, one (1) EOI SSO/Web Service, four (4) 834 files, five (5) proprietary files, and two (2) additional data imports. Additional fees will be incurred if the number of files exceeds these assumptions.
- Administrative services for HC FSA, DC FSA, LP FSA, HSA, and Parking and Transit Benefits under Businessolver's MyChoice Accounts™ (MCA) solution will commence on 1/1/2025.
- Businessolver fees do not include integration fees that may be charged by the carrier.
- Customer elected delays on any Services may result in additional fees.
- Notwithstanding anything in this Agreement to the contrary. Customer agrees to reimburse Businessolver for its actual out-of-pocket expenses incurred in the performance of Services pursuant to this Agreement including travel, lodging, meals, et cetera. All such expenses shall be approved by Customer.
- Participant payments returned for non-sufficient funds (NSF) will be considered non-payment of premiums
- The allowable administration fee (currently two percent (2%) for each Qualified Beneficiary, and fifty percent (50%) for disability extensions that is collected from COBRA participants will be retained by Businessolver and will not be provided to Customer.
- All amounts payable under this Agreement shall exclude all applicable taxes.
- Customer is responsible managing document review and transaction approval/denial for any transactions that are not instantly verified by the Benefitsolver platform.
- For a given Applicable Large Employer (ALE), the IRS may require each FEIN to transmit on a separate file. Businessolver's transmittal service assumes one FEIN per file; one FEIN may result in multiple files if exceeding the IRS limit of 100M (10,000 records) (additional fees may apply).
- ACA historical data is required to be provided in Businessolver's preferred format. If data cannot be provided in this format, a \$250/hour fee will apply for our team to support data conversion.
- ACA charges and fees will apply for all 12 months of a single calendar/reporting year, regardless of actual implementation date to support full reporting year.
- Refer to the fulfillment menu located in Benefitsolver for ACA 1095-C fulfillment and postage fees.
- Unless mutually agreed upon, no refunds shall be issued for services contracted and not implemented.
- MyChoice Consumer Account pricing assumes a bulk transfer of assets and moving all consumer accounts to Businessolver.
- MyChoice Consumer Accounts pricing stated above is for all Plan participants.
- Participant counts for billing purposes are determined on the second business day of each month. Participants that lose eligibility after the second business day of the month are included in the count for that month's billing. For the purposes of this Schedule B, participants are those individuals who are eligible for account coverage based on the Employer's plan document, including plan run-out periods, plan carryovers in accordance with IRS Notice 2013-71 and Prop. Treas. Reg. §§ 1.125-1(o) and 1.125-5(c) and Plan grace periods in accordance with IRS Notice 2005-42, 2005-1 C.B. 1204, and Prop. Treas. Reg. § 1.125-1(e).



- Refer to the fulfillment menu located in Benefitsolver for MyChoice Consumer Accounts fees associated with fulfillment and/or postage.
- Translation services billed as a passthrough cost. Additional layouts may be required to support.

PAYMENT SCHEDULE

<u>Fee</u>	<u>Paid To</u>	<u>Paid By</u>	<u>When Paid</u>
Implementation Fee	Businesssolver	Customer	Upon engagement of services.
Monthly Service Fee	Businesssolver	Customer	Paid monthly commencing upon the earlier of (i) Go-Live or (ii) November 1, 2024. For clarity, monthly service fees apply to all contracted services unless otherwise specified.
Late Fees	Businesssolver	Customer	Late fees shall be applied to monthly service fee invoices that are past due. The late payment charge will be 1.5% of the outstanding balance per month.
Out of Pocket Expenses	Businesssolver	Customer	15 days after submission for payment.

SCHEDULE C

COBRA ADMINISTRATION

RECITALS

WHEREAS, Customer has requested Businessolver to furnish certain COBRA administrative services as set forth in the applicable Service & Fee Schedules attached hereto for one or more employee benefit programs for which Businessolver is currently providing other technical services pursuant to this Agreement entered into by and between Customer and Businessolver.

WHEREAS, Customer has independently concluded that it is required to perform certain duties under the Health Plan Provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, 26 U.S.C. Section 4980B; and 29 U.S.C. Section 1161 *et seq.*, as may be amended ("COBRA"). This COBRA Administrative Service Agreement explains the services Businessolver will perform to assist Customer in meeting its obligations under the COBRA continuation requirements as an agent of the plan administrator.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises herein, and other good and valuable consideration it is agreed as follows:

AGREEMENT

ARTICLE 1. SERVICES

Section 1.1. Services. Businessolver shall provide Customer COBRA Administration Services ("COBRA Services") as described on Schedule A. Businessolver will utilize a common landing page for all inactive and post-employment benefits. Businessolver will utilize a common landing page for all inactive, post-employment, and alternative workforce benefits. This common landing page will allow participants to access all of their inactive/post-employment/alternative workforce benefits from a single web page. These benefits may include COBRA, Retiree/Direct Bill, or Individual/Marketplace (including Medicare) coverages (available via MyChoice Market).

ARTICLE 2. RESPONSIBILITIES

Section 2.1. Initial Notification. Businessolver is responsible for the initial notification of all covered or newly covered active employees and dependents of their continuation rights under COBRA unless Customer declines the optional service for Businessolver to process initial notifications on behalf of Customer. In the event Customer declines such service, Customer is responsible for the initial notification of all covered or newly covered active employees and dependents of their continuation rights under COBRA. If Customer elects the optional initial notification service as will be reflected in Schedule A, Customer is responsible for providing Businessolver with names and current addresses of any covered or newly covered active employees and spouses, except where the information is available to Businessolver through this Agreement with Customer.

Section 2.2. Qualifying Events. Customer shall notify Businessolver by mail or fax or update the Benefitsolver.com® system electronically of the following qualifying events within five (5) days after the plan administrator receives notice of the qualifying event: a) Death of a covered employee; b) Termination of employment of a covered employee (for reasons other than gross misconduct) or reduction in the employee's hours that causes a loss of coverage under the plan, and Customer shall be solely responsible for determining whether or not an employee has been terminated for gross misconduct under the provision of COBRA; c) Divorce/legal separation of covered employees; d) Covered employee becoming entitled to benefits under Title XVIII of the Social Security Act (Medicare); e)

Dependent children who cease to be covered as a "dependent" under the terms of Customer health plan; f) Customer filing for bankruptcy; and g) Additional events, which includes any other event resulting in a covered employee and/or dependent becoming qualified to continue coverage under the provisions of COBRA, as subsequently amended. Notwithstanding the foregoing, if Customer is the plan administrator, Customer shall have thirty (30) days after the qualifying event to notify Businessolver of (a), (b), (d), (f) and, if applicable, (g).

Section 2.3. Terms and Conditions. Customer is responsible for notifying Businessolver in writing of the terms and conditions of the health plan(s) under which a Qualified Beneficiary is covered ("Plan(s)"), including but not limited to: a) Carrier Information, including name and address of each carrier and any change thereto; b) Coverage Date. Effective date of coverage for each Qualified Beneficiary, except where the information is available to Businessolver through the Enrollment and Eligibility Services provided to Customer; c) Premium rate(s) and any change(s) thereto; d) Calculations for Premiums. Customer is responsible for actuarially calculating applicable premium (as defined in COBRA) for each self-funded plan. Customer shall bear the total expense for computing this premium.

Section 2.4. Employee Address. Customer is responsible for providing the last known address of each employee and covered dependent who is entitled to COBRA.

Section 2.5. Notices in Writing. Customer shall provide Businessolver with thirty (30) days prior written notice of any change in carrier(s), benefit(s), coverage(s) or premium rate(s). Businessolver shall NOT be responsible for the payment or collection of any additional premium for which adequate prior notice was not received.

Section 2.6. Compliance with Laws. Businessolver shall perform the COBRA Services with respect to the Plan in accordance with a reasonable good faith interpretation of the federal COBRA and HIPAA requirements (but only to the extent that COBRA and HIPAA administrative services are included in the COBRA Services). Except for such responsibilities assumed by Businessolver in Schedule A, Customer will be responsible (i) for compliance with all laws and governmental regulations affecting its business and (ii) for any use Customer may make of the COBRA Services to assist it in complying with such laws and governmental regulations.

ARTICLE 3. EXCLUSION OF WARRANTIES AND LIMITATION OF LIABILITY

Section 3.1. Liabilities. Businesssolver shall NOT be liable for any federal or state tax or penalty of any nature which may be imposed under any law or regulation that was caused by Customer's negligence, delay or breach of this Agreement.

Subject to any limitation of liability in the Agreement, Businesssolver agrees to hold harmless and indemnify Customer for any Department of Labor or Internal Revenue Service excise taxes or penalties pertaining to a failure under COBRA caused by negligence of Businesssolver in performance of COBRA Services and responsibilities specifically assumed by Businesssolver in Section 1 above and Schedule A.

Section 3.2. Customer COBRA Services Indemnity. Customer shall indemnify, defend and hold Businesssolver harmless from and against any and all liabilities, claims, penalties, damages, forfeitures, suits, and the costs and expenses incident thereto (including the costs and expenses of defense, settlement and reasonable attorneys' fees), arising from or claimed to have arisen from actions Businesssolver performs in connection with COBRA Services pursuant to Customer's procedures, any data supplied by Customer or any instruction, direction, request or representation of Customer, except to the extent such liability claims, damages, costs or expense arise from the negligence, willful misconduct or breach of this Agreement by Businesssolver. Businesssolver shall be under no duty to review any such procedures, customer data, instructions, requests or representations of Customer.

Section 3.3. COBRA SERVICES Disclaimer. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN OR IN THE SCOPE OF COBRA SERVICES, CUSTOMER EXPRESSLY ACKNOWLEDGES THAT BUSINESSSOLVER IS NOT THE "ADMINISTRATOR" OR "PLAN ADMINISTRATOR" AS DEFINED IN SECTION 3(16) (A) OF ERISA AND SECTION 414(g) OF THE CODE, RESPECTIVELY, NOR IS BUSINESSSOLVER THE "NAMED FIDUCIARY" WITHIN THE MEANING OF ERISA, AND CUSTOMER SHALL NOT REQUEST OR OTHERWISE REQUIRE BUSINESSSOLVER TO ACT AS SUCH. IT IS THE INTENT OF THIS AGREEMENT THAT BUSINESSSOLVER SHALL NOT EXERCISE ANY DISCRETIONARY AUTHORITY OR DISCRETIONARY CONTROL RESPECTING MANAGEMENT OF ANY PLAN OR MANAGEMENT OR DISPOSITION OF ANY PLAN ASSETS. BUSINESSSOLVER SHALL NOT RENDER INVESTMENT ADVICE FOR A FEE OR OTHER COMPENSATION, DIRECT OR INDIRECT, WITH RESPECT TO ANY MONIES OR OTHER PROPERTY OF ANY PLAN, NOR DOES BUSINESSSOLVER HAVE ANY AUTHORITY OR RESPONSIBILITY TO DO SO. BUSINESSSOLVER HAS NO DISCRETIONARY AUTHORITY OR DISCRETIONARY RESPONSIBILITY IN THE ADMINISTRATION OF THE PLAN(S). THE PARTIES FURTHER ACKNOWLEDGE AND AGREE THAT BUSINESSSOLVER WILL NOT BE DEEMED TO BE PROVIDING LEGAL OR TAX ADVICE TO CUSTOMER AS A RESULT OF THE MINISTERIAL DUTIES UNDERTAKEN BY BUSINESSSOLVER AS CONTEMPLATED HEREIN.

ARTICLE 4. COMPENSATION

Section 4.1. Compensation. Customer shall pay Businesssolver compensation as set forth in Schedule B (the "COBRA Services Fee Schedule") attached to this Agreement and incorporated herein by reference. Any other fees received by Businesssolver for performance of services under this Schedule shall be disclosed to Customer upon receipt.

Businesssolver shall, in addition to the compensation set forth in the prior paragraph, be entitled to collect from each Qualified Beneficiary and retain an administrative fee equal to two percent (2%) of the applicable premium paid (as defined in COBRA).

SCHEDULE D

ONLINE ENROLLMENT & ELIGIBILITY

PERFORMANCE STANDARDS - MINIMUM REQUIREMENTS AND FEE CREDITS

I. Performance Standards and Terms

- A. In the event Businessolver fails to meet a service level, as set forth in this Section as a result of the acts or omissions of Businessolver, the service level credit shall be equal to the designated fees at risk for the applicable service for the month in which said service level was not met and shall be credited to the invoice received by Customer in the second month after the end of each calendar quarter. For the avoidance of doubt, such service levels shall not apply to the extent errors or delays are attributable to errors or delays by Customer personnel.
- B. The first ninety (90) calendar days of operation from the go-live date of all newly contracted Services or any other Service newly implemented during the contract term will be considered a settling in period in which the Performance Guarantees will not apply. The ninety (90) calendar days will start when all services are live and operational or as of the contract signature date, whichever is later.
- C. Table 1-1 Ongoing Performance Standards

Service Level	Measurement	Service Level Target	Fees at Risk	
System Response Time	The formula = (Server Requests > 3 Seconds/total number of Server Requests) – 10% = Credit Percentage	The Benefitsolver system will respond in three (3) seconds or less (measured at the server level) for at least 90% of member page requests excluding requests during Scheduled System Maintenance Down-Time. Customer will have access to logs measuring this standard.	Up to 10% of Monthly Enrollment and Eligibility Services Fees based on the formula.	
System Availability	Site availability shall be calculated by multiplying 100 times the quotient of (i) total number of minutes the Benefitsolver system is available (other than unavailability due to exclusions to the definition of Server Downtime (as defined below)) in the applicable calendar month <u>divided by</u> (ii) the total number of minutes in the month, excluding Scheduled System Maintenance.	The Benefitsolver system will be available no less than 99.5% of the time per month.	<u>Site Availability</u> 98.1% - 99.5% 97.1% - 98% 96.1% - 97% 95.1% - 96% below 95.1%	<u>Credit</u> 1% 2% 3% 4% 5% of Monthly Enrollment and Eligibility Services Fees.
Transaction Processing Turnaround	Performance is measured by dividing the number of files sent within one business day of the scheduled run time by the total number of files scheduled during the month. <i>Transactions that are not processed timely due to carrier issues or responsiveness are excluded from this calculation.</i>	100% of files generated and sent within one business day of the scheduled day.	1% of Monthly Enrollment and Eligibility Services Fees for each day beyond the service level target up to a maximum of 2%.	
Billing & Financial	Performance is measured by dividing the number of monthly invoices completed by the agreed upon bill processing date by the total number of invoices scheduled to be completed during the month. <i>Bills that are not finalized timely due to Customer review/turnaround are excluded from this calculation.</i>	The target is to have 90% of monthly bills completed by the deadline with 100% completed within five business days.	1% of Monthly Enrollment and Eligibility Services Fees will be credited to Customer for each day beyond the service level target (up to a maximum of 2%)	
COBRA Administration	Percentage of COBRA Initial Rights and/ or Qualifying event notices sent to participants within allowable timeframe based upon current Federal COBRA regulations. <i>Notifications that are not sent timely due to lack of Customer notification are excluded from this calculation.</i>	100% of COBRA notices sent timely in accordance with current Federal COBRA regulations each month	97% - 99% timely = 1% <97% = 2% of Monthly Enrollment and Eligibility Services Fees.	
Customer Satisfaction	Customer will be asked to report their satisfaction with the Services team on a monthly basis through their pulse in the Benefitsolver system. Failure to report by Customer during any month will result in this performance measure being forfeit.	Satisfy the Customer as indicated by reporting a Blue, Green or Yellow pulse rating at the end of each month.	1% of Monthly Enrollment and Eligibility Services Fees if Customer is not satisfied as indicated by a Red pulse rating entered by Customer into Benefitsolver.	

D. Terms of Performance Standards:

"Performance Guarantees" outlined are for missed deliverables during the contract period for services provided to Customer.

The fee credits described in the table above are cumulative. Fees for out of scope projects and custom programming are not subject to performance guarantee penalties.

Performance will be measured on a monthly basis and reported to Customer quarterly. Any penalty amounts will be assessed on a quarterly basis unless noted otherwise and will be shown as a credit against the amount due from Customer during the second month after the end of each calendar quarter. Should the penalty amount exceed the amount due during the month the penalty is assessed, the credit will be applied to amounts due in subsequent months until the full penalty credit is exhausted. Alternatively, the amount may be paid by check to Customer.

Businesssolver will not be responsible for any failure to meet a Performance Guarantee due to:

- The failure of Customer to deliver accurate data in a timely manner (as defined by a mutually agreed upon timeline).
- Any delay or failure excused by the terms of these Performance Standards.
- Any change in plan design or Customer's operations, that are at the request or controlled by Customer (but not changes by Businessolver), that significantly impact Businessolver operations for which a 30-day notice is not provided, or unforeseeable fluctuations in employee volume from month to month exceeding 10%.

The maximum monthly fees at risk for any one month shall not exceed 10% of total monthly enrollment and eligibility services fees due. For the System Availability and System Response Time Service Levels, a credit will only be given for one or the other in a given month, but not for both Service Levels.

Businesssolver shall monitor its performance against the Service Levels set forth above and provide to Customer quarterly reports that describe Businessolver's monthly performance against the service levels set forth above. Such reports shall include documentation that describes the basis for the information contained in the report. Upon Customer's reasonable request, Businessolver shall provide additional information requested by Customer to demonstrate Businessolver's compliance with the service levels set forth above.

Should Customer's contract term expire, Businessolver will not place fees at risk for the service levels referenced in Section C until a new contract term has been fully executed.

Should Customer provide Notice of Termination at any time during the Initial Term or Renewal Term, Businessolver will continue measuring and reporting each service level measurement. However, all fees at risk related to the performance guarantees contained within this Schedule shall be suspended for the duration of the Agreement.

Definitions:

- "Business Day" means any day except a Saturday, Sunday, or national (U.S.) holiday. When a holiday occurs on a Saturday or Sunday, the alternate day off that is generally observed will not be considered a "Business Day" for purposes of this Agreement.
- "Business Hours" mean Businessolver's normal hours of operation, which are 8:00am to 5:00pm Central Time on Business Days.
- "Server Downtime." For purposes of determining system availability, "Server Downtime" means any interruption of ten (10) minutes or more in the availability of the Benefitsolver system; provided, however, that Server Downtime shall not include time that is attributable to:
 - (i) Customer's breach of its material obligations under the Agreement, which breach causes the server or site to be unavailable;
 - (ii) failure or malfunction of any Customer provided equipment or service;
 - (iii) scheduled system maintenance down-time;
 - (iv) other mutually agreed to pre-scheduled system down-time; and,
 - (v) Force Majeure events, as defined in the Services Agreement.
- "Scheduled System Maintenance Down-Time" shall mean any interruption in the availability of the System, due to:
 - (i) System maintenance scheduled more than 48 hour prior to the disruption of service.
 - (ii) Scheduled System Maintenance Down-Time will not exceed 6 hours per month and will occur between the hours of 12:00 – 4:00 am.
 - (iii) Businessolver will provide the primary Customer contact with a minimum of 48 hours' notice of scheduled system maintenance.

SCHEDULE E

ADMINISTRATIVE SERVICES AGREEMENT FOR CONSUMER DIRECTED BENEFITS

This Administrative Services Agreement (the "ASA") is entered into as of this ____ day of _____ 2024 (the "Effective Date"), by and between:

BSC MyChoice, LLC
1025 Ashworth Road
West Des Moines, IA 50265
("Businessolver")

Township High School District 214
2121 South Goebbert Road
Arlington Heights, IL 60005
("Customer")

RECITALS

WHEREAS, the Customer is the named fiduciary and administrator of the Plan.

WHEREAS, the Customer desires to have Businessolver provide certain administrative services with respect to the Plan and Businessolver is willing to do so on the terms and conditions contained in this Schedule E.

NOW, THEREFORE, the parties hereby agree as follows:

AGREEMENT

ARTICLE 1. ADMINISTRATIVE SERVICES.

Section 1.1. Plan Administrative Services. Businessolver shall provide to the Customer the services described under this Schedule E and under any applicable attachments or addenda hereto and by this reference incorporated herein, related to the administration of the Plan (collectively referred to herein as the "Plan Administrative Services"). Such Plan Administrative Services may be provided by Businessolver or another qualified third-party service provider.

Section 1.2. HIPAA Excepted Benefits. For any Plan that is not a health reimbursement arrangement ("HRA"), Businessolver's standard administrative procedures for the Plan Administrative Services are based on the assumption that such Plan(s) are HIPAA excepted benefits under DOL Reg. Section 2590.732(c)(3)(v) and Treas. Reg. Section 54.9831-1(c)(3)(v).

1.2.1. Implementation of Standard Forms. The Customer has authorized and instructed Businessolver to implement its standard administrative forms and procedures to provide Plan Administrative Services in accordance with this Schedule E, which may be revised by Businessolver at any time without notice.

1.2.2. Health Plan Identifier. The Customer acknowledges and agrees that Businessolver does not, and shall not, have any responsibility for obtaining one or more health plan identifiers ("HPID") for the Plan from the Enumeration System identified in 45 C.F.R. § 162.508, or for updating the Enumeration System with respect to the HPID.

ARTICLE 2. PLAN DOCUMENTS AND PLAN DOCUMENT COMPLIANCE.

Section 2.1. Plan Amendments and Termination. The Customer shall make all decisions regarding amendment and termination of the Plan. The Customer shall provide Businessolver with a copy of any contemplated amendment to or termination of the Plan no less than thirty (30) days prior to the anticipated amendment or termination effective date. Under no circumstances may the Customer adopt any amendment that

would alter Businessolver's Plan Administrative Services or obligations under this Schedule E without prior written consent of Businessolver. Businessolver has no obligation to provide any Plan amendments to the Customer other than as described in this Article 2.

Section 2.2. Plan Compliance. The Customer is responsible for the following: (i) the final content of all Plan materials and documents; (ii) ensuring that the Plan documents and any amendments to the Plan documents, including any sample documents provided under this Schedule E, are legally compliant for the Customer's purposes, appropriately completed, in compliance with the requirements of the Customer's Plan, and appropriately and timely adopted by Customer; (iii) filing with the appropriate governmental agencies all required returns, reports, documents, and other papers relating to the Plan, including all Form 5500 reports, as applicable, and other returns and reports required by ERISA and other applicable law; (iv) distributing and communicating to its employees participating in the Plan all materials and documents as may be necessary or convenient for the operation of the Plan, and to satisfy the requirements of ERISA, as applicable, and other applicable law; (v) providing Businessolver with an executed copy of its Plan document(s) and summary plan description(s); (vi) distributing a copy of the summary plan description and/or the summary of benefits and coverage to its employees participating in the Plan, as required by ERISA, as applicable, and applicable law; and (vii) complying with applicable federal, state, and local laws.

ARTICLE 3. CLAIMS PROCESSING.

Section 3.1. Not Applicable to HSAs. Claims in connection with the administration of an HSA shall be processed by the Custodian of the HSA pursuant to the terms of the HSA. The claims processing terms and procedures of this Article 3 shall not apply to the processing of claims in connection with an HSA.

Section 3.2. Payment of Claims. Using funds received from the Customer, Businessolver shall process the payment of

claims in accordance with the Plan and in compliance with the participant's current Plan elections. Each check will be prepared by Businessolver (or its designee) to be drawn on the shared Custodial Account as described in Section 4.3. Each check shall be signed on behalf of the Customer by an authorized signatory designated by Businessolver.

Section 3.3. Initial Claims. Businessolver shall consider any initial claim for benefits made under the Plan provided the claim is submitted in accordance with the Plan, the summary plan description, and any reasonable rules established by Businessolver and communicated to participants.

3.3.1. Businessolver will accept or deny (in whole or in part) an initial claim for benefits after making such investigation as it deems necessary.

3.3.1.1. To the extent Businessolver determines that a participant is entitled to the claimed benefits under the Plan, Businessolver will arrange for the proper payment from the Plan using the funds provided by the Customer.

3.3.1.2. To the extent Businessolver determines that a participant is not entitled to claimed benefits under the Plan, Businessolver shall provide to such participant a written notification of its decision as soon as administratively practicable after the claim was received by Businessolver, but no later than within the time required per Section 503 of ERISA and 29 C.F.R. § 2590.715-2719, as applicable. If the Plan is subject to ERISA, the written notice shall comply with the requirements set out in Section 503 of ERISA and 29 C.F.R. § 2590.715-2719.

3.3.1.3. To the extent that Businessolver provides written non-English assistance to a participant during the course of claims processing as required by Section 503 of ERISA and 29 C.F.R. § 2590.715-2719, the Customer shall reimburse Businessolver for the related fees and expenses, if any, associated with such translation.

3.3.1.4. Businessolver has established procedures to receive appeals of initial denials of benefit claims for any Plan that is subject to ERISA. Businessolver shall make the initial decision to accept or deny (in whole or in part) appeals of denied benefit claims under such Plan(s) consistent with Section 503 of ERISA and 29 C.F.R. § 2590.715-2719, as applicable. The Customer, however, shall be responsible for reviewing and making final decisions on all appealed benefit claims. Businessolver shall be responsible for notifying the participant of its decision regarding the appeal consistent with Section 503 of ERISA and 29 C.F.R. § 2590.715-2719, as applicable.

3.3.1.5. In making decisions regarding claims for benefits and appeals of denied benefit claims, the Customer shall have discretionary authority to construe and interpret the terms of the Plan and to determine whether a benefit claim is properly payable under the Plan.

Section 3.4. Call Recording. In compliance with federal and state law, Businessolver may monitor and/or record calls that are made to and from the Customer service line for quality assurance and training purposes and/or to ensure that Businessolver's Plan Administrative Services fully comply with the terms of this Schedule E.

Section 3.5. Claims Liability. Businessolver shall assume no liability and shall be held harmless by the Customer

in complying with instructions communicated by the Customer to Businessolver with respect to the administration of claims under the FSA. Should Businessolver have a question of whether a particular claim for benefits should be paid under the FSA, Businessolver shall contact the Customer for a determination of whether said claims should be paid; the Customer shall then provide written instructions to Businessolver as to whether to pay the claim. The Customer retains all final authority and responsibility for the FSA.

ARTICLE 4. CUSTOMER FUNDS AND CUSTODIAL ACCOUNT.

Section 4.1. Funds. Funds received by Businessolver, other than funds received in connection with a health savings account ("HSA"), as applicable, from the Customer for the payment of Plan benefits shall be held in the Custodial Account pursuant to this Article 4. Funds received in connection with the HSA, if applicable, shall be held and administered pursuant to the HSA account agreements and as provided in Attachment 1, attached hereto and by this reference incorporated herein.

Section 4.2. Appointment and Acceptance of Custodian. By entering into this Schedule E, the Customer agrees to appoint a custodian of Customer funds (the "Custodian") for the purposes and upon the terms and conditions set forth in this Schedule E, and the Custodian accepts such appointment and agrees to act as Custodian hereunder and to hold any Customer funds received hereunder in accordance with the terms and conditions set forth in this Schedule E.

Section 4.3. Custodial Account. The Custodian shall maintain one or more depository claims accounts ("Custodial Account") at a bank or other financial institution and shall hold in such Custodial Account all funds received from the Customer from time to time to pay claims for benefits under the Plan (other than an HSA). For administrative convenience and to reduce costs, such amounts paid by the Customer to the Custodian shall be deposited in a Custodial Account upon which the Custodian (or its designee) shall be authorized to issue checks for payment of claims under the Plan. In order to facilitate administration of the Plan, the Custodian (or its designee) may commingle the Customer's funds with amounts deposited by other customers; provided, however, that each Customer's funds in the claims account shall be separately accounted for and amounts deposited by the Customer shall not be used other than for payment of claims under the Customer's Plan. The amounts deposited by the Customer remain the general assets of the Customer subject to the right of its creditors, not plan assets that must be held in trust. The Custodian may invest account funds in insured money market or similar instruments and retain any investment income thereon to offset bank charges or other reasonable administrative expenses, costs, or fees incurred by the Custodian in performing its duties hereunder. At all times, the assets comprising Customer's funds in the Custodial Account shall be considered a separate subaccount for purposes of this Schedule E. Depending upon the context, the term "Custodial Account" as used herein shall refer to either the separate subaccount for the Customer or all of the subaccounts for all customers in the aggregate.

Section 4.4. Customer's General Assets. The Custodian and Customer intend and agree that all funds received from the Customer for deposit in the Custodial Account shall be comprised of and shall remain Customer's general assets. In no

event will funds received from the Customer and deposited in the Custodial Account constitute or include participant or employee contributions to employee benefit plans, whether made by salary reduction or otherwise, as those terms have their general meaning under ERISA. Except to the extent that outstanding checks have been written or withdrawals have been made against the Custodial Account balance on behalf of the Customer, all funds received from the Customer and deposited in the Custodial Account may be withdrawn by the Customer at any time (less applicable fees, costs or expenses as set forth in this Schedule E) and are subject to the claims of the Customer's general creditors in the same manner as funds contributed to the Customer's ordinary checking accounts. Notwithstanding the foregoing, this Schedule E does not alter or eliminate any separate obligation of the Customer to fund and maintain the Minimum Account Balance in the Custodial Account as described in Section 4.7.

Section 4.5. Disbursements. Custodian shall make payments or distributions from the Custodial Account in accordance with the framework of policies, interpretations, rules, practices, and procedures established by Businessolver for this purpose and as set forth in the Plan or as otherwise agreed upon or directed by the Customer. The Custodian shall not have nor shall be deemed to have any discretion, control or other authority with respect to the disposition of Customer funds. The Custodian shall be responsible for administering the funds in accordance with the terms of this Schedule E. Funds shall be disbursed from the Custodial Account by the Custodian only for an allowable Plan expense as determined by the Customer or a representative of the Customer (including Businessolver), or as otherwise required by a court of competent jurisdiction.

Section 4.6. Claims Based Funding. If the Customer selects the claims based funding method to pay claims, the Customer gives Businessolver, and its designee, approval to withdraw applicable amounts from the Customer's United States bank account to deposit in the Custodial Account from which disbursements can be made on the Customer behalf for payment of qualifying Plan expenses, which are otherwise specified by the Customer in its Plan document or as provided under the Internal Revenue Code. Disbursements will not be made until the amounts are credited to the Custodial Account.

Section 4.7. Deduction/Contribution Based Funding Method. If the Customer selects the deduction/contribution based funding method to pay claims, the Customer shall establish a pre-determined initial deposit amount that will adequately fund the reasonable needs of the Plan (the "Minimum Account Balance") to be deposited into the Custodial Account. If the deposited amount falls below the Minimum Account Balance, the Customer will be notified of the deficiency and will be required to provide additional funds until such time the Minimum Account Balance can be restored. If the Customer fails to immediately restore the Minimum Account Balance, Businessolver has the right to suspend all Plan Administrative Services under this Schedule E until the Customer is able to restore the Minimum Account Balance.

Section 4.8. Contribution Funds. The contribution funds deposited by the Customer in the Custodial Account to be used to pay benefits and expenses under the Plan as agreed to herein and in accordance with the Plan documents shall consist solely of general assets of the Customer. In no event will funds

received from the Customer and deposited in the Custodial Account constitute or include participant or employee contributions to employee benefit plans, whether made by salary reduction or otherwise, as those terms have their general meaning under ERISA. The Customer has the sole responsibility and liability for the funding of all benefits under the Plan.

Section 4.9. Overpayment Recovery. If the Custodian determines that it has paid benefits to an ineligible person or paid more than the appropriate amount, the Custodian shall, with Customer's full cooperation, undertake a good faith effort to recover such erroneous payment. For purposes of this provision, the Custodian shall have the sole discretion to determine what constitutes a "good faith effort," which effort may vary from time to time depending upon the circumstances of the overpayment, but may include Custodian's attempt to contact the participant twice via letter, phone, email or another means about the recovery of the payment at issue. Notwithstanding the foregoing, the Custodian is not required to take any legal action for overpayments and shall not be responsible or in any way obligated to reimburse any unrecoverable payments. Liability for payment of any claim shall be the sole responsibility of Customer, and in no event shall Businessolver be responsible for any claims or any costs associated with Customer's failure to meet its funding obligations hereunder. Businessolver shall assume no liability and shall be held harmless by the Customer in complying with instructions communicated by the Customer to Businessolver with respect to the administration of claims under the FSA. Should Businessolver have a question of whether a particular claim for benefits should be paid under the FSA, Businessolver shall contact the Customer for a determination of whether said claims should be paid; the Customer shall then provide written instructions to Businessolver as to whether to pay the claim. The Customer retains all final authority and responsibility for the FSA.

Section 4.10. Unused Amounts and Unclaimed Amounts. All amounts that remain unused in an FSA or HRA, if applicable, after the end of the period specified by the Plan during which a participant can make a claim plus any periods for appeal or claim dispute, shall be forfeited by the participant and returned to the Customer, less any applicable fees and expenses owing to Businessolver under this Schedule E. The direct terms of an applicable Plan may alter the forfeiture provisions of this Section 4.10 only with respect to a Plan participant. Any amounts unclaimed by participants, including any unclaimed reimbursement checks (or other methods of payment) that have been issued but remain unendorsed or uncashed and unpaid after the end of the plan year's run-out period elected by the Plan, shall be returned to the Customer, less any applicable fees and expenses that are due and owing to Businessolver under this Schedule E. The Customer shall be responsible to report unclaimed amounts in accordance with applicable state escheat laws.

Section 4.11. Interest Earned. The Customer acknowledges and understands that from time to time Businessolver, as the Custodian, may receive interest earned on the funds held in the Custodial Account and that any such interest shall be part of Businessolver's compensation. The Customer acknowledges and understands that fees otherwise charged by Businessolver for Plan Administrative Services under this Schedule E would be greater if Businessolver did not retain such interest on these funds. The period during which

interest may be earned begins on the date on which the funds are deposited in the Custodial Account and ends when this Schedule E terminates. Funds shall be disbursed on a first-in, first-out basis.

Section 4.12. Sufficient Amounts. Customer agrees to at all times maintain sufficient amounts in the Custodial Account to satisfy all obligations of Customer under this Schedule E and Attachment 1. In the event Customer fails to fund the Custodial Account in accordance with the terms of this Schedule E and Attachment 1, then Custodian will notify Customer (including via email) and may, at its option and sole discretion either terminate this ASA, or suspend the provision of the Services under this Schedule E until such time as Customer has replenished the Custodian Account to an amount sufficient to satisfy Customer's obligations in accordance with this Schedule E and Attachment 1.

Section 4.13. Anti-Rebating Compliance. The Customer represents and warrants that if someone other than the Customer is making the payment of Businessolver's fees on behalf of the Customer, such payment does not violate any applicable anti-rebating law.

Section 4.14. Claims Payment Liability. Liability for payment of any claim shall be the sole responsibility of Customer, and in no event, shall Businessolver be responsible for any claims or any costs associated with Customer's failure to meet its funding obligations hereunder.

ARTICLE 5. CUSTOMER RESPONSIBILITIES.

Section 5.1. Plan Tax Obligations. The Plan and/or Customer on behalf of the Plan, is responsible for any state or federal tax, fee, assessment, surcharge and/or penalty imposed, assessed or levied against or with respect to the Plan and/or Businessolver relating to the Plan or the Plan Administrative Services provided by Businessolver pursuant to this Schedule E, including the funding, remittance, and determination of the amount due for PPACA required taxes and fees. The Customer is at all times responsible for the tax consequences of the establishment and operation of the Plan. Businessolver does not warrant or guarantee the tax consequences of the Plan to participants of the Customer. The Customer is advised to consult its legal counsel or tax advisors concerning the tax effects associated with this Plan.

Section 5.2. Non-Discriminatory Plan – Section 125 Tests. The Customer must maintain non-discriminatory Plans pursuant to ERISA and other applicable laws and, if applicable, is responsible for completing required non-discrimination tests for the Plan. As such, the Customer is responsible for taking immediate corrective action in the event the Plan becomes discriminatory. Businessolver will cooperate with the Customer to implement any corrective action that is required as a result of the failure or potential failure of one or more applicable discrimination tests.

5.2.1. At no additional charge to the Customer, Businessolver performs the following standard quantitative non-discrimination tests on information provided by the Customer: (i) Section 125 25% Key Employee Concentration Test; (ii) Section 129 More than 5% Owners Concentration Test; (iii) Section 129 55% Average Benefits Test; and (iv) Section 105(h) Nondiscrimination Tests for self-insured plans, as applicable. These standard non-discrimination tests shall be performed

twice during the plan year unless the parties agree otherwise. All other non-discrimination tests are the responsibility of the Customer to complete. For an additional charge, Businessolver may provide other non-standard non-discrimination testing services including re-running a test that is failed.

5.2.2. The Customer must provide Businessolver with the information necessary to perform the standard non-discrimination testing services and in the file format required by Businessolver. The Customer's HRIS/payroll system is the system of record for non-discrimination testing information. Businessolver may rely on the information provided by the Customer in performing the testing for non-discrimination testing.

Section 5.3. Non-Discriminatory Plans – HRA Tests. The Customer must maintain non-discriminatory plans pursuant to ERISA, if applicable, and other applicable laws and is responsible for completing required non-discrimination tests for the Plan. As such, the Customer is responsible for taking immediate corrective action in the event the Plan becomes discriminatory. Businessolver will cooperate with the Customer to implement any corrective action that is required as a result of the failure or potential failure of one or more applicable discrimination tests.

5.3.1. All HRA non-discrimination tests are the responsibility of the Customer to complete. For an additional charge, Businessolver may provide non-discrimination testing services for the HRA, including re-running a test that is failed.

5.3.2. The Customer must provide Businessolver with the information necessary to perform the standard non-discrimination testing services and in the file format required by Businessolver. The Customer's HRIS/payroll system is the system of record for non-discrimination testing information. Businessolver may rely on the information provided by the Customer in performing the testing for non-discrimination testing.

Section 5.4. Online Account. In the event the Customer accesses service provided by Businessolver online or through any mobile or other electronic device ("Online Account"), the Customer is solely responsible for the following: designating who is authorized to have access to the Online Account; safeguarding all of the Customer's passwords, usernames, logins or other security features used to access the Online Account ("Online Account Access"); ensuring that use of the Online Account complies fully with the provisions of the this agreement; and preventing any unauthorized access or use of the Online Account caused by Customer's actions or inactions, including, without limitation, its failure to safeguard the Online Account or Online Account Access.

ARTICLE 6. TERM AND RUN-OUT PERIOD OF THIS SCHEDULE E.

Section 6.1. Term. The term of this Schedule E shall be effective beginning on the Effective Date and continue for as long as the Agreement is in effect.

Section 6.2. Run-Out Period. If this Schedule E is terminated by either party pursuant to Section 6.3, Businessolver will immediately cease the performance of Plan Administrative Services unless both parties agree in writing that the Plan Administrative Services shall continue for a specified run-out period. If the Customer engages Businessolver to administer a



run-out period, and upon prepayment by the Customer, if requested by Businessolver, of a fee for the run-out period, Businessolver will continue to process qualifying expense reimbursements and to provide general Plan administration and Plan Administrative Services with respect to any claims that are received by Businessolver on or before the final termination date as agreed upon by the parties.

Section 6.3. Completion of Services. Upon the termination of this Schedule E or, as applicable, any run-out period pursuant to Section 6.2, Businessolver shall cease all Plan Administrative Services, and the Customer shall be immediately responsible for all aspects of its Plan, including the processing of all claims, annual reporting, and general plan administration. Businessolver shall promptly return to the Customer any funds in the Custodial Account that have not been used for Plan benefit payments, along with any unpaid or other pending payment requests and/or subsequent claims that are received after the termination date or end date of any specific run-out period. However, such return shall remain subject to the completion of a final accounting of all account activities, as well as the deduction of any undisputed unpaid fees and other expenses under this Schedule E or any other Agreement between the parties. As necessary, Businessolver shall have the immediate right to demand and pursue collection of any unpaid fees, reimbursements or other amounts that are due and owing to Businessolver as of the date of termination under the terms of this Schedule E or any other Agreement between the parties. This Schedule E will remain in force during any specified run-out period.

Section 6.4. Final Accounting. Within sixty (60) days after the later of the termination of this Schedule E or the

specified run-out period, Businessolver shall prepare and deliver to the Customer a complete and final accounting and report of the financial status of the Plan as of the date of termination together with all books and records in Businessolver's possession and control pertaining to the administration of the Plan, all claim files, and all reports pertaining to the Plan.

ARTICLE 7. MEDICAL TRAVEL REIMBURSEMENT ACCOUNTS.

Section 7.1. No Tax or Legal Advice.

Customer acknowledges that Businessolver is not providing tax or legal advice regarding the medical travel reimbursement accounts, nor is Businessolver exercising discretionary authority or control over Customer's benefit plan design or Customer's directed use of any Customer monies. Customer retains the sole and exclusive responsibility for compliance with any applicable laws.

Section 7.2. Customer Hold Harmless.

Customer agrees that should any third party assert a claim based upon Businessolver's agreement to administer the medical travel reimbursement accounts, or claim that Businessolver has acted wrongfully or that Businessolver has waived, is estopped or is otherwise precluded from asserting, applying or otherwise relying upon any provision of a Plan, the Customer will indemnify Businessolver and hold it harmless from and against all claims, amounts, liabilities, reasonable costs and/or expenses (including attorneys' fees and court costs) which Businessolver may incur in connection with such claims or in connection with any judicial, quasi-judicial or administrative proceedings relating thereto. This indemnification shall survive the termination of this Agreement.

BSC MYCHOICE, LLC

Jon L. Shanahan

Print Name

Signature

President and C.E.O.

Title

Date

TOWNSHIP HIGH SCHOOL DISTRICT 214

Print Name

Signature

Title

Date

ATTACHMENT 1

DEBIT CARD ADDENDUM

The Benefits Card ("Card(s)") is provided to Participants to access funds available to Participants pursuant to an employee reimbursement Plan, health flexible spending arrangement, or that a Participant holds in his or her health savings account ("HSA") with the Custodian. The Card is issued by Businessolver's bank card provider ("Card Issuer"). Businessolver shall be the Custodian of the reimbursement accounts. This Attachment 1 Debit Card Addendum (the "Attachment 1") to Schedule E of the Agreement contains the terms and conditions governing the administration of the Card by Businessolver. This Attachment 1 should be read in conjunction with the Benefits Card Cardholder Agreement between the Participant and Card Issuer.

A. Definitions. The following terms have the meaning set forth in this section.

1. "Account" means the account under a health flexible spending arrangement ("FSA"), health reimbursement arrangement ("HRA") or under a health savings account ("HSA"), as the context requires and as elected by the Customer in Schedule E.
2. "Card Transaction" means when the Card is presented for payment of Qualified Services (defined below).
3. "Employee" means those employees eligible to participate in the Plan.
4. "Plan Participants" or "Participant(s)" mean Employees that are participating in the Accounts.
5. "Qualified Services" include any and all related goods and services within the meaning of the term "medical care" or "medical expense" as defined in Code Section 213 and the rulings and Treasury regulations thereunder, to the extent that such goods and services are allowable for the Account in question.

B. General Provisions- The Customer has authorized and instructed Businessolver to provide Plan Administrative Services in support of the Card Transactions in accordance with Schedule E. Businessolver may modify its standard administrative procedures with respect to the Card Transactions at any time upon reasonable notice to the Customer.

1. Businessolver Responsibilities:

- a. Businessolver shall provide Plan Administrative Services to Participants in support of Card Transactions, including updating Participant records, maintaining accurate account balances and deposit information, activating and deactivating Cards, responding to Participant inquiries and providing appropriate notices of actions taken. Plan Administrative Services may differ for Card Transactions with respect to a FSA, HRA, or an HSA, and with respect to one or more groups of Card Transactions.
- b. Businessolver agrees to ensure the Card Transaction services materially comply with applicable law with respect to the proper use of the Card and to take whatever action necessary to investigate and resolve any errors with respect to Card Transactions reported by Participants.
- c. Businessolver agrees to cancel, as soon as practical, access to a Participant's Account when a Card is reported by a Participant as lost or stolen.
- d. Businessolver agrees, upon reasonable written notice from the Customer of termination or ineligibility of a Participant, to deactivate, as soon as practical, such Participant's Card. Should the Customer fail to provide this notice in a timely manner causing payment of ineligible expenses, the Customer will be responsible for all costs incurred for subsequent Card Transactions made by the terminated or ineligible Participant.
- e. Businessolver will make available to the Customer, for distribution to the Participants, information as to the proper use of the Card.

2. Customer Responsibilities:

- a. The Customer agrees to re-credit Participant Accounts by facilitating an after-tax payroll deduction in accordance with applicable law in those instances where the Card was used to pay for an ineligible expense and the Participant failed to reimburse the Plan or the ineligible expense could not be offset with an eligible expense.
- b. The Customer agrees to notify Businessolver immediately upon suspicion or confirmed inappropriate or fraudulent Card use.
- c. The Customer and Plan Participant will be liable for the payment of claims under the Card Transaction services. Any additional costs, including administrative costs, shall be paid by the Customer or Plan Participant. In no event shall Businessolver be responsible for these payments.
- d. The Customer understands and acknowledges that the origination of ACH transactions to the Account must comply with the provisions of U.S. law.

3. Card Parameters:

- a. Businessolver or Card Issuer will establish, and periodically review, program parameters, such as transaction, velocity and customer verification with respect to the Cards.
- b. Fiserv and Card Issuer may modify the Card parameters at any time upon providing notice to Customer.

C. Settlement Provisions

1. Customer has, in conjunction with Schedule E, executed and delivered an Authorization Agreement for Direct Payment form to Businessolver that, among other things, authorizes Card Issuer, as the Card issuer (the "Issuer") to debit the Account designated by the Customer on behalf of the Participant, as applicable.
2. All information regarding the Customer and its Account in the Authorization Agreement for Direct Payment is true and correct. The Customer will provide the Issuer's company ID and routing number to the Customer's Depository. If the Customer wishes to change the designated Account, the Customer must submit the change to the Issuer in writing at least ten (10) days before the intended effective date of the change.
3. Each business day, the Issuer is authorized to debit the Customer's Account in the amount required to settle all Card Transactions ("Daily Settlement Amount"). Each business day, collected and available funds in the Customer's Account must be greater than or equal to the Daily Settlement Amount for the previous business day.
4. Notwithstanding whether there are sufficient funds in the Account to pay a debit originated by the Issuer, the Customer shall reimburse the Issuer for all Card Transactions irrespective of whether any authorization for a Card Transaction was made in accordance with the terms of the applicable health or other Customer Plan.
5. If the Customer fails to fund the Account to settle with the Issuer for Card Transactions, fails to reimburse the Issuer for all Card Transactions, or otherwise breaches its obligations to the Issuer, the Issuer may, at its option, suspend or terminate all Cards or change the method by which the Customer may settle with the Issuer for Card Transactions, including requiring the Customer to prefund a settlement account through the Issuer.
6. The Customer acknowledges that the Issuer is not a party to the Agreement between the Customer and Businessolver and that the Issuer has no obligation or responsibility to process and or adjudicate benefit claims. The Issuer's sole responsibility is to issue Cards and to make settlements arising from Card Transactions based solely on information provided to it by Businessolver.

- D. Other Provisions.** Card Transactions and direct deposit payments will be settled directly to the Customer Account at the depository financial institution designated by the Customer and on record with Businessolver. Changes to Customer Account information must be made by completing a new Authorization Agreement for Direct Payment form (provided by Businessolver) and submitting it to Businessolver. This authorization is to remain in full force and effect until Businessolver and Issuer receive written notification from an authorized representative of its termination in such time and in such manner as to afford Businessolver, the Issuer, and Depository a reasonable opportunity to act on it.

ATTACHMENT 2

SUMMARY OF SERVICES ADDENDUM

The following MyChoice Consumer Directed Services will be provided under this ASA:

HC Flexible Spending Account (HC FSA)	☒
DC Flexible Spending Account (DC FSA)	☒
LP Flexible Spending Account (LP FSA)	☒
Health Reimbursement Account (HRA)	☐
Health Saving Account (HSA)	☒
Retiree Medical Account (RMA)	☐
Parking and Transit Services	☒
Adoption Assistance	☐
Fitness Reimbursement	☐
Tuition Reimbursement	☐
Goal Account	☐

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S GOEBBERT RD
ARLINGTON HEIGHTS, IL 60005



ACCOUNTS PAYABLE LISTING

CHECKS DATED May 9, 2024

BOARD APPROVAL DATE May 9, 2024

"An Equal Employment and Equal Education Opportunity Agency"

Tim J. Keeley
Associate Superintendent of Business Services

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768277	05/09/2024	3D Universe LLC	\$58.00	2241	Printed	Expense	☐		
768278	05/09/2024	5 STAR INTERPRETING CHICAGO LLC	\$320.00	2241	Printed	Expense	☐		
768281	05/09/2024	AASPA/Amer Assn Schl Persl Adm	\$275.00	2241	Printed	Expense	☐		
768283	05/09/2024	Addison Trail H.S.	\$350.00	2241	Printed	Expense	☐		
768284	05/09/2024	Addison Trail H.S.	\$350.00	2241	Printed	Expense	☐		
768285	05/09/2024	Addison Trail H.S.	\$480.00	2241	Printed	Expense	☐		
768288	05/09/2024	Airgas Inc	\$1,185.50	2241	Printed	Expense	☐		
768290	05/09/2024	ALAMO MUSIC CENTER INC	\$4,295.94	2241	Printed	Expense	☐		
768291	05/09/2024	Alberts Piano Service	\$170.00	2241	Printed	Expense	☐		
768292	05/09/2024	ALISON LAMBERT, M ED, CALP	\$1,200.00	2241	Printed	Expense	☐		
768293	05/09/2024	Alro Steel Corporation	\$1,219.63	2241	Printed	Expense	☐		
768294	05/09/2024	AMERICAN VENDING SALES INC DBA AVS	\$125.00	2241	Printed	Expense	☐		
768295	05/09/2024	Amlings Flowerland/Sylvias Flowers	\$239.45	2241	Printed	Expense	☐		
768296	05/09/2024	Amplyus	\$1,695.00	2241	Printed	Expense	☐		
768299	05/09/2024	Apperson Inc	\$2,136.30	2241	Printed	Expense	☐		
768301	05/09/2024	Arlington Lanes	\$1,352.00	2241	Printed	Expense	☐		
768302	05/09/2024	B & H Photo Video Inc	\$1,397.57	2241	Printed	Expense	☐		
768303	05/09/2024	BILINGUAL SPEECH SOLUTIONS	\$900.00	2241	Printed	Expense	☐		
768305	05/09/2024	Blick Art Materials Llc	\$3,793.58	2241	Printed	Expense	☐		
768306	05/09/2024	Blooming Flowers Inc	\$422.70	2241	Printed	Expense	☐		
768307	05/09/2024	Broken Wagon Bison	\$260.00	2241	Printed	Expense	☐		
768308	05/09/2024	BSN Sports	\$2,991.03	2241	Printed	Expense	☐		
768309	05/09/2024	Buffalo Grove HS	\$100.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768311	05/09/2024	Camelot Therapeutic School LLC	\$15,281.92	2241	Printed	Expense	☐		
768312	05/09/2024	Carolina Biological Supply	\$522.33	2241	Printed	Expense	☐		
768314	05/09/2024	Cassandra Strings	\$25,804.98	2241	Printed	Expense	☐		
768316	05/09/2024	Cdi Corp	\$149.46	2241	Printed	Expense	☐		
768317	05/09/2024	Cdw Government Inc - 2	\$553.94	2241	Printed	Expense	☐		
768318	05/09/2024	Center For Autism & Related Disorders	\$4,584.74	2241	Printed	Expense	☐		
768319	05/09/2024	Challenge Usa Inc	\$10,300.00	2241	Printed	Expense	☐		
768320	05/09/2024	Change Academy at Lake of the Ozarks LLC	\$15,094.98	2241	Printed	Expense	☐		
768321	05/09/2024	Chicago Classic Coach Llc	\$2,451.00	2241	Printed	Expense	☐		
768323	05/09/2024	Clientfirst Consulting Grp	\$2,700.11	2241	Printed	Expense	☐		
768325	05/09/2024	Community Unit School Dist 201	\$150.00	2241	Printed	Expense	☐		
768326	05/09/2024	Compass Health Center Llc	\$261.00	2241	Printed	Expense	☐		
768327	05/09/2024	Concert Sound Systems	\$3,195.00	2241	Printed	Expense	☐		
768328	05/09/2024	Conserv Farm Supply	\$1,000.00	2241	Printed	Expense	☐		
768330	05/09/2024	COZEN O'CONNOR	\$3,000.00	2241	Printed	Expense	☐		
768331	05/09/2024	CRANKSHOOTER	\$183.59	2241	Printed	Expense	☐		
768332	05/09/2024	DATA PROCESSING DESING INC	\$33.00	2241	Printed	Expense	☐		
768333	05/09/2024	Dell Computers	\$3,486.00	2241	Printed	Expense	☐		
768334	05/09/2024	Demco	\$1,179.41	2241	Printed	Expense	☐		
768336	05/09/2024	Dorri Cook Ci & Ct	\$5,775.00	2241	Printed	Expense	☐		
768337	05/09/2024	Dramatic Publishing	\$66.35	2241	Printed	Expense	☐		
768339	05/09/2024	East Aurora High School	\$100.00	2241	Printed	Expense	☐		
768340	05/09/2024	East Troy Railroad Museum Inc	\$500.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768342	05/09/2024	Edge Sports Apparel Llc	\$1,230.00	2241	Printed	Expense	☐		
768344	05/09/2024	Elk Grove H S	\$900.00	2241	Printed	Expense	☐		
768345	05/09/2024	EMBRACE EDUCATION	\$14.75	2241	Printed	Expense	☐		
768346	05/09/2024	Emily Nash	\$360.00	2241	Printed	Expense	☐		
768347	05/09/2024	EPIC URGENT CARE	\$3,000.00	2241	Printed	Expense	☐		
768348	05/09/2024	Esscoe Llc	\$7,941.15	2241	Printed	Expense	☐		
768349	05/09/2024	European Sports	\$797.50	2241	Printed	Expense	☐		
768350	05/09/2024	EVELYN PEROT	\$350.00	2241	Printed	Expense	☐		
768352	05/09/2024	Fenton Community H.S.	\$70.00	2241	Printed	Expense	☐		
768353	05/09/2024	FHEG Harper Bookstore	\$1,449.27	2241	Printed	Expense	☐		
768355	05/09/2024	FINTON, JANELLE	\$2,000.00	2241	Printed	Expense	☐		
768356	05/09/2024	Fisher Scientific Co Llc	\$1,683.14	2241	Printed	Expense	☐		
768357	05/09/2024	Fix This! Musical Instrument Repair, Inc	\$502.80	2241	Printed	Expense	☐		
768358	05/09/2024	Flinn Scientific Inc	\$1,377.72	2241	Printed	Expense	☐		
768359	05/09/2024	FORENSIC SCIENCE EDUCATIONAL CONSULTING	\$450.00	2241	Printed	Expense	☐		
768360	05/09/2024	Fox Run Golf Links	\$5,607.00	2241	Printed	Expense	☐		
768361	05/09/2024	Fox Run Golf Links	\$2,326.00	2241	Printed	Expense	☐		
768363	05/09/2024	Fremd H.S.	\$60.00	2241	Printed	Expense	☐		
768364	05/09/2024	Frontline Technologies Group Llc	\$600.00	2241	Printed	Expense	☐		
768365	05/09/2024	Full Compass Systems Ltd	\$1,049.19	2241	Printed	Expense	☐		
768366	05/09/2024	Gand Music	\$8,319.74	2241	Printed	Expense	☐		
768367	05/09/2024	Gary Messling	\$150.00	2241	Printed	Expense	☐		
768368	05/09/2024	Glenbrook HS District 225	\$2,766.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768369	05/09/2024	Glenbrook North H.S.	\$950.00	2241	Printed	Expense	☐		
768370	05/09/2024	Gloria M Rojas	\$700.00	2241	Printed	Expense	☐		
768371	05/09/2024	GORDON REES SCULLY MANSUKHANI LLP	\$24,870.04	2241	Printed	Expense	☐		
768374	05/09/2024	Graphic 14 Inc.	\$1,270.67	2241	Printed	Expense	☐		
768376	05/09/2024	GRIFFIN, PETER J	\$200.00	2241	Printed	Expense	☐		
768377	05/09/2024	GRIFFIN, PETER J	\$175.00	2241	Printed	Expense	☐		
768378	05/09/2024	HANCOCK, EMILY	\$600.00	2241	Printed	Expense	☐		
768379	05/09/2024	Hersey Instrumental Assn	\$350.00	2241	Printed	Expense	☐		
768381	05/09/2024	Huntley H.S.	\$300.00	2241	Printed	Expense	☐		
768382	05/09/2024	Ibm Corporation	\$642.80	2241	Printed	Expense	☐		
768386	05/09/2024	ILLINOIS STATE POLICE	\$10.00	2241	Printed	Expense	☐		
768388	05/09/2024	Ingram Library Services	\$3,955.68	2241	Printed	Expense	☐		
768389	05/09/2024	Instrumentalist Awards Llc	\$103.00	2241	Printed	Expense	☐		
768391	05/09/2024	Itsavvy Llc	\$165,970.94	2241	Printed	Expense	☐		
768392	05/09/2024	J W Pepper & Son Inc	\$2,977.81	2241	Printed	Expense	☐		
768394	05/09/2024	Jarod Bufe	\$155.00	2241	Printed	Expense	☐		
768395	05/09/2024	Jenica Paleracio	\$180.00	2241	Printed	Expense	☐		
768396	05/09/2024	Jewel Food Store	\$168.12	2241	Printed	Expense	☐		
768397	05/09/2024	Jostens Awards	\$2,084.88	2241	Printed	Expense	☐		
768398	05/09/2024	Jostens, Inc	\$22,387.71	2241	Printed	Expense	☐		
768399	05/09/2024	Journeyed.Com Inc	\$17.12	2241	Printed	Expense	☐		
768401	05/09/2024	Konica Minolta	\$1,260.00	2241	Printed	Expense	☐		
768402	05/09/2024	KUKA ROBOTICS CORPORATION	\$15,000.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768404	05/09/2024	Lake Park H.S.	\$75.00	2241	Printed	Expense	☐		
768406	05/09/2024	Learnwell	\$7,151.14	2241	Printed	Expense	☐		
768408	05/09/2024	Levato Group	\$4,853.00	2241	Printed	Expense	☐		
768410	05/09/2024	Little City Foundation	\$22,937.60	2241	Printed	Expense	☐		
768411	05/09/2024	Loyola Academy	\$250.00	2241	Printed	Expense	☐		
768412	05/09/2024	Maine South H.S.	\$165.00	2241	Printed	Expense	☐		
768413	05/09/2024	Maine West H.S.	\$530.00	2241	Printed	Expense	☐		
768414	05/09/2024	MARK CUSTOM RECORDING SERVICE INC	\$232.88	2241	Printed	Expense	☐		
768415	05/09/2024	Mark Lyons	\$112.50	2241	Printed	Expense	☐		
768416	05/09/2024	MARK STANIELUN	\$165.00	2241	Printed	Expense	☐		
768418	05/09/2024	MARYVILLE ACADEMY	\$61,961.36	2241	Printed	Expense	☐		
768419	05/09/2024	McGraw Hill LLC	\$2,505.00	2241	Printed	Expense	☐		
768420	05/09/2024	Mcmaster Carr Supply Co	\$326.04	2241	Printed	Expense	☐		
768421	05/09/2024	Metro Prep	\$70,053.66	2241	Printed	Expense	☐		
768424	05/09/2024	Midland Paper	\$2,854.40	2241	Printed	Expense	☐		
768426	05/09/2024	Mighty Mites Awards Inc	\$313.00	2241	Printed	Expense	☐		
768427	05/09/2024	MILLER THERAPY LLC	\$989.12	2241	Printed	Expense	☐		
768431	05/09/2024	MURPHY MUSIC PRESS	\$388.75	2241	Printed	Expense	☐		
768432	05/09/2024	Mutual Target Associates	\$5,320.00	2241	Printed	Expense	☐		
768433	05/09/2024	National Institute For Metalworking Skil	\$375.00	2241	Printed	Expense	☐		
768434	05/09/2024	NCS PEARSON INC	\$350.00	2241	Printed	Expense	☐		
768435	05/09/2024	Neradt Ace Hardware	\$21.05	2241	Printed	Expense	☐		
768437	05/09/2024	NEUQUA VALLEY HS	\$375.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768438	05/09/2024	NeuroRestorative	\$19,799.25	2241	Printed	Expense	☐		
768439	05/09/2024	New Precision Technology Llc	\$1,499.95	2241	Printed	Expense	☐		
768440	05/09/2024	NEWSWEB LLC	\$786.00	2241	Printed	Expense	☐		
768441	05/09/2024	NGUYEN, PATRICK	\$575.00	2241	Printed	Expense	☐		
768442	05/09/2024	Nicor - 2	\$90.40	2241	Printed	Expense	☐		
768443	05/09/2024	Nino'S Pizzeria & Catering	\$75.00	2241	Printed	Expense	☐		
768445	05/09/2024	Northlight Color Digital Printing Soluti	\$3,759.00	2241	Printed	Expense	☐		
768446	05/09/2024	Northwest Comm Hosp Learning Center	\$233.00	2241	Printed	Expense	☐		
768448	05/09/2024	Office Depot Inc	\$1,047.70	2241	Printed	Expense	☐		
768450	05/09/2024	Overdrive	\$3,000.00	2241	Printed	Expense	☐		
768451	05/09/2024	Pactt Learning Center	\$7,834.60	2241	Printed	Expense	☐		
768452	05/09/2024	Palatine H.S.	\$225.00	2241	Printed	Expense	☐		
768456	05/09/2024	PERLA MARTINEZ	\$278.51	2241	Printed	Expense	☐		
768463	05/09/2024	Prospect HS	\$100.00	2241	Printed	Expense	☐		
768464	05/09/2024	Provantage Corporation	\$2,598.00	2241	Printed	Expense	☐		
768465	05/09/2024	Quinlan And Fabish Music Co Inc	\$37.00	2241	Printed	Expense	☐		
768467	05/09/2024	Riddell All American Corp	\$393.30	2241	Printed	Expense	☐		
768468	05/09/2024	Rio Grande	\$297.62	2241	Printed	Expense	☐		
768469	05/09/2024	Rolling Meadows HS	\$32.00	2241	Printed	Expense	☐		
768470	05/09/2024	Rolling Meadows HS	\$79.00	2241	Printed	Expense	☐		
768471	05/09/2024	Rolling Meadows HS	\$200.00	2241	Printed	Expense	☐		
768472	05/09/2024	Rolling Meadows HS	\$200.00	2241	Printed	Expense	☐		
768473	05/09/2024	Rotary Club of Arlington Hts	\$122.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

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From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768476	05/09/2024	Salt Creek Golf Club	\$4,464.00	2241	Printed	Expense	☐		
768477	05/09/2024	Sanjuana Balbuena	\$50.00	2241	Printed	Expense	☐		
768478	05/09/2024	Schaumburg H.S.	\$157.00	2241	Printed	Expense	☐		
768479	05/09/2024	Scholastic Classroom Magazines	\$280.17	2241	Printed	Expense	☐		
768480	05/09/2024	School Nurse Supply Inc	\$3,304.26	2241	Printed	Expense	☐		
768481	05/09/2024	School Specialty Llc	\$659.78	2241	Printed	Expense	☐		
768482	05/09/2024	SCHWARZE, JANICE	\$5,500.00	2241	Printed	Expense	☐		
768483	05/09/2024	SCIENCE INTERACTIVE GROUP LLC	\$39.00	2241	Printed	Expense	☐		
768485	05/09/2024	SHEPARD HIGH SCHOOL	\$250.00	2241	Printed	Expense	☐		
768488	05/09/2024	SPECIALIZED EDUCATION OF ILLINOIS INC	\$89,686.20	2241	Printed	Expense	☐		
768489	05/09/2024	Spirit Products, Inc.	\$780.33	2241	Printed	Expense	☐		
768490	05/09/2024	Stacey A Gibson	\$7,500.00	2241	Printed	Expense	☐		
768492	05/09/2024	Sue Garcia Fitness Inc	\$297.00	2241	Printed	Expense	☐		
768493	05/09/2024	Sunbelt Staffing Llc	\$2,725.20	2241	Printed	Expense	☐		
768494	05/09/2024	Sweetwater Sound Inc	\$3,981.95	2241	Printed	Expense	☐		
768496	05/09/2024	Termion, Katie Aurelia	\$48.20	2241	Printed	Expense	☐		
768497	05/09/2024	Terrace Supply Co	\$79.26	2241	Printed	Expense	☐		
768498	05/09/2024	Tfd Supplies	\$346.50	2241	Printed	Expense	☐		
768499	05/09/2024	The Athletic Equipment Source	\$1,041.00	2241	Printed	Expense	☐		
768500	05/09/2024	Thomson Reuters	\$1,185.12	2241	Printed	Expense	☐		
768501	05/09/2024	Tina Neil	\$50.00	2241	Printed	Expense	☐		
768502	05/09/2024	Tomeczko, Laura Susan	\$26.98	2241	Printed	Expense	☐		
768504	05/09/2024	Tread 365 Inc	\$3,218.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 10 Education

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768508	05/09/2024	Verizon Wireless	\$1,031.66	2241	Printed	Expense	☐		
768509	05/09/2024	Vernier Software	\$398.80	2241	Printed	Expense	☐		
768510	05/09/2024	Vernon Hills H.S.	\$450.00	2241	Printed	Expense	☐		
768511	05/09/2024	Villa Park Office Equipment	\$2,375.00	2241	Printed	Expense	☐		
768512	05/09/2024	VWR INTERNATIONAL INC	\$365.14	2241	Printed	Expense	☐		
768513	05/09/2024	Waist Up Imprinted Sportswear, Llc	\$1,039.50	2241	Printed	Expense	☐		
768514	05/09/2024	Walter & Assoc Inc	\$9,158.80	2241	Printed	Expense	☐		
768515	05/09/2024	Warehouse Direct	\$206.19	2241	Printed	Expense	☐		
768516	05/09/2024	WILMETTE TRUCK & BUS SALES & SERVICE	\$95.20	2241	Printed	Expense	☐		
768517	05/09/2024	WOOD DALE BOWL	\$1,308.00	2241	Printed	Expense	☐		
768519	05/09/2024	Zoom Video Communications Inc	\$550.00	2241	Printed	Expense	☐		

Total Checks for Fund: 172 Total Amount: \$777,237.61

Fund: 20 Operations & Maintenance

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768279	05/09/2024	A & J Sewer Service Inc	\$997.00	2241	Printed	Expense	☐		
768280	05/09/2024	A Messe Supply Corp	\$75.95	2241	Printed	Expense	☐		
768282	05/09/2024	Addison Building Material Co	\$239.07	2241	Printed	Expense	☐		
768286	05/09/2024	Aetna Plywood	\$345.46	2241	Printed	Expense	☐		
768287	05/09/2024	AHW LLC	\$563.94	2241	Printed	Expense	☐		
768297	05/09/2024	Anderson Lock Company Ltd	\$773.54	2241	Printed	Expense	☐		
768298	05/09/2024	Anderson Pest Control	\$2,536.95	2241	Printed	Expense	☐		
768300	05/09/2024	Arcon Associates	\$15,216.69	2241	Printed	Expense	☐		
768304	05/09/2024	Bleacher America Inc	\$11,560.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 20 Operations & Maintenance

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768310	05/09/2024	Calumet Paint & Wallpaper Inc	\$671.96	2241	Printed	Expense	☐		
768313	05/09/2024	Carrico Aquatic Resources Inc	\$670.74	2241	Printed	Expense	☐		
768322	05/09/2024	Chicago Communications, Llc	\$15,804.00	2241	Printed	Expense	☐		
768328	05/09/2024	Conserv Farm Supply	\$14,338.54	2241	Printed	Expense	☐		
768329	05/09/2024	Cornerstone Energy Group Inc	\$2,541.07	2241	Printed	Expense	☐		
768335	05/09/2024	Direct Fitness Solution	\$1,105.00	2241	Printed	Expense	☐		
768338	05/09/2024	Durabilt Fence II, Inc.	\$9,650.00	2241	Printed	Expense	☐		
768343	05/09/2024	EL-COR INDUSTRIES INC	\$1,066.92	2241	Printed	Expense	☐		
768348	05/09/2024	Esscoe Llc	\$14,303.00	2241	Printed	Expense	☐		
768351	05/09/2024	Exelon Corporation	\$342,221.06	2241	Printed	Expense	☐		
768354	05/09/2024	Field Turf Usa Inc	\$3,750.00	2241	Printed	Expense	☐		
768362	05/09/2024	Fox Valley Fire & Safety	\$496.00	2241	Printed	Expense	☐		
768372	05/09/2024	Grainger	\$799.22	2241	Printed	Expense	☐		
768375	05/09/2024	Graybar Electric Co Inc	\$15,738.05	2241	Printed	Expense	☐		
768380	05/09/2024	Hilti Inc	\$7,172.95	2241	Printed	Expense	☐		
768383	05/09/2024	Il Office of the State Fire Marshal	\$70.00	2241	Printed	Expense	☐		
768384	05/09/2024	ILLCO	\$86.59	2241	Printed	Expense	☐		
768385	05/09/2024	ILLINOIS ROOF CONSULTING ASSOC INC	\$775.00	2241	Printed	Expense	☐		
768387	05/09/2024	Indecor Inc	\$22,142.31	2241	Printed	Expense	☐		
768393	05/09/2024	JACOBS AND SON INC.	\$15,864.00	2241	Printed	Expense	☐		
768400	05/09/2024	Kimball Midwest, Inc.	\$158.96	2241	Printed	Expense	☐		
768403	05/09/2024	Lab Development LLC	\$7,914.70	2241	Printed	Expense	☐		
768405	05/09/2024	Landmark Visibility Solutions	\$24,175.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 20 Operations & Maintenance

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768407	05/09/2024	Lenscrafters	\$102.64	2241	Printed	Expense	☐		
768409	05/09/2024	Lionheart Critical Power Specialists Inc	\$7,010.93	2241	Printed	Expense	☐		
768417	05/09/2024	Marks Plumbing Parts	\$82.37	2241	Printed	Expense	☐		
768422	05/09/2024	Michael Wagner & Sons Inc	\$333.43	2241	Printed	Expense	☐		
768423	05/09/2024	Michaels Uniform Co	\$425.08	2241	Printed	Expense	☐		
768425	05/09/2024	MIDWEST CHLORINATING INC	\$575.00	2241	Printed	Expense	☐		
768428	05/09/2024	Mohawk Finishing Inc	\$1,139.71	2241	Printed	Expense	☐		
768429	05/09/2024	Mt Prospects Northwest Electric Supply C	\$255.51	2241	Printed	Expense	☐		
768430	05/09/2024	Mulch Center	\$2,010.00	2241	Printed	Expense	☐		
768436	05/09/2024	Neuco Inc	\$899.80	2241	Printed	Expense	☐		
768444	05/09/2024	Northern Tool & Equipment Company, Inc.	\$296.31	2241	Printed	Expense	☐		
768447	05/09/2024	O'Reilly Auto Parts	\$859.24	2241	Printed	Expense	☐		
768449	05/09/2024	OPTIMA PLUMBING SUPPLY	\$4,717.04	2241	Printed	Expense	☐		
768453	05/09/2024	Partition Pros	\$769.00	2241	Printed	Expense	☐		
768454	05/09/2024	Parts Town	\$300.00	2241	Printed	Expense	☐		
768455	05/09/2024	PEPPER ENVIRONMENTAL TECHNOLOGIES INC	\$34,716.40	2241	Printed	Expense	☐		
768457	05/09/2024	Pioneer Athletics	\$3,127.25	2241	Printed	Expense	☐		
768458	05/09/2024	Pitney Bowes	\$2,337.51	2241	Printed	Expense	☐		
768459	05/09/2024	Pitney Bowes	\$24,000.00	2241	Printed	Expense	☐		
768460	05/09/2024	Porter Pipe & Supply	\$566.70	2241	Printed	Expense	☐		
768461	05/09/2024	PRASINO ENGINEERING LLC	\$33,600.00	2241	Printed	Expense	☐		
768462	05/09/2024	PREMISTAR NORTH	\$13,159.00	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 20 Operations & Maintenance

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768466	05/09/2024	RAMBOLL AMERICAS ENGINEERING SOLUTIONS	\$20,418.75	2241	Printed	Expense	☐		
768474	05/09/2024	Route 12 Rental Company	\$686.00	2241	Printed	Expense	☐		
768475	05/09/2024	Safety Kleen Systems Inc	\$95.00	2241	Printed	Expense	☐		
768484	05/09/2024	Service Sanitation	\$200.85	2241	Printed	Expense	☐		
768486	05/09/2024	Sign City Inc	\$660.00	2241	Printed	Expense	☐		
768487	05/09/2024	Southside Control Supply Co	\$816.67	2241	Printed	Expense	☐		
768495	05/09/2024	TELEMEDIA LLC	\$14,385.00	2241	Printed	Expense	☐		
768503	05/09/2024	Tovar Snow Professionals, Inc.	\$2,250.00	2241	Printed	Expense	☐		
768506	05/09/2024	Uline	\$121.89	2241	Printed	Expense	☐		
768507	05/09/2024	United Parcel Service	\$68.12	2241	Printed	Expense	☐		
768508	05/09/2024	Verizon Wireless	\$1,592.86	2241	Printed	Expense	☐		
768511	05/09/2024	Villa Park Office Equipment	\$1,889.94	2241	Printed	Expense	☐		
768515	05/09/2024	Warehouse Direct	\$3,475.69	2241	Printed	Expense	☐		
768516	05/09/2024	WILMETTE TRUCK & BUS SALES & SERVICE	\$136.00	2241	Printed	Expense	☐		
768518	05/09/2024	World Security & Control	\$7,960.00	2241	Printed	Expense	☐		
768520	05/09/2024	Zoro Tools Inc	\$52.69	2241	Printed	Expense	☐		

Total Checks for Fund:

70

Total Amount:

\$719,916.05

Fund: 40 Transportation

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768276	05/09/2024	303 Taxi	\$20,874.80	2241	Printed	Expense	☐		
768289	05/09/2024	Al Warren Oil Co	\$66,278.59	2241	Printed	Expense	☐		
768315	05/09/2024	Castle Chevrolet North Llc	\$288.89	2241	Printed	Expense	☐		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Check:

To Check:

From Voucher: 2241

To Voucher: 2241

Fund: 40 Transportation

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768324	05/09/2024	COLLABORATIVE STUDENT TRANSPORTATION LLC	\$1,820.40	2241	Printed	Expense	☐		
768341	05/09/2024	EASY WAY SAFETY SERVICES INC	\$315.00	2241	Printed	Expense	☐		
768373	05/09/2024	Grand Prairie Transit Elk Grove	\$52,154.96	2241	Printed	Expense	☐		
768447	05/09/2024	O'Reilly Auto Parts	\$171.09	2241	Printed	Expense	☐		
768505	05/09/2024	Tyler Technologies Inc (Versatrans)	\$83.00	2241	Printed	Expense	☐		
768516	05/09/2024	WILMETTE TRUCK & BUS SALES & SERVICE	\$448.80	2241	Printed	Expense	☐		

Total Checks for Fund: 9 Total Amount: \$142,435.53

Fund: 60 Capital Projects

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
768300	05/09/2024	Arcon Associates	\$106,794.30	2241	Printed	Expense	☐		
768390	05/09/2024	Interiors For Business Inc	\$145,695.93	2241	Printed	Expense	☐		
768455	05/09/2024	PEPPER ENVIRONMENTAL TECHNOLOGIES INC	\$156,147.00	2241	Printed	Expense	☐		
768461	05/09/2024	PRASINO ENGINEERING LLC	\$41,000.00	2241	Printed	Expense	☐		
768491	05/09/2024	Str Partners Llc	\$11,676.04	2241	Printed	Expense	☐		
768518	05/09/2024	World Security & Control	\$1,935.00	2241	Printed	Expense	☐		

Total Checks for Fund: 6 Total Amount: \$463,248.27

Total Amount: \$2,102,837.46

End of Report

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S GOEBBERT RD
ARLINGTON HEIGHTS, IL 60005



ACCOUNTS PAYABLE LISTING

EFT LISTING DATED May 9, 2024

BOARD APPROVAL DATE May 9, 2024

"An Equal Employment and Equal Education Opportunity Agency"

Tim J. Keeley
Associate Superintendent of Business Services

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

Account: 444-371-9

Fund:	10	Education						
	Date	Payee	Amount	Voucher	Status	Type	Paid?	Pay Date
	05/09/2024	Amazon Capital Services, Inc.	\$14.19	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$19.53	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$21.00	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$19.00	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$86.10	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$147.00	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$203.97	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$249.95	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$99.00	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$155.56	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$218.52	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$121.60	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$185.58	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$129.00	2243	Posted to G/L	AP	☐	
	05/09/2024	Amazon Capital Services, Inc.	\$24.04	2243	Posted to G/L	AP	☐	

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$8.29	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$95.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$94.57	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.76	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.60	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.82	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.52	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.51	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$44.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$239.70	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.18	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$57.45	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$49.49	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$14.88	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$5.65	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.70	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$107.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.16	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$42.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.81	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$96.92	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$22.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.65	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.87	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$41.70	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$33.62	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$39.28	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.10	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$169.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$112.70	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$149.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$131.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$69.60	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$48.87	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$31.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.29	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.99	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$33.48	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$33.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.28	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.57	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$4.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.36	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.17	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$33.30	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$186.72	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.25	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.14	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.82	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$69.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.89	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$59.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$22.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$101.37	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.44	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$91.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$64.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$96.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$57.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$530.10	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$188.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$289.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$51.46	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.95	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$25.75	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.66	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.74	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.74	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.44	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.68	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$21.47	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.92	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.39	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$5.43	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$31.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.00	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$9.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$5.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.68	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$34.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$41.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$67.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.46	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$50.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$27.46	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.79	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$730.08	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$49.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$115.68	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$107.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$56.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$7.10	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.79	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.45	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$3.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.17	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.68	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.20	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.81	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$62.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$179.89	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$29.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$5.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$149.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$3.55	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.78	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$73.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$64.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$194.34	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$34.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$5.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.64	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$45.42	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$38.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$65.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$38.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$376.20	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$4.29	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$46.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.60	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$431.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$202.05	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.61	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$55.52	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$90.30	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$107.00	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.27	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$10.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$33.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$139.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.64	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.57	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$1,320.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$1,320.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.95	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$22.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.74	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.74	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$24.42	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$193.14	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$24.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$33.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$32.91	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$35.26	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$150.55	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.43	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$134.09	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$69.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.79	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$98.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.84	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$61.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$32.91	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.60	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$54.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$258.87	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$166.23	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$40.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$64.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$7.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.26	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$41.16	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$38.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$71.33	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$44.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$57.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$21.30	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$83.02	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$193.14	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$21.39	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$139.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.89	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$42.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.18	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$54.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.40	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$46.32	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$53.46	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$69.81	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$53.91	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$16.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$180.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$199.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$312.36	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$53.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.18	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$36.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.79	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$4.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.09	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$171.60	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$16.99	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$19.99	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$166.56	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$14.99	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$19.98	2243	Posted to G/L AP	☐
05/09/2024	Jewel Food Store	\$65.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$34.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$88.08	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$33.28	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.09	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$30.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$42.72	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.57	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$7.86	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$11.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.04	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$46.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$99.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$21.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$28.74	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$70.56	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$22.10	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.47	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.99	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$22.34	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$4.76	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.28	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$341.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$34.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$91.60	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$75.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$104.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.52	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$69.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$10.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.39	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.56	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.56	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.08	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$55.20	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.57	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.92	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$115.71	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.43	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$43.76	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.73	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.54	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$43.38	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$7.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.16	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$31.33	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$27.30	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$34.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$37.38	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$12.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.45	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$349.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.93	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.14	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.87	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$28.22	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.72	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.09	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$67.68	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$10.87	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$8.30	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.21	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.44	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.23	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.22	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.26	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.93	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.04	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.88	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.81	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.19	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$142.41	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$189.99	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$88.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$79.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$54.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$133.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$107.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$70.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$79.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$22.71	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.79	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$89.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$36.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$280.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$69.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$99.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$34.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$49.77	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$79.91	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$20.46	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$23.50	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$109.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$75.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.80	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$13.03	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.86	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.64	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$159.16	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$79.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$81.30	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.70	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$3.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$7.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.24	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$28.13	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$3.32	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.75	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.47	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.13	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.15	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.78	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$15.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$50.24	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$89.19	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.46	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.64	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$32.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.32	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$38.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$21.72	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.71	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$11.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.17	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.99	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$17.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$6.15	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$83.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.80	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$22.47	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$15.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$55.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$78.20	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$78.20	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$198.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$22.16	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$76.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$31.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$5.99	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$67.70	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$28.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.63	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$255.96	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.38	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.41	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$104.93	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$104.93	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$215.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$27.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$27.85	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$33.04	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$99.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$23.98	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$25.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$461.55	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$4.88	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.75	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$32.10	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.59	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$18.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$8.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.25	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$24.80	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$499.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$91.84	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$169.48	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$35.94	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$39.80	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$77.37	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$28.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$27.12	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$55.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	-\$78.20	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$14.39	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$45.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$19.90	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$699.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$438.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$40.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.39	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$9.92	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$3,751.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$20.44	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$31.68	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Jewel Food Store	\$44.64	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$526.44	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$25.80	2243	Posted to G/L AP	☐

Total for Fund:	558	Total Amount:	\$33,697.67
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Fund: 20 Operations & Maintenance

Date	Payee	Amount	Voucher	Status	Type	Paid?	Pay Date
05/09/2024	HDSupply Facilities Maintenance Ltd	\$2,653.63	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$92.00	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$8.77	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$173.76	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$2,999.95	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$311.02	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$9.29	2243	Posted to G/L AP		☐	
05/09/2024	HDSupply Facilities Maintenance Ltd	\$31.30	2243	Posted to G/L AP		☐	
05/09/2024	HDSupply Facilities Maintenance Ltd	\$44.58	2243	Posted to G/L AP		☐	
05/09/2024	HDSupply Facilities Maintenance Ltd	\$93.76	2243	Posted to G/L AP		☐	
05/09/2024	HDSupply Facilities Maintenance Ltd	\$66.00	2243	Posted to G/L AP		☐	
05/09/2024	Amazon Capital Services, Inc.	\$160.10	2243	Posted to G/L AP		☐	

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	HDSupply Facilities Maintenance Ltd	\$14.59	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$14.59	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$14.59	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$14.59	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$60.66	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$141.06	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$75.12	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$73.28	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$252.10	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$806.60	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$2,150.40	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$247.50	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$247.50	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$49.50	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$49.50	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$369.80	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$349.68	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$72.26	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$26.94	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$31.67	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$808.69	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$791.28	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$191.34	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$17.99	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$1,518.00	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$153.32	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$37.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$165.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$21.76	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$26.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$119.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$39.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$156.60	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$163.92	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$109.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$151.98	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$151.98	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$138.56	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$34.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$49.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$29.97	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$49.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$71.29	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$174.87	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$216.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$121.05	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$30.45	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$79.99	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$42.53	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$28.61	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$53.83	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$277.34	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$269.54	2243	Posted to G/L AP	☐

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 05/09/2024

To Date: 05/09/2024

From Voucher: 2243

To Voucher: 2243

05/09/2024	Amazon Capital Services, Inc.	\$123.58	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$59.49	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$12.80	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$16.89	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$438.00	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$3,521.25	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$663.76	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$1,034.95	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$1,332.78	2243	Posted to G/L AP	☐
05/09/2024	HDSupply Facilities Maintenance Ltd	\$142.40	2243	Posted to G/L AP	☐
05/09/2024	Amazon Capital Services, Inc.	\$398.97	2243	Posted to G/L AP	☐

Total for Fund:

77

Total Amount:

\$25,807.62

Total Amount:

\$59,505.29

End of Report

April 4, 2024

TO: NSSEO Member District Superintendents

FROM: Dr. Meg Schnoor

As a result of the past several months of meetings and discussions through the NSSEO Finance Advisory Committee, the amended NSSEO 2023-2024 budget and the proposed NSSEO 2024-2025 budget were developed.

At the April 3, 2024 NSSEO Governing Board meeting, a public hearing regarding the amended NSSEO 2023-2024 and proposed NSSEO 2024-2025 budgets was held. The Board then voted to transmit the amended NSSEO 2023-2024 and proposed NSSEO 2024-2025 budgets as presented. If you would like us to speak to your board regarding our budget at an upcoming board meeting, please contact me at your earliest convenience.

We are anticipating taking the directed vote at the June 5, 2024 NSSEO Governing Board Meeting. Therefore, we would appreciate having action taken by our member districts on the budget during April and May.

A resolution is included within this email, which should be signed and returned to the attention of Gavin McGinn at NSSEO when your district takes action on the budget.

Also attached is a copy of the amended 2023-2024 NSSEO budget and the proposed 2024-2025 NSSEO Budget for your Governing Board.

Thank you, for your ongoing efforts and support of NSSEO.

enc.

cc: NSSEO Governing Board Members and Governing Board Alternates
Administrative Representatives

w/budget/supt letter2425



2024-2025 BUDGET

Financial Information for Township High School District #214



Northwest Suburban Special Education Organization

Fiscal Year 2024-2025

Budget

This document is a financial plan for providing special education services as requested by the NSSEO member districts. Districts are billed for those services they receive. The projected district usage and costs are included in this document. These projections are made by both the district and NSSEO staff. District billings will be on actual usage, which could be above or below the costs based on projections. When program vacancies allow, NSSEO will accept non-member district placements if they enhance the educational services/environment.

The NSSEO budget contains the following program budgets:

- Timber Ridge School
- Miner/Kirk Program
- D/HH Program
- Diagnostic and Educational Services Center (DESC)
- D/HH Diagnostics
- D/HH Itinerant
- Outdoor Education
- Vocational Adjustment Counselor (VAC)
- Secondary Transitional Experience Program (STEP)
- NSSEO Administration & Support Services
- Technical Assistance to Districts
- Professional Development
- Technology Central / Programs
- Transportation

NSSEO Budget Development Process

The NSSEO budget is prepared with input from various stakeholder groups including the NSSEO Governing Board of Education, the NSSEO Superintendent, NSSEO Administration, and the NSSEO Finance Advisory Committee. The NSSEO Finance Advisory Committee is comprised of representatives of the NSSEO Board, Member District Administrative Representatives, Member District Business Representatives, and NSSEO Administrative staff. The Committee met three times from January 25, 2024 through March 21, 2024. Members of the NSSEO Finance Advisory Committee represented district needs as well as a comprehensive focus NSSEO's Continuous Improvement Plan.

The budget planning process reflects an ongoing emphasis of the NSSEO Governing Board's role in providing input and approval of the Finance Advisory Committee recommendations. The structured and transparent process is also intended to facilitate dialogue with member districts to insure understanding and provide frequent opportunities for input throughout development of the proposed budget.

Financial Overview

The NSSEO budget for 2024-2025 has been created in accordance with the Illinois Program Accounting Manual. A fund is an accounting entity unto itself, and all the financial transactions for the particular fund are recorded in the accounts of that fund.

The following funds included in the NSSEO budget are as follows:

A. **Education Fund:**

This fund is used for most of the instructional and administrative aspects of the organization's operations. The revenue consists primarily of payments from school districts and state and federal aid.

B. **Transportation Fund:**

This fund accounts for all revenue and expenditures made for student transportation. Revenue is derived primarily from school district payments.

C. **Building Fund:**

This fund is used for expenditures made for repair, maintenance and improvement of NSSEO property. Revenue consists primarily of school district payments.

The funds are further divided into objects. The object represents the service or materials obtained as a result of a specific expenditure. The objects used in NSSEO's budget are as follows:

1. **Salaries** – compensations paid to employees of the joint agreement.
2. **Employee Benefits** – paid by the joint agreement on behalf of its employees. These benefits include board share of IMRF, FICA, Medicare, Teacher Retirement-Local, Teacher Retirement-Federal, Health/Life/Dental Insurance assessment, and Worker's Compensation assessment.
3. **Purchased Services** – amounts paid for personal services rendered to the joint agreement and includes consulting, legal, audit, property, transportation, communication and insurance services.
4. **Supplies** – amounts paid for material items of an expendable nature and include instructional materials, office supplies, gas and electricity.

5. **Capital Outlay** – expenditures for the acquisition of fixed assets or additions to fixed assets. This includes expenditures for land or existing buildings and for improvements to the existing building and grounds. Also included in the object are equipment purchases of \$1,000 and over.
6. **Other Objects** – items including contingency (“contingency” by definition is an amount provided “to address a condition, situation, or set of circumstances involving uncertainty.” Several of the NSSEO program budgets carry small contingencies.), and dues/fees/memberships paid to professional associations and organizations. Also included in Other Objects are transfers. Transfers are defined as “expenditures that are transfers to other NSSEO programs from NSSEO programs for services purchased, for administration fees, or rental in another NSSEO program.”
7. **Non-Capitalized Equipment** – items that would be classified as capital assets except they cost less than the capitalization threshold and are \$500-\$999 per item.

The information included herein is intended to provide background information necessary to understand the components of the 2024-2025 NSSEO budget.

Dr. Meg Schnoor
Superintendent

Julie Jilek
Assistant Superintendent,
Chief School Business Official

2024-2025 NSSEO BUDGET INDEX

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NSSEO Building Fund Plan	14-15
Reserves	16-17
Individual District Projected Costs	18-20

w/budget/indexFY24-25

NSSEO 2024-2025 BUDGET SUMMARY

2024-2025 Budget Development Process-

- The NSSEO Budget is developed based on input from:
 - NSSEO Governing Board
 - District and NSSEO Administration
 - Student, District, Program and Educational Needs

Scope of the Finance Advisory Committee-

- Throughout the budget development process the Finance Advisory Committee will continue to serve in an advisory capacity with the focus on:
 - Analyzing student/program needs
 - Addressing district needs
 - Focusing on fiscal responsibility
 - Providing ongoing communication and updates on the budget process to stakeholders

NSSEO Continuous Improvement Plan- Areas of Focus

- **Student Outcomes**
 - Foster development, ongoing growth and positive outcomes for all students.
- **Social Emotional Learning**
 - Provide a supportive learning environment to promote social emotional learning and growth for all.
- **Student Centered Learning Environment**
 - Provide a supportive professional learning environment to promote growth for all.
- **Transition Services**
 - Develop defined post-secondary plans for students in collaboration with families that include a combination of social, community and/or work experiences.
- **Collaborative Partnerships**
 - Further advance our collaborative partnerships across the educational community to deepen equitable, inclusive practices that influence change and contributes to greater student growth and success in adulthood.

Enrollment Projections-

- Developed based on input from Districts Administrative and Business Representatives and Program Administrators
- Enrollment Projections in the FY25 Budget have increased by 14 students from FY24 to FY25.

Staffing Adjustments-

FY24 Amended Budget to FY25 Budget

- Overall Staffing Increase/Decrease: -3.43 FTE

2024-2025 NSSEO Tuition Based	2023-2024		2024-2025	INC./DEC.
Programs	BUDGET		BUDGET	%
Timber Ridge School	44,938.76	per std	46,576.94	3.65%
Miner/Kirk Program	49,687.60	per std	51,428.95	3.50%
D/HH Program	53,184.17	per std	52,662.77	-0.98%

Programs and Services Rates-

Non-Member Tuition Rates	2024-2025
Timber Ridge School Non-Member	60,550.23
Timber Ridge Non-Member w/ Add-Ons	72,402.65
Miner/Kirk Program Non-Member	66,838.13
Miner/Kirk Non-Member with Add-Ons	78,690.58

2024-2025 NSSEO Service/Other Programs	2023-2024		2024-2025	INC./DEC.
DESC:	BUDGET		BUDGET	%
OT/PT services to District students	122,575	per FTE	120,902	-1.37%
APE services to District students	82,843	per FTE	78,732	-4.96%
Vision services to District students	96,697	per FTE	91,480	-5.40%
Assistive Technology services to District students	97,120	per FTE	101,873	4.89%
D/HH-Itinerant Program	26.32	per unit	26.35	0.09%
Outdoor Education - based on % of usage in education fund	422,194	total	433,143	2.59%
VAC - costs are split between Districts 211 & 214	75,490	per dist	80,241	6.29%
Technical Assistance to Districts	100,302	per FTE	102,099	1.79%
Central O&M - based on % of usage in education fund	67,838	total	58,191	-14.22%
Technology/Central - based on % of usage in education fund	756,314	total	773,397	2.26%
Technology/Programs - based on % of usage in education fund	79,710	total	83,381	4.61%
Building Fund	300,000	total	300,000	

Budget Revenue/Expenditure Summary:

Revenue/Expenditures (with On Behalf*)

Budget FY25 \$ 56,974,753

Amend. 1 FY24 \$ 56,382,132

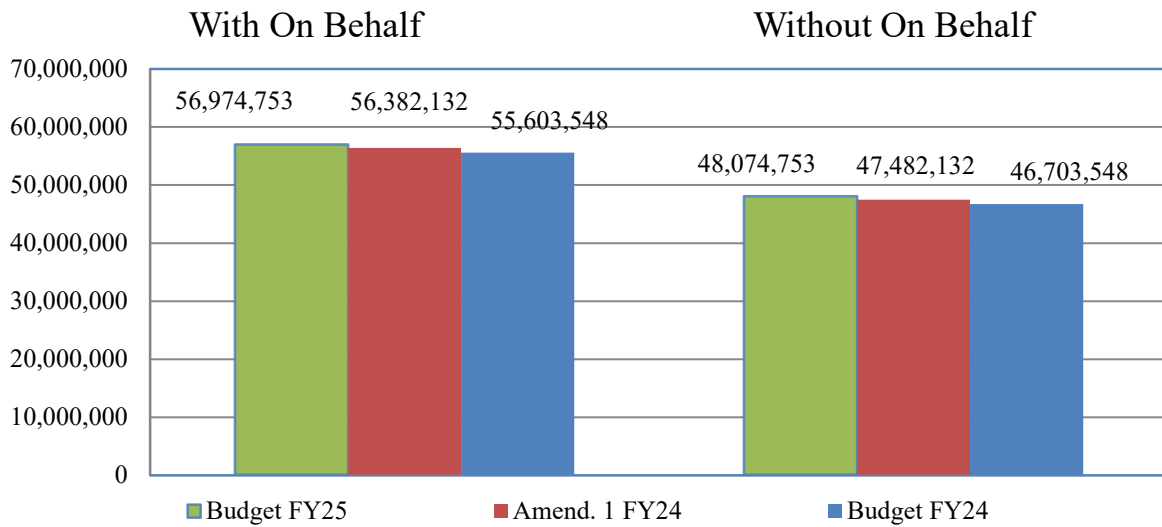
Budget FY24 \$ 55,603,548

Revenue/Expenditures (without On Behalf)

Budget FY25 \$ 48,074,753

Amend. 1 FY24 \$ 47,482,132

Budget FY24 \$ 46,703,548



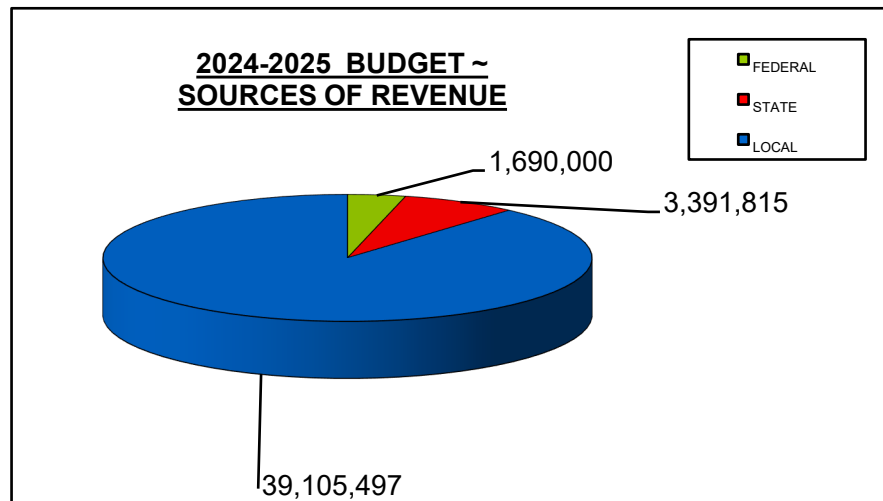
	With On Behalf	Without On Behalf
Amend. 1 to Budget	1.05%	1.25%

NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION



SOURCES OF REVENUE

	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>	<u>TOTAL</u>
2023-2024 BUDGET*	1,390,000 3.3%	3,365,565 7.9%	37,930,531 88.9%	42,686,096
2023-2024 AMEND. 1*	1,791,857 4.1%	3,391,815 7.8%	38,449,623 88.1%	43,633,295
2024-2025 BUDGET*	1,690,000 3.8%	3,391,815 7.7%	39,105,497 88.5%	44,187,312



*Excludes \$8.9 million in On Behalf

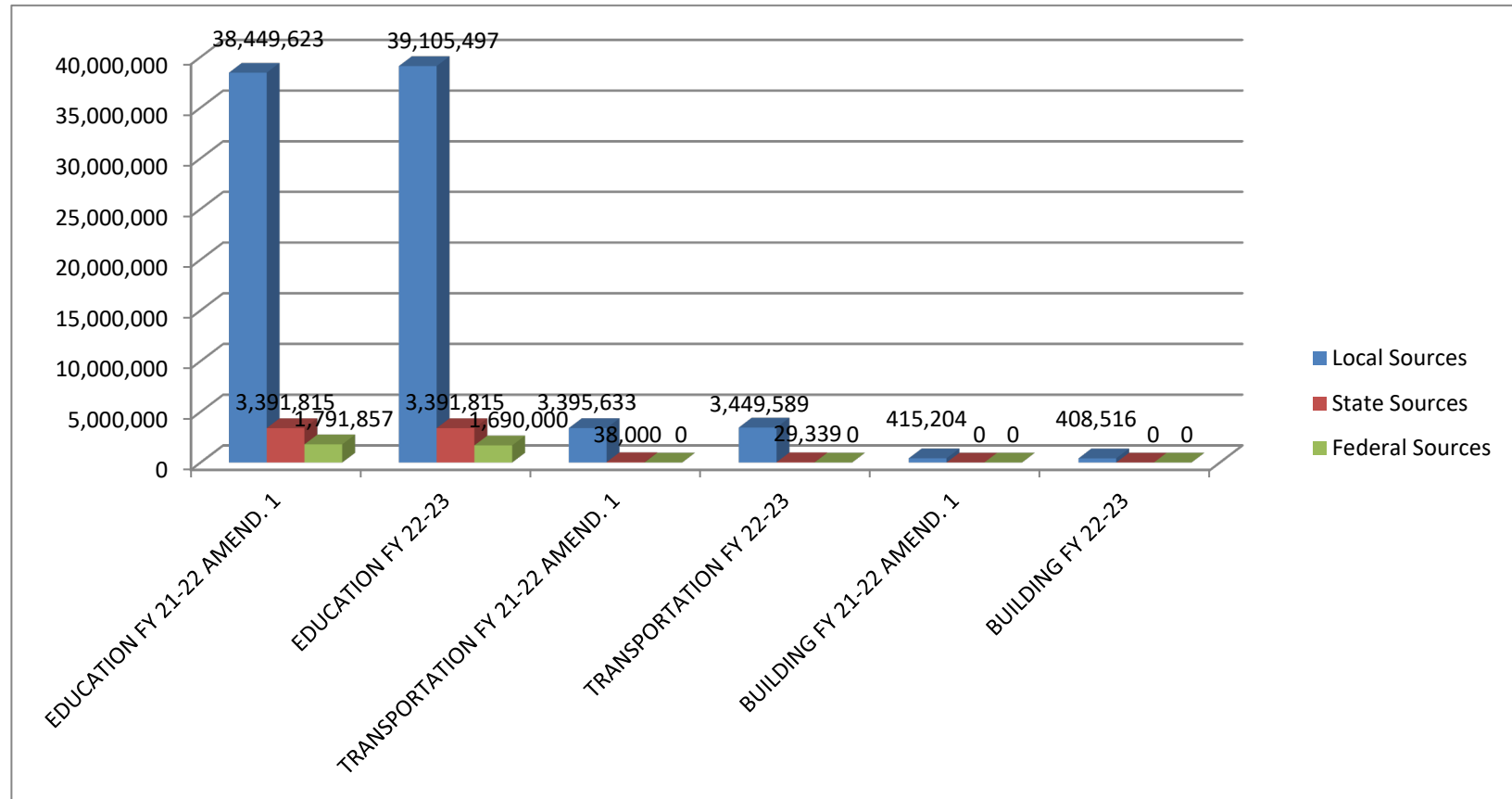
Updated 3/13/2024
e/cw/sched2425/SourcesofRevenue

2024-2025 NSSEO BUDGET REVENUE (FY24 Amend. 1 to FY25)

	FY 23-24 Amend. 1 Education	FY 24-25 Budget Education	FY 23-24 Amend. 1 Transportation	FY 24-25 Budget Transportation	FY 23-24 Amend. 1 Building	FY 24-25 Budget Building	FY 23-24 Amend. 1 Total	FY 24-25 Budget Total
<u>Local Sources:</u>								
District Payments	20,530,802	22,538,982	0	0	300,000	300,000	20,830,802	22,838,982
Non-Member Payments	6,404,817	5,581,757	0	0	85,204	83,516	6,490,021	5,665,273
Transportation Payments	0	0	3,395,633	3,449,589	0	0	3,395,633	3,449,589
Direct Bill Revenue	7,026,940	6,769,729	0	0	0	0	7,026,940	6,769,729
Other Local Revenue	35,533	21,000	0	0	0	0	35,533	21,000
IDEA Funds	1,673,345	1,659,777	0	0	0	0	1,673,345	1,659,777
Building Rent	0	0	0	0	0	0	0	0
ESY Assessment	91,320	91,320	0	0	0	0	91,320	91,320
Program Payments	2,050,515	2,124,345	0	0	0	0	2,050,515	2,124,345
Interest	200,000	100,000	0	0	30,000	25,000	230,000	125,000
Budget Balance	436,351	218,587	0	0	0	0	436,351	218,587
Total Local Sources	38,449,623	39,105,497	3,395,633	3,449,589	415,204	408,516	42,260,460	42,963,602
<u>State Sources:</u>								
Evidence Based Funding	2,401,335	2,401,335	0	0	0	0	2,401,335	2,401,335
State Transp. Claim	0	0	38,000	29,339	0	0	38,000	29,339
Breakfast/Lunch Revenue	0	0	0	0	0	0	0	0
ORS/DHS	990,480	990,480	0	0	0	0	990,480	990,480
Total State Sources	3,391,815	3,391,815	38,000	29,339	0	0	3,429,815	3,421,154
<u>Federal Sources:</u>								
ISRC Grant	650,000	650,000	0	0	0	0	650,000	650,000
Preschool	0	0	0	0	0	0	0	0
Breakfast/Lunch Revenue	0	0	0	0	0	0	0	0
Medicaid	1,141,857	1,040,000	0	0	0	0	1,141,857	1,040,000
Total Federal Sources	1,791,857	1,690,000	0	0	0	0	1,791,857	1,690,000
Grand Total*	43,633,295	44,187,312	3,433,633	3,478,928	415,204	408,516	47,482,132	48,074,756

*Excludes \$8.9 million in On Behalf

2024-2025 NSSEO BUDGET REVENUE (FY24 Amend. 1 to FY25)





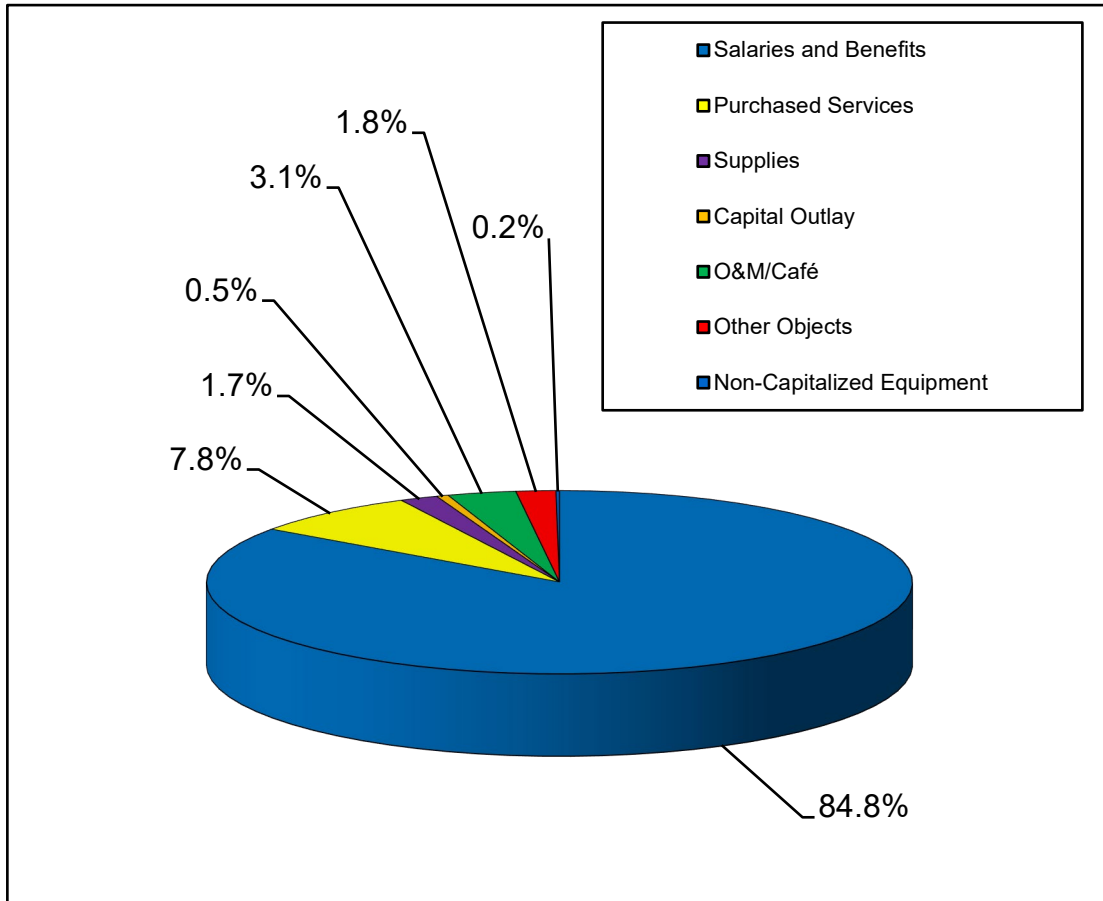
NSSEO

2024-2025 BUDGET SUMMARY

Education Fund-

Allocation of Program Expenses:

Salaries and Benefits	35,649,030	84.8%
Purchased Services	3,273,769	7.8%
Supplies	734,660	1.7%
Capital Outlay	229,779	0.5%
O&M/Café	1,319,591	3.1%
Other Objects	765,149	1.8%
Non-Capitalized Equipment	68,604	0.2%
Subtotal	42,040,582	100.0%
Transfers	2,146,736	
TRS On Behalf	8,900,000	
Total 2024-2025 Education Fund	53,087,318	



NSSEO

BUDGET EXPENDITURES SUMMARY 2024-2025

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON-CAPITALIZED EQUIPMENT	TOTAL
<u>TUITION PROGRAMS:</u>								
TIMBER RIDGE	3,329,084	897,864	113,331	42,700	1,500	738,777	0	5,123,256
MINER SCHOOL	5,365,223	1,664,225	569,410	87,826	20,000	537,938	1,500	8,246,122
KIRK SCHOOL	9,924,084	3,188,918	203,250	77,600	30,000	1,600,459	3,000	15,027,311
D/HH-ELEMENTARY	1,305,793	336,564	79,102	0	0	103,288	0	1,824,747
D/HH-MIDDLE	322,777	83,022	26,240	0	0	25,922	0	457,961
D/HH-HIGH SCHOOL	483,589	118,636	22,712	0	0	37,496	0	662,433
TUITION BUDGET '25	20,730,550	6,289,229	1,014,045	208,126	51,500	3,043,880	4,500	31,341,830
TUITION BUDGET '24	20,002,083	5,956,622	1,013,612	208,126	51,500	2,957,283	4,500	30,193,726
TUITION AMEND. 1 '24	19,898,109	6,109,266	1,614,514	220,645	50,578	2,957,283	4,500	30,854,895
Change in Expenditures Amendment 1 to Budget								486,935
<u>SERVICE/OTHER:</u>								
D.E.S.C.	1,565,075	316,533	49,000	8,478	0	118,995	0	2,058,081
D/HH-DIAGNOSTICS	389,921	102,333	21,000	10,000	0	31,395	0	554,649
D/HH-ITINERANT	863,427	145,517	16,500	0	0	61,527	0	1,086,971
OUTDOOR EDUCATION	416,443	92,176	76,450	59,450	20,000	41,461	0	705,980
VAC/STEP	232,362	75,807	821,610	1,600	0	19,583	0	1,150,962
NSSEO ADMINISTRATION	1,457,021	330,924	578,500	226,000	15,000	108,000	5,000	2,720,445
TECH ASST TO DIST	407,976	70,338	1,000	1,000	0	0	0	480,314
PROF DEVELOPMENT	270,407	47,226	267,210	39,005	0	0	0	623,848
CENTRAL O&M	284,987	63,995	86,800	24,500	4,000	1,000	0	465,282
D/HH-CENTRAL	2,500	325	122,915	11,000	0	176,680	0	313,420
ISRC GRANT	384,850	85,362	153,969	25,819	0	0	0	650,000
TECHNOLOGY/CENTRAL	833,773	189,973	39,600	34,100	50,000	375,000	9,135	1,531,581
TECHNOLOGY/PROGRAMS	0	0	25,170	85,582	89,279	0	49,969	250,000
SRVS/OTHR BUD '25	7,108,742	1,520,509	2,259,724	526,534	178,279	933,641	64,104	12,591,533
SRVS/OTHR BUD '24	6,840,278	1,431,509	2,181,343	539,340	178,279	980,567	64,104	12,215,420
SRVS/OTHR AMEND. 1 '24	6,853,262	1,457,094	2,379,018	560,336	178,279	923,597	64,104	12,415,690
Change in Expenditures Amendment 1 to Budget								175,843
<u>ED FUND RESERVES:</u>								
U/C RESERVE	0	0	0	0	0	20,000	0	20,000
RETIREMENT RESERVE	0	0	0	0	0	9,133,949	0	9,133,949
ED. RES. BUDGET '25	0	0	0	0	0	9,153,949	0	9,153,949
ED. RES. BUDGET '24	0	0	0	0	0	9,176,949	0	9,176,949
ED. RES. AMEND. 1 '24	0	0	0	0	0	9,262,710	0	9,262,710
Change in Expenditures Amendment 1 to Budget								-108,761
TOTAL EDUCATION BUDGET 2024-2025	27,839,292	7,809,738	3,273,769	734,660	229,779	13,131,470	68,604	53,087,312
TOTAL EDUCATION BUDGET 2023-2024	26,842,361	7,388,131	3,194,955	747,466	229,779	13,114,799	68,604	51,586,095
TOTAL EDUCATION AMEND. 1 2023-2024	26,751,371	7,566,360	3,993,532	780,981	228,857	13,143,590	68,604	52,533,295
Change in Expenditures Amendment 1 to Budget								554,017
TRANSP 2024-2025	791,646	114,035	2,401,500	143,622	15,000	11,250	1,875	3,478,928
TRANSP 2023-2024	789,782	114,600	2,532,311	142,622	20,000	11,250	1,875	3,612,440
TRANSP A1 2023-2024	795,055	113,302	2,349,357	142,794	20,000	11,250	1,875	3,433,633
Change in Expenditures Amendment 1 to Budget								45,295



NSSEO

BUDGET EXPENDITURES SUMMARY 2024-2025

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
BLDG FUND 2024-2025	0	0	342,516	13,200	2,800	50,000	0	408,516
BLDG FUND 2023-2024	0	0	339,013	13,200	2,800	50,000	0	405,013
BLDG FUND A1 2023-2024	0	0	349,204	13,200	2,800	50,000	0	415,204
				Change in Expenditures Amendment 1 to Budget				-6,688
GRAND TOTALS:								
BUDGET 2024-2025	28,630,938	7,923,773	6,017,785	891,482	247,579	13,192,720	70,479	56,974,756
BUDGET 2023-2024	27,632,143	7,502,731	6,066,279	903,288	252,579	13,176,049	70,479	55,603,548
AMEND. 1 2023-2024	27,546,426	7,679,662	6,692,093	936,975	251,657	13,204,840	70,479	56,382,132
				Change in Expenditures Amendment 1 to Budget				592,624
				% Change in Expenditures Amendment 1 to Budget				1.05%
GRAND TOTALS LESS ON BEHALF:								
BUDGET 2024-2025	28,630,938	7,923,773	6,017,785	891,482	247,579	4,292,720	70,479	48,074,756
% of Budget	59.6%	16.5%	12.5%	1.9%	0.5%	8.9%	0.1%	100.0%
BUDGET 2023-2024	27,632,143	7,502,731	6,066,279	903,288	252,579	4,276,049	70,479	46,703,548
% of Budget	59.2%	16.1%	13.0%	1.9%	0.5%	9.2%	0.2%	100.0%
AMEND. 1 2023-2024	27,546,426	7,679,662	6,692,093	936,975	251,657	4,304,840	70,479	47,482,132
% of Budget	58.0%	16.2%	14.1%	2.0%	0.5%	9.1%	0.1%	100.0%
				Change in Expenditures Amendment 1 to Budget				592,624
				% Change in Expenditures Amendment 1 to Budget				1.23%

*Employee Benefits include Board Share of IMRF, FICA, Medicare, Teacher Retirement/Local, Teacher Retirement/Federal, Health/Life/Dental Insurance, and Worker's Compensation.

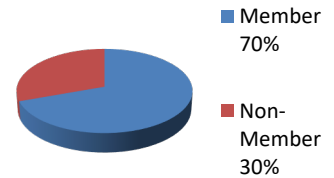
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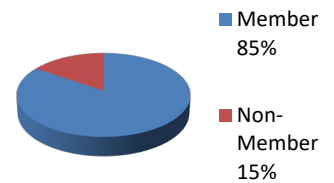
2024-2025 BUDGET ENROLLMENT SUMMARY

Budget 2023-2024 to Budget 2024-2025

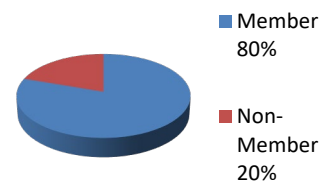
	Budget	Budget	Enrollment	
<u>Timber Ridge</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	55.0	57.0	2.0	70%
Non-Member	30.0	25.0	-5.0	30%
	<u>85.0</u>	<u>82.0</u>	<u>-3.0</u>	<u>100%</u>



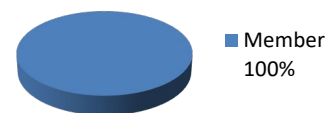
	Budget	Budget	Enrollment	
<u>Miner School</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	65.0	82.0	17.0	85%
Non-Member	22.0	15.0	-7.0	15%
	<u>87.0</u>	<u>97.0</u>	<u>10.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
<u>Kirk School</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	136.0	146.0	10.0	80%
Non-Member	45.0	36.0	-9.0	20%
	<u>181.0</u>	<u>182.0</u>	<u>1.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
<u>D/HH-Elementary</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	28.0	33.0	5.0	100%
	<u>28.0</u>	<u>33.0</u>	<u>5.0</u>	<u>100%</u>

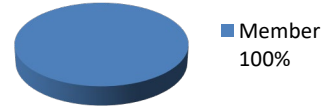




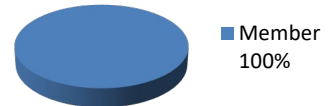
2024-2025 BUDGET ENROLLMENT SUMMARY

Budget 2023-2024 to Budget 2024-2025

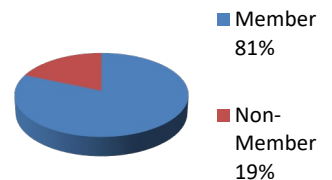
	Budget	Budget	Enrollment	
<u>D/HH-Middle</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	5.0	7.0	2.0	100%
	5.0	7.0	2.0	100%



	Budget	Budget	Enrollment	
<u>D/HH-High School</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	8.0	7.0	-1.0	100%
	8.0	7.0	-1.0	100%



	Budget	Budget	Enrollment	
<u>TOTAL</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	297.0	332.0	35.0	81%
Non-Member	97.0	76.0	-21.0	19%
	394.0	408.0	14.0	100%





2024-2025 BUDGET STAFFING SUMMARY

Amend. 1 2023-2024 to Budget 2024-2025

PROGRAM:	BUDGET 2023-2024 STAFF	AMEND. 1 2023-2024 STAFF	BUDGET 2024-2025 STAFF	BUDGET TO BUDGET INC./DEC.
TIMBER RIDGE SCHOOL	53.0500	53.0500	53.0500	0.0000
MINER SCHOOL	60.6500	64.0000	68.0000	4.0000
KIRK SCHOOL	116.8000	116.7000	124.9000	8.2000
D/HH PROGRAM	28.0000	28.0000	29.8000	1.8000
TUITION PROGRAMS	258.5000	261.7500	275.7500	14.0000
DIAG. & EDUC. SRVS. CENTER	17.2100	18.5600	19.1100	0.5500
D/HH-DIAGNOSTICS	5.3000	5.3000	5.1000	-0.2000
D/HH-ITINERANT	10.0500	10.0500	10.5000	0.4500
OUTDOOR EDUCATION	5.0000	6.0000	6.0000	0.0000
OUTDOOR ED.-RESTRICTED	1.0000	0.0000	0.0000	0.0000
VOC. ADJUSTMENT COUNSELOR	4.0000	4.0000	4.0000	0.0000
NSSEO ADMINISTRATION	13.0000	14.0000	14.0000	0.0000
TECHNICAL ASSIST TO DISTRICTS	5.1000	4.8000	5.1000	0.3000
PROFESSIONAL DEVELOPMENT	2.9000	2.9000	2.9000	0.0000
CENTRAL O&M	2.3813	2.4800	2.9500	0.4700
TECHNOLOGY / CENTRAL	10.0000	10.0000	10.0000	0.0000
TIMBER RIDGE O&M	2.5000	2.5000	2.5000	0.0000
KIRK O&M	5.0000	5.0000	5.0000	0.0000
KIRK CAFETERIA	5.0000	5.0000	5.0000	0.0000
TRANSPORTATION	1.4500	1.4500	1.4500	0.0000
TRANSPORTATION-IN HOUSE	3.5000	3.5000	3.5000	0.0000
ISRC	5.8000	5.8000	5.8000	0.0000
OTHER PROGRAMS/SERVICES	99.1913	101.3400	102.9100	1.5700
TOTALS	357.6913	363.0900	378.6600	15.5700
1:1 DIRECT BILL STAFF	139.0000	151.0000	132.0000	-19.0000

Updated 3/18/2024

e/sched2425/Budget Staffing Summary

-3.4300

NSSEO Funding Formulas

<u>NSSEO Tuition Based Programs</u>
<u>Programs:</u>
Timber Ridge School
Miner/Kirk Program
D/HH Program
-Based on a projected per student cost
<u>NSSEO Service/Other Programs</u>
<u>Programs:</u>
DESC Services:
OT/PT services to District students
APE services to District students
Vision services to District students
Assistive Technology services to District students
Based on the average salary, plus benefits, plus administrative add-on, plus travel, telephone, postage, photocopy, materials add-on.
DESC Evaluations - based on actual usage logs kept by DESC evaluation staff converted to a three tier system.
D/HH-Diagnostics - based on actual usage logs kept by evaluation staff converted to a four tier system.
D/HH-Itinerant - based on a per unit cost
Outdoor Education - based on % of projected usage in the education fund
VAC - costs are split between Districts 211 & 214
NSSEO Administration - no separate cost to member districts (6% in programs)
Technical Assistance to Districts - based on usage (FTE)
Central O&M - based on % of projected usage in the education fund
D/HH-Central Office - no separate cost to member districts (6% in programs)
Technology/Central - based on % of projected usage in the education fund
Technology/Programs - based on % of projected usage in the education fund
<u>NSSEO Reserves</u>
Unemployment Reserve - No Assessment in 2024-2025 Based on 50% Historical Usage ('13, '18, '23), 25% AFR Revenue, 25% Usage % in Ed Fund
Retirement Reserve - \$100,000 in 2024-2025 Based on 50% Historical Usage ('13, '18, '23), 25% AFR Revenue, 25% Usage % in Ed Fund
Building Fund Based on 1/3 Projected Usage in Buildings We Own, 1/3 AFR Revenue, 1/3 Equal Share



NSSEO Building Fund Plan

The NSSEO Building Fund Plan focuses on both short-term and long-term facility and program needs. The facility plan is developed through an examination of the current status and future initiatives of facilities, through an analysis of facility needs, program initiatives, and the use of work space.

Guiding Principles in the development of the NSSEO Building Fund Plan include:

- Health, safety, and security
- Maintenance and upkeep of facilities
- Integration of program initiatives
- Optimal utilization of facilities
- Environmental Sustainability

The development process of the NSSEO Building Fund Plan included:

- ▶ Examination of the current use of facilities in alignment with program needs and use by all stakeholders.
- ▶ Integration of facility planning with program redesign
- ▶ Collection of current data about the conditions of facilities in order to inform the need for repair, renovations, and new construction.
- ▶ Prioritization of larger, more costly systemic repairs/projects within financial limitations
- ▶ Consideration cost of energy improvements and sustainable construction whenever possible

The following Building Fund Plan highlights the outcomes of the facility plan development process.

Within the Building Fund Plan framework, the District assesses and predicts both the need and timing for maintenance and repairs to facilities, facility redesign, and major renovations. Ongoing review of the Facility Plan provides for refinement and revisions as priorities dictate.

NSSEO Building Fund Priority Schedule

2024-2025	
<u>Timber Ridge</u>	
Crack Fill, Sealcoat, Restripe Parking Lot	7,000
Tuck pointing	5,000
General Painting	5,000
Concrete Replacement/Repair	5,000
Mulch for Playground	3,500
Fire Rated Walls to enclose stairwell (Life Safety)	30,000
LED Lighting Replacement	12,500
<u>Administration Building</u>	
Crack Fill, Sealcoat, Restripe Parking Lot	5,000
Tuck pointing	4,000
General Painting	1,500
Concrete	2,000
Salter Replacement	11,000
<u>Kirk School</u>	
General Painting	5,000
Drywall Repairs/FRP Paneling	30,000
Tuck Pointing	7,000
Crack Fill, Sealcoat, Restripe Parking Lot	10,000
Concrete Replacement/Repair	25,000
LED Lighting Replacement	25,000
Carpet/Tile Replacement	7,500
Shower Repair/Replacement	5,000
PERC Patio Repair	10,000
<u>Sunrise Outdoor Education Center</u>	
Asphalt Replacement/Repair/Striping	2,000
Concrete	4,000
Decking Replacement	3,500
Tree Care	2,100
Windows in Craft Lodge	12,500
Fire Rated Walls Under Roof Deck (Life Safety)	7,000
<u>District Wide</u>	
Projects as Needed	30,000
Matching Portion of COPs Security Grant	111,416
Annual Depreciation on Vehicles	20,000
	408,516
Total	408,516



Reserves

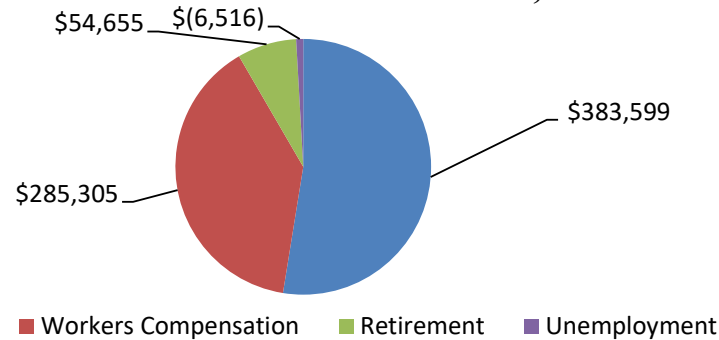
NSSEO currently maintains reserve balances in insurance, workers compensation, unemployment, and retirement accounts. The insurance and workers compensation reserve balances are the result of being previously self-funded through 2008. NSSEO reserves were established through assessments to both member and non-member districts for the purpose of collecting sufficient funds to cover anticipated expenses. NSSEO reserve fund balances are the result of careful budgeting, conservative spending, and actual expenses under budgeted amounts.

NSSEO has continually focused on spending down reserves to offset costs in the NSSEO budget. This fiscally responsible budget planning approach has resulted in conservative tuition increases and associated assessments (unemployment & retirement).

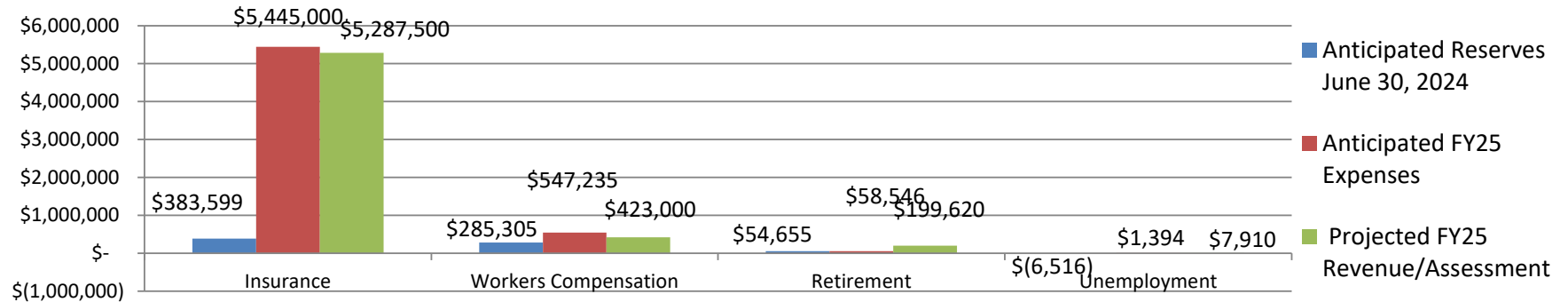
Summary of NSSEO Reserves

	<u>Anticipated Reserves</u> <u>June 30, 2024</u>	<u>Anticipated FY25</u> <u>Expenses</u>	<u>Projected FY25</u> <u>Revenue/Assessment</u>	<u>Anticipated Reserves</u> <u>June 30, 2025</u>
Insurance	\$ 383,599	\$ 5,445,000	\$ 5,287,500	\$ 226,099
Workers Compensation	\$ 285,305	\$ 547,235	\$ 423,000	\$ 161,070
Retirement	\$ 54,655	\$ 58,546	\$ 199,620	\$ 195,729
Unemployment	\$ (6,516)	\$ 1,394	\$ 7,910	\$ -
	<u>\$ 717,043</u>	<u>\$ 6,052,175</u>	<u>\$ 5,918,030</u>	<u>\$ 582,898</u>

NSSEO Reserve Balances - June 30, 2024



Comparison of FY24 NSSEO Fund Balances and Anticipated FY25 Expenses/Revenue



District #214
NSSEO 2024-2025 Budget

Program	Projected Usage	Cost per Student or Service	District #214 Total
<u>Tuition Programs:</u>			
Kirk School	54.00 students	51,428.95	2,777,163
D/HH-High School	3.00 students	52,662.77	157,988
<u>Service/Other Programs:</u>			
DESC-Vision Services	1.30 FTE	91,480.00	118,924
DESC- OT	2.40 FTE	120,902.00	290,165
DESC- AT	0.50 FTE	101,873.00	50,937
DESC- PT	1.30 FTE	120,902.00	157,173
D/HH-Itinerant	2,442.00 Units	26.35	64,336
Technical Asst to Dists-Coaches	0.30 FTE	102,099.00	30,630
Vocational Adj. Counselor			80,241
Outdoor Education			95,917
Central O&M			12,886
Technology/Central			171,265
Technology/Programs			18,464
<u>Direct Bill Staff:</u>			
25.00 Direct Bill 1:1 Aide- Kirk		46,952	1,173,800
3.00 Direct Bill 1:1 Nurse/Interpreters- Kirk		61,965	185,895
<u>Education Fund Reserves:</u>			
Unemployment Comp.			0
Retirement Reserve			22,144
Education Fund Totals			5,407,927
Building Fund			75,100
TOTAL DISTRICT #214			5,483,027
<u>Additional District Cost Estimates:</u>			
**DESC-Evaluations:			Estimated Based on Need
Billing based on actual usage. Approx. \$1,200/level 1 evaluation.			
**DESC-Contracted Evaluations			Estimated 25,950
**D/HH-Diagnostics:			Estimated 22,500
Billing based on actual usage. Approx. \$550/level 1 evaluation. Screenings in district \$400/day.			
Please note- Evaluations include tests, observations, travel, IEP meetings, interviews, consultation with staff, comprehensive report, etc.			
ESY- Summer 2023			208,223
IDEA FY2324			302,853
Transportation			415,000

Updated 3/17/2024
 GSheets/DistrictCosts/MemberDistrictCostsFY2425

COMPARISON DISTRICT PAYMENTS	DIST. 214 2023-2024 BUDGET	DIST. 214 2023-2024 AMEND. 1	DIST. 214 2024-2025 BUDGET	FY25 STDS	DIST. 214 DIFF. ~ AMEND. 1 VS FY24	CHANGE IN STUDENTS OR SERVICES FROM AMENDMENT 1
<u>TUITION PROGRAMS:</u>						
Timber Ridge School						
Miner School						
Kirk School	2,981,256	2,948,711	2,777,163	54.0	-171,548	-5.3 students
D/HH-Elementary						
D/HH-Middle						
D/HH-High School	212,737	159,553	157,988	3.0	-1,565	
Subtotal Tuition	3,193,993	3,108,263	2,935,151	57.0	-173,112	-5.3 students
<u>SERVICE/OTHER:</u>						
DESC-Educational Srvs	608,369	608,369	617,198		8,829	+2 APE. +2 AT
D/HH-Itinerant	63,059	63,059	64,334		1,275	
Outdoor Education	105,652	105,652	95,917		-9,735	
V.A.C.	75,490	75,490	80,241		4,751	
NSSEO Admin.					0	
Tech Asst to Districts	10,030	10,030	30,630		20,600	+2 Coaching
Central O&M	16,976	16,976	12,886		-4,090	
Technology/Central	189,265	189,265	171,265		-18,000	
Technology/Programs	19,947	19,947	18,464		-1,483	
Subtotal Srv/Other	1,088,788	1,088,788	1,090,935		2,147	
<u>DIRECT BILL STAFF/SRVS:</u>						
Direct Bill Staff/Services	1,601,373	1,618,479	1,359,695		-258,784	
<u>ED FUND RESERVES:</u>						
U/C Reserve	0	0	0		0	
Retirement Reserve	25,026	25,026	22,144		-2,882	
Subtotal Ed Reserves	25,026	25,026	22,144		-2,882	
TOTAL:						
EDUCATION FUND	5,909,180	5,840,556	5,407,925		-432,631	
TOTAL:						
BUILDING FUND	75,913	75,913	75,100		-813	
TOTAL						
	5,985,093	5,916,469	5,483,025		-433,444	



NSSEO ENROLLMENT 2024-2025 BUDGET

District 214				
Program	Budget 2023-2024	Amend.1 2023-2024	Budget 2024-2025	Diff Amend. 1 to Budget
Kirk School	60.0	59.3	54.0	-5.3
D/HH High School	4.0	3.0	3.0	0.0
Total	64.0	62.3	57.0	-5.3



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: May 9, 2024
To: Board of Education
From: Tim Keeley, Associate Superintendent of Business Services
Re: Action - Approval of NSSEO 2024-25 Budget

Background

The Articles of Agreement require the NSSEO Board to prepare and adopt a proposed budget for the coming year and submit it to the various member districts for ratification. A majority of the boards of districts in the cooperative must approve the budget for it to become operative. A copy of the approved 2024-25 operative NSSEO budget will be forwarded to District 214 after the NSSEO member districts take action on the budget at their Board meetings. A summary of District 214 proposed costs for NSSEO programs is presented to each board member. (See attached)

District 214 receives direct services from all of the NSSEO programs except Timber Ridge, Riley, Miner and D/HH (Deaf and Hard of Hearing) Elementary and Middle School. The program charges are billed on a usage basis. Additional services may be billed using a formula which combines district assessed valuation and student population; e.g., vision and D.E.S.C. (Diagnostic and Educational Services Center). Districts are assessed in June of each school year based on actual usage.

Analysis

The District 214 portion of the 2023-24 NSSEO budget was \$5,916,469. This was based upon usage formulas and tuition. NSSEO also bills District 214 for extensive supportive services for our more severely disabled students; i.e., summer school (Extended School Year), vision, bilingual assessments, and additional diagnostic center staff costs.

The estimated district's total costs for 2024-25 will be \$5,483,025. This year over year decrease of \$433,444 is a result of the slight decrease in projected District 214 student enrollment in NSSEO programs in the coming school year.

Recommendation

We respectfully recommend that the Board of Education approve the attached resolution and estimated 2024-25 NSSEO Tentative Budget as presented.

NSSEO BUDGET RESOLUTION

Be it resolved that the Board of Education of District 214 agrees to participate in the following programs and activities of the Northwest Suburban Special Education Organization during fiscal year 2024-25, approves of the budget for these programs as presented by the NSSEO Governing Board under the date of May 9, 2024.

1. Kirk School
2. D/HH (Deaf & Hard of Hearing) High School
3. DESC Educational Services
4. DESC Diagnostic Evaluation Services
5. D/HH Itinerant
6. Outdoor Education (Sunrise Lake Outdoor Education Center)
7. Vocational Adjustment Counselor
8. Technical Assistance to Districts
9. Central Operation and Maintenance
10. Technology Central
11. Technology Programs
12. Staff Aids/Assistants (Kirk)
13. Retirement Reserve
14. Building Fund

President

Secretary

Date



2024-2025 BUDGET

Financial Information for Township High School District #214



Northwest Suburban Special Education Organization

Fiscal Year 2024-2025

Budget

This document is a financial plan for providing special education services as requested by the NSSEO member districts. Districts are billed for those services they receive. The projected district usage and costs are included in this document. These projections are made by both the district and NSSEO staff. District billings will be on actual usage, which could be above or below the costs based on projections. When program vacancies allow, NSSEO will accept non-member district placements if they enhance the educational services/environment.

The NSSEO budget contains the following program budgets:

- Timber Ridge School
- Miner/Kirk Program
- D/HH Program
- Diagnostic and Educational Services Center (DESC)
- D/HH Diagnostics
- D/HH Itinerant
- Outdoor Education
- Vocational Adjustment Counselor (VAC)
- Secondary Transitional Experience Program (STEP)
- NSSEO Administration & Support Services
- Technical Assistance to Districts
- Professional Development
- Technology Central / Programs
- Transportation

NSSEO Budget Development Process

The NSSEO budget is prepared with input from various stakeholder groups including the NSSEO Governing Board of Education, the NSSEO Superintendent, NSSEO Administration, and the NSSEO Finance Advisory Committee. The NSSEO Finance Advisory Committee is comprised of representatives of the NSSEO Board, Member District Administrative Representatives, Member District Business Representatives, and NSSEO Administrative staff. The Committee met three times from January 25, 2024 through March 21, 2024. Members of the NSSEO Finance Advisory Committee represented district needs as well as a comprehensive focus NSSEO's Continuous Improvement Plan.

The budget planning process reflects an ongoing emphasis of the NSSEO Governing Board's role in providing input and approval of the Finance Advisory Committee recommendations. The structured and transparent process is also intended to facilitate dialogue with member districts to insure understanding and provide frequent opportunities for input throughout development of the proposed budget.

Financial Overview

The NSSEO budget for 2024-2025 has been created in accordance with the Illinois Program Accounting Manual. A fund is an accounting entity unto itself, and all the financial transactions for the particular fund are recorded in the accounts of that fund.

The following funds included in the NSSEO budget are as follows:

A. **Education Fund:**

This fund is used for most of the instructional and administrative aspects of the organization's operations. The revenue consists primarily of payments from school districts and state and federal aid.

B. **Transportation Fund:**

This fund accounts for all revenue and expenditures made for student transportation. Revenue is derived primarily from school district payments.

C. **Building Fund:**

This fund is used for expenditures made for repair, maintenance and improvement of NSSEO property. Revenue consists primarily of school district payments.

The funds are further divided into objects. The object represents the service or materials obtained as a result of a specific expenditure. The objects used in NSSEO's budget are as follows:

1. **Salaries** – compensations paid to employees of the joint agreement.
2. **Employee Benefits** – paid by the joint agreement on behalf of its employees. These benefits include board share of IMRF, FICA, Medicare, Teacher Retirement-Local, Teacher Retirement-Federal, Health/Life/Dental Insurance assessment, and Worker's Compensation assessment.
3. **Purchased Services** – amounts paid for personal services rendered to the joint agreement and includes consulting, legal, audit, property, transportation, communication and insurance services.
4. **Supplies** – amounts paid for material items of an expendable nature and include instructional materials, office supplies, gas and electricity.

5. **Capital Outlay** – expenditures for the acquisition of fixed assets or additions to fixed assets. This includes expenditures for land or existing buildings and for improvements to the existing building and grounds. Also included in the object are equipment purchases of \$1,000 and over.
6. **Other Objects** – items including contingency (“contingency” by definition is an amount provided “to address a condition, situation, or set of circumstances involving uncertainty.” Several of the NSSEO program budgets carry small contingencies.), and dues/fees/memberships paid to professional associations and organizations. Also included in Other Objects are transfers. Transfers are defined as “expenditures that are transfers to other NSSEO programs from NSSEO programs for services purchased, for administration fees, or rental in another NSSEO program.”
7. **Non-Capitalized Equipment** – items that would be classified as capital assets except they cost less than the capitalization threshold and are \$500-\$999 per item.

The information included herein is intended to provide background information necessary to understand the components of the 2024-2025 NSSEO budget.

Dr. Meg Schnoor
Superintendent

Julie Jilek
Assistant Superintendent,
Chief School Business Official

2024-2025 NSSEO BUDGET INDEX

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NSSEO 2024-2025 BUDGET SUMMARY

2024-2025 Budget Development Process-

- The NSSEO Budget is developed based on input from:
 - NSSEO Governing Board
 - District and NSSEO Administration
 - Student, District, Program and Educational Needs

Scope of the Finance Advisory Committee-

- Throughout the budget development process the Finance Advisory Committee will continue to serve in an advisory capacity with the focus on:
 - Analyzing student/program needs
 - Addressing district needs
 - Focusing on fiscal responsibility
 - Providing ongoing communication and updates on the budget process to stakeholders

NSSEO Continuous Improvement Plan- Areas of Focus

- **Student Outcomes**
 - Foster development, ongoing growth and positive outcomes for all students.
- **Social Emotional Learning**
 - Provide a supportive learning environment to promote social emotional learning and growth for all.
- **Student Centered Learning Environment**
 - Provide a supportive professional learning environment to promote growth for all.
- **Transition Services**
 - Develop defined post-secondary plans for students in collaboration with families that include a combination of social, community and/or work experiences.
- **Collaborative Partnerships**
 - Further advance our collaborative partnerships across the educational community to deepen equitable, inclusive practices that influence change and contributes to greater student growth and success in adulthood.

Enrollment Projections-

- Developed based on input from Districts Administrative and Business Representatives and Program Administrators
- Enrollment Projections in the FY25 Budget have increased by 14 students from FY24 to FY25.

Staffing Adjustments-

FY24 Amended Budget to FY25 Budget

- Overall Staffing Increase/Decrease: -3.43 FTE

2024-2025 NSSEO Tuition Based	2023-2024		2024-2025	INC./DEC.
Programs	BUDGET		BUDGET	%
Timber Ridge School	44,938.76	per std	46,576.94	3.65%
Miner/Kirk Program	49,687.60	per std	51,428.95	3.50%
D/HH Program	53,184.17	per std	52,662.77	-0.98%

Programs and Services Rates-

Non-Member Tuition Rates	2024-2025
Timber Ridge School Non-Member	60,550.23
Timber Ridge Non-Member w/ Add-Ons	72,402.65
Miner/Kirk Program Non-Member	66,838.13
Miner/Kirk Non-Member with Add-Ons	78,690.58

2024-2025 NSSEO Service/Other Programs	2023-2024		2024-2025	INC./DEC.
DESC:	BUDGET		BUDGET	%
OT/PT services to District students	122,575	per FTE	120,902	-1.37%
APE services to District students	82,843	per FTE	78,732	-4.96%
Vision services to District students	96,697	per FTE	91,480	-5.40%
Assistive Technology services to District students	97,120	per FTE	101,873	4.89%
D/HH-Itinerant Program	26.32	per unit	26.35	0.09%
Outdoor Education - based on % of usage in education fund	422,194	total	433,143	2.59%
VAC - costs are split between Districts 211 & 214	75,490	per dist	80,241	6.29%
Technical Assistance to Districts	100,302	per FTE	102,099	1.79%
Central O&M - based on % of usage in education fund	67,838	total	58,191	-14.22%
Technology/Central - based on % of usage in education fund	756,314	total	773,397	2.26%
Technology/Programs - based on % of usage in education fund	79,710	total	83,381	4.61%
Building Fund	300,000	total	300,000	

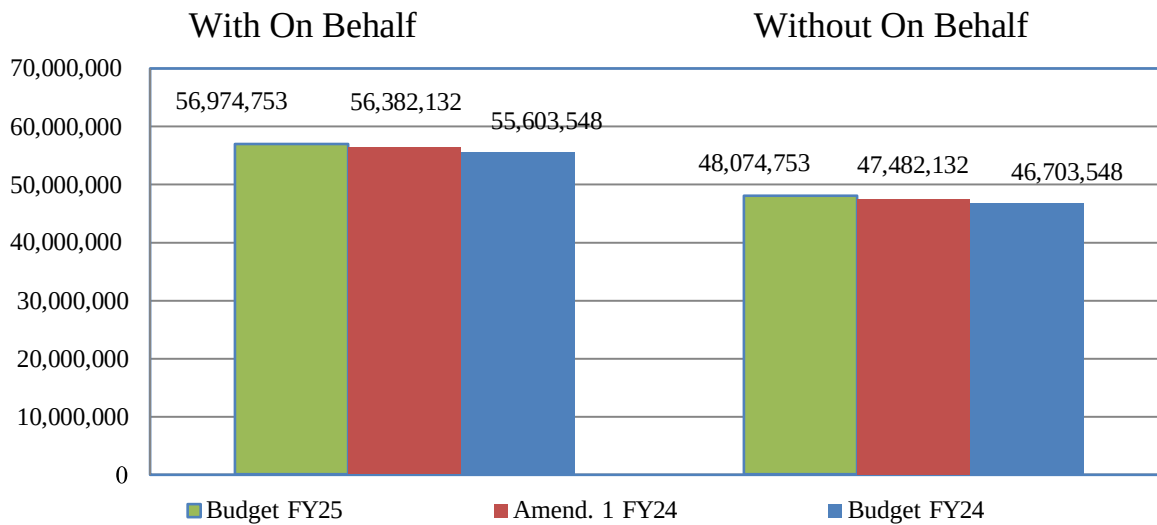
Budget Revenue/Expenditure Summary:

Revenue/Expenditures (with On Behalf*)

Budget FY25	\$ 56,974,753
Amend. 1 FY24	\$ 56,382,132
Budget FY24	\$ 55,603,548

Revenue/Expenditures (without On Behalf)

Budget FY25	\$ 48,074,753
Amend. 1 FY24	\$ 47,482,132
Budget FY24	\$ 46,703,548



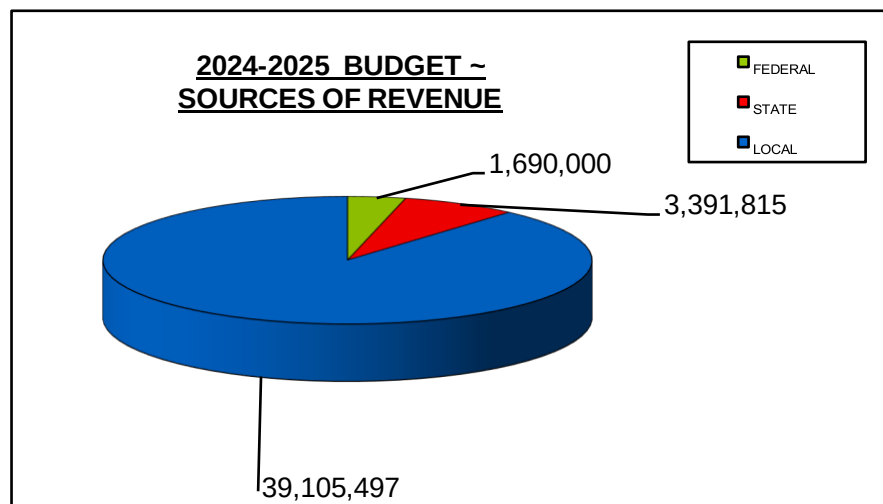
	With On Behalf	Without On Behalf
Amend. 1 to Budget	1.05%	1.25%

NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION



SOURCES OF REVENUE

	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>	<u>TOTAL</u>
2023-2024 BUDGET*	1,390,000 3.3%	3,365,565 7.9%	37,930,531 88.9%	42,686,096
2023-2024 AMEND. 1*	1,791,857 4.1%	3,391,815 7.8%	38,449,623 88.1%	43,633,295
2024-2025 BUDGET*	1,690,000 3.8%	3,391,815 7.7%	39,105,497 88.5%	44,187,312



*Excludes \$8.9 million in On Behalf

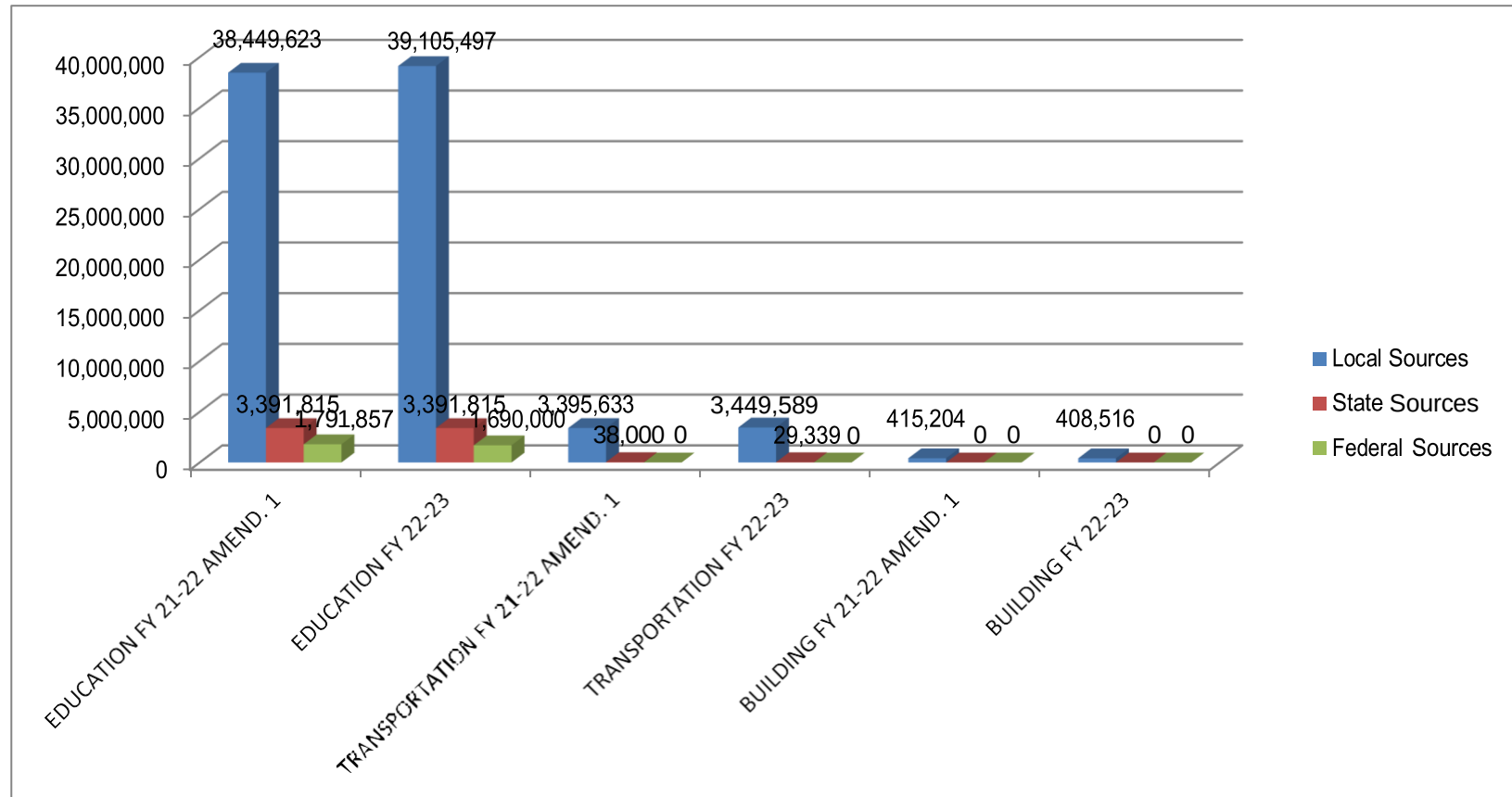
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2024-2025 NSSEO BUDGET REVENUE (FY24 Amend. 1 to FY25)

	FY 23-24 Amend. 1 Education	FY 24-25 Budget Education	FY 23-24 Amend. 1 Transportation	FY 24-25 Budget Transportation	FY 23-24 Amend. 1 Building	FY 24-25 Budget Building	FY 23-24 Amend. 1 Total	FY 24-25 Budget Total
<u>Local Sources:</u>								
District Payments	20,530,802	22,538,982	0	0	300,000	300,000	20,830,802	22,838,982
Non-Member Payments	6,404,817	5,581,757	0	0	85,204	83,516	6,490,021	5,665,273
Transportation Payments	0	0	3,395,633	3,449,589	0	0	3,395,633	3,449,589
Direct Bill Revenue	7,026,940	6,769,729	0	0	0	0	7,026,940	6,769,729
Other Local Revenue	35,533	21,000	0	0	0	0	35,533	21,000
IDEA Funds	1,673,345	1,659,777	0	0	0	0	1,673,345	1,659,777
Building Rent	0	0	0	0	0	0	0	0
ESY Assessment	91,320	91,320	0	0	0	0	91,320	91,320
Program Payments	2,050,515	2,124,345	0	0	0	0	2,050,515	2,124,345
Interest	200,000	100,000	0	0	30,000	25,000	230,000	125,000
Budget Balance	436,351	218,587	0	0	0	0	436,351	218,587
Total Local Sources	38,449,623	39,105,497	3,395,633	3,449,589	415,204	408,516	42,260,460	42,963,602
<u>State Sources:</u>								
Evidence Based Funding	2,401,335	2,401,335	0	0	0	0	2,401,335	2,401,335
State Transp. Claim	0	0	38,000	29,339	0	0	38,000	29,339
Breakfast/Lunch Revenue	0	0	0	0	0	0	0	0
ORS/DHS	990,480	990,480	0	0	0	0	990,480	990,480
Total State Sources	3,391,815	3,391,815	38,000	29,339	0	0	3,429,815	3,421,154
<u>Federal Sources:</u>								
ISRC Grant	650,000	650,000	0	0	0	0	650,000	650,000
Preschool	0	0	0	0	0	0	0	0
Breakfast/Lunch Revenue	0	0	0	0	0	0	0	0
Medicaid	1,141,857	1,040,000	0	0	0	0	1,141,857	1,040,000
Total Federal Sources	1,791,857	1,690,000	0	0	0	0	1,791,857	1,690,000
Grand Total*	43,633,295	44,187,312	3,433,633	3,478,928	415,204	408,516	47,482,132	48,074,756

*Excludes \$8.9 million in On Behalf

2024-2025 NSSEO BUDGET REVENUE (FY24 Amend. 1 to FY25)



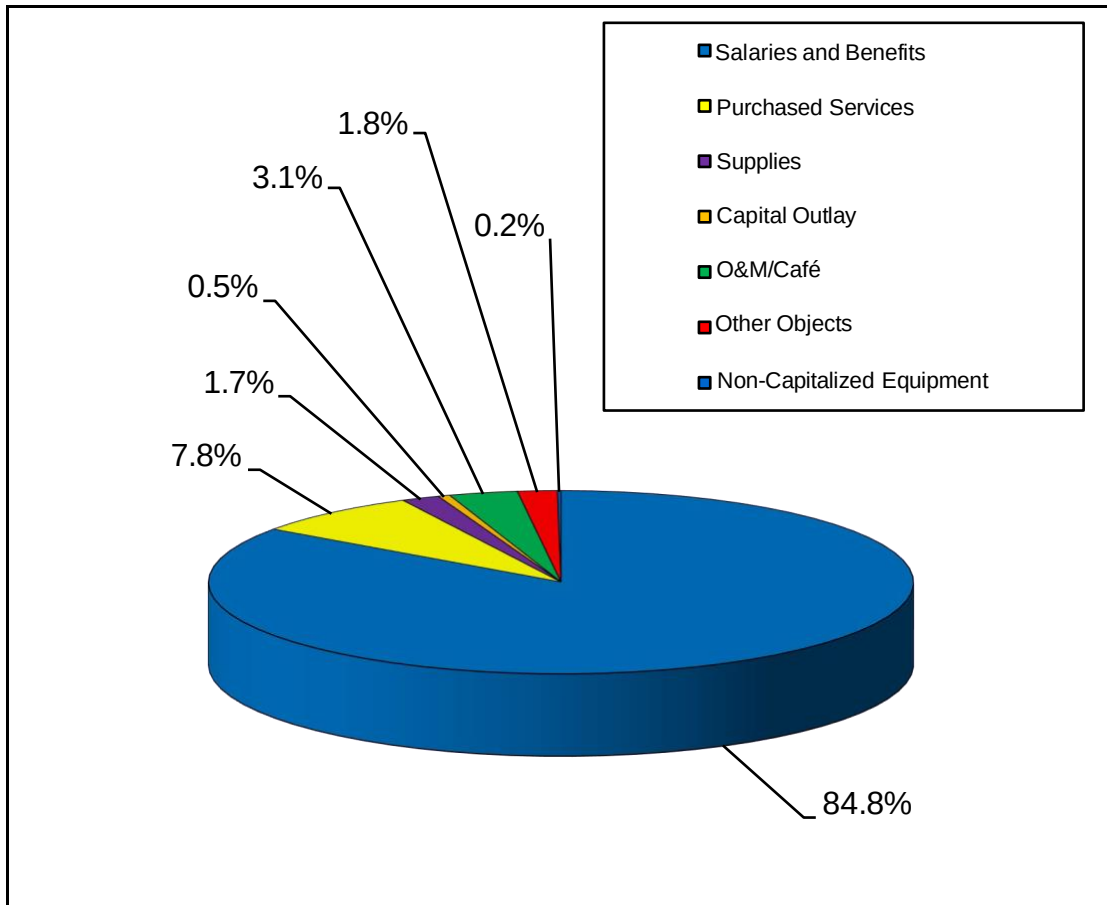


NSSEO

2024-2025 BUDGET SUMMARY

Education Fund- Allocation of Program Expenses:

Salaries and Benefits	35,649,030	84.8%
Purchased Services	3,273,769	7.8%
Supplies	734,660	1.7%
Capital Outlay	229,779	0.5%
O&M/Café	1,319,591	3.1%
Other Objects	765,149	1.8%
Non-Capitalized Equipment	68,604	0.2%
Subtotal	42,040,582	100.0%
Transfers	2,146,736	
TRS On Behalf	8,900,000	
Total 2024-2025 Education Fund	<u>53,087,318</u>	





NSSEO

BUDGET EXPENDITURES SUMMARY 2024-2025

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
<u>TUITION PROGRAMS:</u>								
TIMBER RIDGE	3,329,084	897,864	113,331	42,700	1,500	738,777	0	5,123,256
MINER SCHOOL	5,365,223	1,664,225	569,410	87,826	20,000	537,938	1,500	8,246,122
KIRK SCHOOL	9,924,084	3,188,918	203,250	77,600	30,000	1,600,459	3,000	15,027,311
D/HH-ELEMENTARY	1,305,793	336,564	79,102	0	0	103,288	0	1,824,747
D/HH-MIDDLE	322,777	83,022	26,240	0	0	25,922	0	457,961
D/HH-HIGH SCHOOL	483,589	118,636	22,712	0	0	37,496	0	662,433
TUITION BUDGET '25	20,730,550	6,289,229	1,014,045	208,126	51,500	3,043,880	4,500	31,341,830
TUITION BUDGET '24	20,002,083	5,956,622	1,013,612	208,126	51,500	2,957,283	4,500	30,193,726
TUITION AMEND. 1 '24	19,898,109	6,109,266	1,614,514	220,645	50,578	2,957,283	4,500	30,854,895
								486,935
								Change in Expenditures Amendment 1 to Budget
<u>SERVICE/OTHER:</u>								
D.E.S.C.	1,565,075	316,533	49,000	8,478	0	118,995	0	2,058,081
D/HH-DIAGNOSTICS	389,921	102,333	21,000	10,000	0	31,395	0	554,649
D/HH-ITINERANT	863,427	145,517	16,500	0	0	61,527	0	1,086,971
OUTDOOR EDUCATION	416,443	92,176	76,450	59,450	20,000	41,461	0	705,980
VAC/STEP	232,362	75,807	821,610	1,600	0	19,583	0	1,150,962
NSSEO ADMINISTRATION	1,457,021	330,924	578,500	226,000	15,000	108,000	5,000	2,720,445
TECH ASST TO DIST	407,976	70,338	1,000	1,000	0	0	0	480,314
PROF DEVELOPMENT	270,407	47,226	267,210	39,005	0	0	0	623,848
CENTRAL O&M	284,987	63,995	86,800	24,500	4,000	1,000	0	465,282
D/HH-CENTRAL	2,500	325	122,915	11,000	0	176,680	0	313,420
ISRC GRANT	384,850	85,362	153,969	25,819	0	0	0	650,000
TECHNOLOGY/CENTRAL	833,773	189,973	39,600	34,100	50,000	375,000	9,135	1,531,581
TECHNOLOGY/PROGRAMS	0	0	25,170	85,582	89,279	0	49,969	250,000
SRVS/OTHR BUD '25	7,108,742	1,520,509	2,259,724	526,534	178,279	933,641	64,104	12,591,533
SRVS/OTHR BUD '24	6,840,278	1,431,509	2,181,343	539,340	178,279	980,567	64,104	12,215,420
SRVS/OTHR AMEND. 1 '24	6,853,262	1,457,094	2,379,018	560,336	178,279	923,597	64,104	12,415,690
								175,843
								Change in Expenditures Amendment 1 to Budget
<u>ED FUND RESERVES:</u>								
U/C RESERVE	0	0	0	0	0	20,000	0	20,000
RETIREMENT RESERVE	0	0	0	0	0	9,133,949	0	9,133,949
ED. RES. BUDGET '25	0	0	0	0	0	9,153,949	0	9,153,949
ED. RES. BUDGET '24	0	0	0	0	0	9,176,949	0	9,176,949
ED. RES. AMEND. 1 '24	0	0	0	0	0	9,262,710	0	9,262,710
								-108,761
								Change in Expenditures Amendment 1 to Budget
TOTAL EDUCATION BUDGET 2024-2025	27,839,292	7,809,738	3,273,769	734,660	229,779	13,131,470	68,604	53,087,312
TOTAL EDUCATION BUDGET 2023-2024	26,842,361	7,388,131	3,194,955	747,466	229,779	13,114,799	68,604	51,586,095
TOTAL EDUCATION AMEND. 1 2023-2024	26,751,371	7,566,360	3,993,532	780,981	228,857	13,143,590	68,604	52,533,295
								554,017
								Change in Expenditures Amendment 1 to Budget
TRANSP 2024-2025	791,646	114,035	2,401,500	143,622	15,000	11,250	1,875	3,478,928
TRANSP 2023-2024	789,782	114,600	2,532,311	142,622	20,000	11,250	1,875	3,612,440
TRANSP A1 2023-2024	795,055	113,302	2,349,357	142,794	20,000	11,250	1,875	3,433,633
								45,295
								Change in Expenditures Amendment 1 to Budget



NSSEO

BUDGET EXPENDITURES SUMMARY 2024-2025

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
BLDG FUND 2024-2025	0	0	342,516	13,200	2,800	50,000	0	408,516
BLDG FUND 2023-2024	0	0	339,013	13,200	2,800	50,000	0	405,013
BLDG FUND A1 2023-2024	0	0	349,204	13,200	2,800	50,000	0	415,204
				Change in Expenditures Amendment 1 to Budget				-6,688
GRAND TOTALS: BUDGET 2024-2025	28,630,938	7,923,773	6,017,785	891,482	247,579	13,192,720	70,479	56,974,756
BUDGET 2023-2024	27,632,143	7,502,731	6,066,279	903,288	252,579	13,176,049	70,479	55,603,548
AMEND. 1 2023-2024	27,546,426	7,679,662	6,692,093	936,975	251,657	13,204,840	70,479	56,382,132
				Change in Expenditures Amendment 1 to Budget				592,624
				% Change in Expenditures Amendment 1 to Budget				1.05%
GRAND TOTALS LESS ON BEHALF: BUDGET 2024-2025	28,630,938	7,923,773	6,017,785	891,482	247,579	4,292,720	70,479	48,074,756
% of Budget	59.6%	16.5%	12.5%	1.9%	0.5%	8.9%	0.1%	100.0%
BUDGET 2023-2024	27,632,143	7,502,731	6,066,279	903,288	252,579	4,276,049	70,479	46,703,548
% of Budget	59.2%	16.1%	13.0%	1.9%	0.5%	9.2%	0.2%	100.0%
AMEND. 1 2023-2024	27,546,426	7,679,662	6,692,093	936,975	251,657	4,304,840	70,479	47,482,132
% of Budget	58.0%	16.2%	14.1%	2.0%	0.5%	9.1%	0.1%	100.0%
				Change in Expenditures Amendment 1 to Budget				592,624
				% Change in Expenditures Amendment 1 to Budget				1.23%

*Employee Benefits include Board Share of IMRF, FICA, Medicare, Teacher Retirement/Local, Teacher Retirement/Federal, Health/Life/Dental Insurance, and Worker's Compensation.

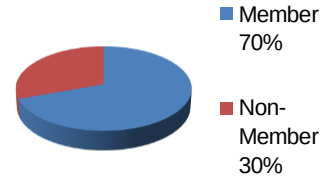
3/13/2024 GM



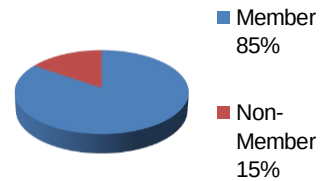
2024-2025 BUDGET ENROLLMENT SUMMARY

Budget 2023-2024 to Budget 2024-2025

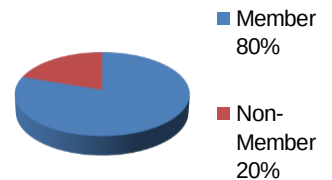
	Budget	Budget	Enrollment	
<u>Timber Ridge</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	55.0	57.0	2.0	70%
Non-Member	30.0	25.0	-5.0	30%
	<u>85.0</u>	<u>82.0</u>	<u>-3.0</u>	<u>100%</u>



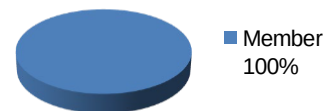
	Budget	Budget	Enrollment	
<u>Miner School</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	65.0	82.0	17.0	85%
Non-Member	22.0	15.0	-7.0	15%
	<u>87.0</u>	<u>97.0</u>	<u>10.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
<u>Kirk School</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	136.0	146.0	10.0	80%
Non-Member	45.0	36.0	-9.0	20%
	<u>181.0</u>	<u>182.0</u>	<u>1.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
<u>D/HH-Elementary</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	28.0	33.0	5.0	100%
	<u>28.0</u>	<u>33.0</u>	<u>5.0</u>	<u>100%</u>

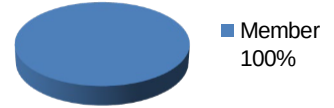




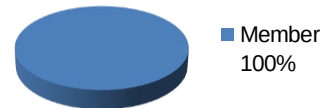
2024-2025 BUDGET ENROLLMENT SUMMARY

Budget 2023-2024 to Budget 2024-2025

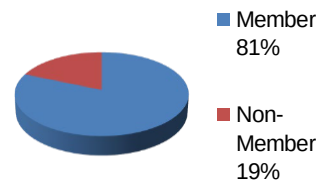
	Budget	Budget	Enrollment	
<u>D/HH-Middle</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	5.0	7.0	2.0	100%
	<u>5.0</u>	<u>7.0</u>	<u>2.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
<u>D/HH-High School</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	8.0	7.0	-1.0	100%
	<u>8.0</u>	<u>7.0</u>	<u>-1.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
<u>TOTAL</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Inc./Dec.</u>	<u>FY25 %</u>
Member	297.0	332.0	35.0	81%
Non-Member	97.0	76.0	-21.0	19%
	<u>394.0</u>	<u>408.0</u>	<u>14.0</u>	<u>100%</u>





2024-2025 BUDGET STAFFING SUMMARY

Amend. 1 2023-2024 to Budget 2024-2025

PROGRAM:	BUDGET 2023-2024 STAFF	AMEND. 1 2023-2024 STAFF	BUDGET 2024-2025 STAFF	BUDGET TO BUDGET INC./DEC.
TIMBER RIDGE SCHOOL	53.0500	53.0500	53.0500	0.0000
MINER SCHOOL	60.6500	64.0000	68.0000	4.0000
KIRK SCHOOL	116.8000	116.7000	124.9000	8.2000
D/HH PROGRAM	28.0000	28.0000	29.8000	1.8000
TUITION PROGRAMS	258.5000	261.7500	275.7500	14.0000
DIAG. & EDUC. SRVS. CENTER	17.2100	18.5600	19.1100	0.5500
D/HH-DIAGNOSTICS	5.3000	5.3000	5.1000	-0.2000
D/HH-ITINERANT	10.0500	10.0500	10.5000	0.4500
OUTDOOR EDUCATION	5.0000	6.0000	6.0000	0.0000
OUTDOOR ED.-RESTRICTED	1.0000	0.0000	0.0000	0.0000
VOC. ADJUSTMENT COUNSELOR	4.0000	4.0000	4.0000	0.0000
NSSEO ADMINISTRATION	13.0000	14.0000	14.0000	0.0000
TECHNICAL ASSIST TO DISTRICTS	5.1000	4.8000	5.1000	0.3000
PROFESSIONAL DEVELOPMENT	2.9000	2.9000	2.9000	0.0000
CENTRAL O&M	2.3813	2.4800	2.9500	0.4700
TECHNOLOGY / CENTRAL	10.0000	10.0000	10.0000	0.0000
TIMBER RIDGE O&M	2.5000	2.5000	2.5000	0.0000
KIRK O&M	5.0000	5.0000	5.0000	0.0000
KIRK CAFETERIA	5.0000	5.0000	5.0000	0.0000
TRANSPORTATION	1.4500	1.4500	1.4500	0.0000
TRANSPORTATION-IN HOUSE	3.5000	3.5000	3.5000	0.0000
ISRC	5.8000	5.8000	5.8000	0.0000
OTHER PROGRAMS/SERVICES	99.1913	101.3400	102.9100	1.5700
TOTALS	357.6913	363.0900	378.6600	15.5700
1:1 DIRECT BILL STAFF	139.0000	151.0000	132.0000	-19.0000

Updated 3/18/2024
e/sched2425/Budget Staffing Summary

-3.4300

<u>NSSEO Tuition Based Programs</u>
<u>Programs:</u>
Timber Ridge School
Miner/Kirk Program
D/HH Program
-Based on a projected per student cost
<u>NSSEO Service/Other Programs</u>
<u>Programs:</u>
DESC Services:
OT/PT services to District students
APE services to District students
Vision services to District students
Assistive Technology services to District students
Based on the average salary, plus benefits, plus administrative add-on, plus travel, telephone, postage, photocopy, materials add-on.
DESC Evaluations - based on actual usage logs kept by DESC evaluation staff converted to a three tier system.
D/HH-Diagnostics - based on actual usage logs kept by evaluation staff converted to a four tier system.
D/HH-Itinerant - based on a per unit cost
Outdoor Education - based on % of projected usage in the education fund
VAC - costs are split between Districts 211 & 214
NSSEO Administration - no separate cost to member districts (6% in programs)
Technical Assistance to Districts - based on usage (FTE)
Central O&M - based on % of projected usage in the education fund
D/HH-Central Office - no separate cost to member districts (6% in programs)
Technology/Central - based on % of projected usage in the education fund
Technology/Programs - based on % of projected usage in the education fund
<u>NSSEO Reserves</u>
Unemployment Reserve - No Assessment in 2024-2025
Based on 50% Historical Usage ('13, '18, '23), 25% AFR Revenue, 25% Usage % in Ed Fund
Retirement Reserve - \$100,000 in 2024-2025
Based on 50% Historical Usage ('13, '18, '23), 25% AFR Revenue, 25% Usage % in Ed Fund
Building Fund
Based on 1/3 Projected Usage in Buildings We Own, 1/3 AFR Revenue, 1/3 Equal Share



NSSEO Building Fund Plan

The NSSEO Building Fund Plan focuses on both short-term and long-term facility and program needs. The facility plan is developed through an examination of the current status and future initiatives of facilities, through an analysis of facility needs, program initiatives, and the use of work space.

Guiding Principles in the development of the NSSEO Building Fund Plan include:

- Health, safety, and security
- Maintenance and upkeep of facilities
- Integration of program initiatives
- Optimal utilization of facilities
- Environmental Sustainability

The development process of the NSSEO Building Fund Plan included:

- ▶ Examination of the current use of facilities in alignment with program needs and use by all stakeholders.
- ▶ Integration of facility planning with program redesign
- ▶ Collection of current data about the conditions of facilities in order to inform the need for repair, renovations, and new construction.
- ▶ Prioritization of larger, more costly systemic repairs/projects within financial limitations
- ▶ Consideration cost of energy improvements and sustainable construction whenever possible

The following Building Fund Plan highlights the outcomes of the facility plan development process.

Within the Building Fund Plan framework, the District assesses and predicts both the need and timing for maintenance and repairs to facilities, facility redesign, and major renovations. Ongoing review of the Facility Plan provides for refinement and revisions as priorities dictate.

NSSEO Building Fund Priority Schedule

2024-2025	
<u>Timber Ridge</u>	
Crack Fill, Sealcoat, Restripe Parking Lot	7,000
Tuck pointing	5,000
General Painting	5,000
Concrete Replacement/Repair	5,000
Mulch for Playground	3,500
Fire Rated Walls to enclose stairwell (Life Safety)	30,000
LED Lighting Replacement	12,500
<u>Administration Building</u>	
Crack Fill, Sealcoat, Restripe Parking Lot	5,000
Tuck pointing	4,000
General Painting	1,500
Concrete	2,000
Salter Replacement	11,000
<u>Kirk School</u>	
General Painting	5,000
Drywall Repairs/FRP Paneling	30,000
Tuck Pointing	7,000
Crack Fill, Sealcoat, Restripe Parking Lot	10,000
Concrete Replacement/Repair	25,000
LED Lighting Replacement	25,000
Carpet/Tile Replacement	7,500
Shower Repair/Replacement	5,000
PERC Patio Repair	10,000
<u>Sunrise Outdoor Education Center</u>	
Asphalt Replacement/Repair/Striping	2,000
Concrete	4,000
Decking Replacement	3,500
Tree Care	2,100
Windows in Craft Lodge	12,500
Fire Rated Walls Under Roof Deck (Life Safety)	7,000
<u>District Wide</u>	
Projects as Needed	30,000
Matching Portion of COPs Security Grant	111,416
Annual Depreciation on Vehicles	20,000
	408,516
Total	408,516



Reserves

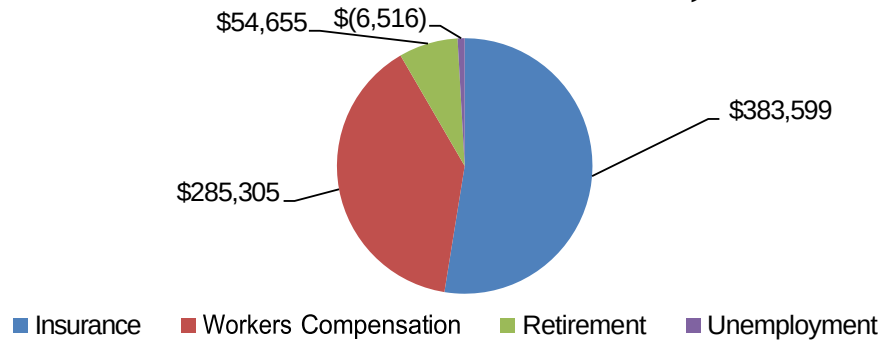
NSSEO currently maintains reserve balances in insurance, workers compensation, unemployment, and retirement accounts. The insurance and workers compensation reserve balances are the result of being previously self-funded through 2008. NSSEO reserves were established through assessments to both member and non-member districts for the purpose of collecting sufficient funds to cover anticipated expenses. NSSEO reserve fund balances are the result of careful budgeting, conservative spending, and actual expenses under budgeted amounts.

NSSEO has continually focused on spending down reserves to offset costs in the NSSEO budget. This fiscally responsible budget planning approach has resulted in conservative tuition increases and associated assessments (unemployment & retirement).

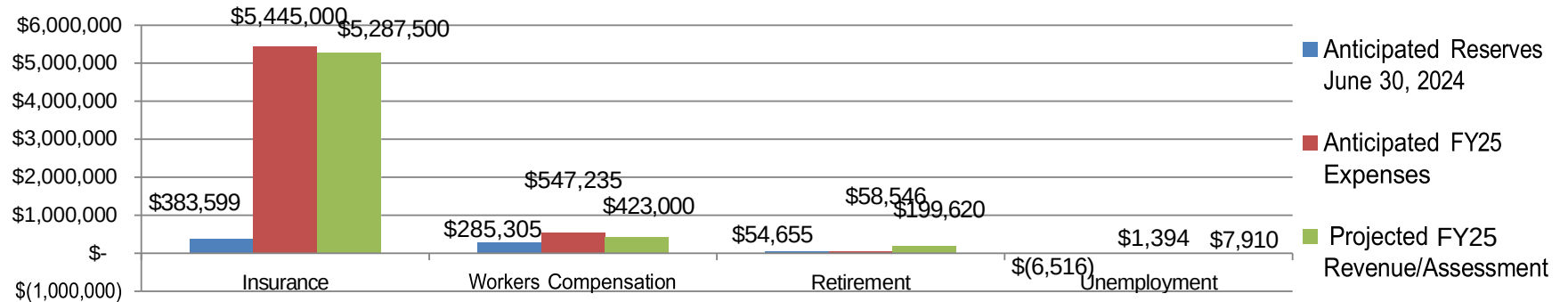
Summary of NSSEO Reserves

	<u>Anticipated Reserves</u> <u>June 30, 2024</u>	<u>Anticipated FY25</u> <u>Expenses</u>	<u>Projected FY25</u> <u>Revenue/Assessment</u>	<u>Anticipated Reserves</u> <u>June 30, 2025</u>
Insurance	\$ 383,599	\$ 5,445,000	\$ 5,287,500	\$ 226,099
Workers Compensation	\$ 285,305	\$ 547,235	\$ 423,000	\$ 161,070
Retirement	\$ 54,655	\$ 58,546	\$ 199,620	\$ 195,729
Unemployment	\$ (6,516)	\$ 1,394	\$ 7,910	\$ -
	<u>\$ 717,043</u>	<u>\$ 6,052,175</u>	<u>\$ 5,918,030</u>	<u>\$ 582,898</u>

NSSEO Reserve Balances - June 30, 2024



Comparison of FY24 NSSEO Fund Balances and Anticipated FY25 Expenses/Revenue



District #214
NSSEO 2024-2025 Budget

Program	Projected Usage	Cost per Student or Service	District #214 Total
<u>Tuition Programs:</u>			
Kirk School	54.00 students	51,428.95	2,777,163
D/HH-High School	3.00 students	52,662.77	157,988
<u>Service/Other Programs:</u>			
DESC-Vision Services	1.30 FTE	91,480.00	118,924
DESC- OT	2.40 FTE	120,902.00	290,165
DESC- AT	0.50 FTE	101,873.00	50,937
DESC- PT	1.30 FTE	120,902.00	157,173
D/HH-Itinerant	2,442.00 Units	26.35	64,336
Technical Asst to Dists-Coaches	0.30 FTE	102,099.00	30,630
Vocational Adj. Counselor			80,241
Outdoor Education			95,917
Central O&M			12,886
Technology/Central			171,265
Technology/Programs			18,464
<u>Direct Bill Staff:</u>			
25.00 Direct Bill 1:1 Aide- Kirk		46,952	1,173,800
3.00 Direct Bill 1:1 Nurse/Interpreters- Kirk		61,965	185,895
<u>Education Fund Reserves:</u>			
Unemployment Comp.			0
Retirement Reserve			22,144
Education Fund Totals			5,407,927
Building Fund			75,100
TOTAL DISTRICT #214			5,483,027
<u>Additional District Cost Estimates:</u>			
**DESC-Evaluations:			Estimated Based on Need
Billing based on actual usage. Approx. \$1,200/level 1 evaluation.			
**DESC-Contracted Evaluations			Estimated 25,950
**D/HH-Diagnostics:			Estimated 22,500
Billing based on actual usage. Approx. \$550/level 1 evaluation. Screenings in district \$400/day.			
Please note- Evaluations include tests, observations, travel, IEP meetings, interviews, consultation with staff, comprehensive report, etc.			
ESY- Summer 2023			208,223
IDEA FY2324			302,853
Transportation			415,000

Updated 3/17/2024
GSheets/DistrictCosts/MemberDistrictCostsFY2425

COMPARISON DISTRICT PAYMENTS	DIST. 214 2023-2024 BUDGET	T. 214 2023-2024 AMEND. 1	T. 214 2024-2025 BUDGET	FY25 STDS	DIS. 214 DIFF. 1 VS FY24 AMEND. 1	CHANGE IN STUDENT OR SERVICES FROM AMENDMENT 1
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TUITION PROGRAMS:

Timber Ridge School						
Miner School						
Kirk School	2,981,256	2,948,711	2,777,163	54.0	-171,548	-5.3 students
D/HH-Elementary						
D/HH-Middle						
D/HH-High School	212,737	159,553	157,988	3.0	-1,565	
Subtotal Tuition	3,193,993	3,108,263	2,935,151	57.0	-173,112	-5.3 students

SERVICE/OTHER:

DESC-Educational Srvs	608,369	608,369	617,198		8,829	+2 APE. +2 AT
D/HH-Itinerant	63,059	63,059	64,334		1,275	
Outdoor Education	105,652	105,652	95,917		-9,735	
V.A.C.	75,490	75,490	80,241		4,751	
NSSEO Admin.					0	
Tech Asst to Districts	10,030	10,030	30,630		20,600	+2 Coaching
Central O&M	16,976	16,976	12,886		-4,090	
Technology/Central	189,265	189,265	171,265		-18,000	
Technology/Programs	19,947	19,947	18,464		-1,483	
Subtotal Srv/Other	1,088,788	1,088,788	1,090,935		2,147	

DIRECT BILL STAFF/SRVS:

Direct Bill Staff/Services	1,601,373	1,618,479	1,359,695		-258,784	
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ED FUND RESERVES:

U/C Reserve	0	0	0		0	
Retirement Reserve	25,026	25,026	22,144		-2,882	
Subtotal Ed Reserves	25,026	25,026	22,144		-2,882	

TOTAL:						
EDUCATION FUND	5,909,180	5,840,556	5,407,925		-432,631	

TOTAL:						
BUILDING FUND	75,913	75,913	75,100		-813	

TOTAL	5,985,093	5,916,469	5,483,025		-433,444	
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NSSEO ENROLLMENT 2024-2025 BUDGET

District 214				
Program	Budget 2023-2024	Amend.1 2023-2024	Budget 2024-2025	Diff Amend. 1 to Budget
Kirk School	60.0	59.3	54.0	-5.3
D/HH High School	4.0	3.0	3.0	0.0
Total	64.0	62.3	57.0	-5.3

NSSEO BUDGET RESOLUTION

Be it resolved that the Board of Education of District 214 took action on the NSSEO amended 2023-2024 annual budget and the 2024-2025 annual budget at their _____ Board Meeting. The result of District 214's action was _____ of the NSSEO budgets.
(approval/disapproval)

President

Secretary

Date

w//budget/FY2425Budget/DistBudRes

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S. GOEBBERT ROAD
ARLINGTON HEIGHTS, IL 60005



Student Activities Fund Summary
March 2024

Township High School District 214

District - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9163	Forest Brew	3,663.70	522.58	527.43	3,155.33	5,166.26	1,652.77
9172	Family Assistance	-	-	-	-	(1,500.00)	1,500.00
9250	Robotics	6,381.99	-	-	-	35.00	6,346.99
9268	Student Council	-	132.00	24.00	1,552.00	24.00	1,528.00
9354	Child Care	13,122.73	-	-	-	-	13,122.73
9356	Diagnostic Testing	11,651.00	-	-	-	-	11,651.00
9380	Life	(480.71)	-	-	-	-	(480.71)
9390	Service Learning	405.91	-	-	-	-	405.91
9413	Honors Orchestra	1,184.63	-	-	-	-	1,184.63
9451	Adult Ed Refunds	4.00	-	-	-	-	4.00
9454	Arts Unlimited	432.79	-	-	-	-	432.79
9463	Care Crew	319.86	-	-	4,083.94	2,249.52	2,154.28
9466	Admin Charge Fund Balance	(400.00)	-	-	-	-	(400.00)
9467	Clearing Acct	124.27	-	-	-	-	124.27
9470	Comm Ed SA	284,395.06	-	-	-	-	284,395.06
9471	Community Educ. Travel	-	-	-	-	504.50	(504.50)
9472	Comm Ed Travel II	230,938.60	-	-	-	-	230,938.60
9476	Clearing Acct	6,050.11	-	-	-	-	6,050.11
9490	Vanguard School Store	2,952.27	-	-	823.52	-	3,775.79
9493	Food Services	1,119.00	-	-	-	-	1,119.00
9496	Genl Fund TAFV	4,811.75	-	-	823.52	-	5,635.27
9497	Genl Vanguard	905.13	-	-	1,252.00	-	2,157.13
9503	Interest Income	32,494.46	466.45	33.03	3,116.83	186.96	35,424.33
9521	Northwest Personnel Admin	7,091.92	600.00	1,405.42	12,000.00	1,405.42	17,686.50
9525	Orchesis District	4,628.69	2,115.00	-	2,115.00	109.00	6,634.69
9527	Other Interest Inc	26,396.51	575.48	-	5,578.24	-	31,974.75
9539	Prof Devel	(20,993.29)	35,257.82	-	35,257.82	-	14,264.53
9541	PTO Vanguard	1,903.68	-	-	-	-	1,903.68
9547	Retirement	229.57	-	-	-	-	229.57
9552	Redefining Ready!	21,680.00	-	-	-	-	21,680.00

District - Student Activities Financials
March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9554	School Store	50.00	-	842.00	2,387.19	1,615.60	821.59
9556	Senior Celebration	23,679.88	-	-	-	-	23,679.88
9558	Serve Our Seniors	1,433.83	-	-	-	-	1,433.83
9559	Showcase	4,920.71	-	-	26,885.75	(1,870.52)	33,676.98
9561	Social Fund	18,804.46	-	1,993.75	-	3,880.90	14,923.56
9565	Online Theater Tickets	468.94	-	-	(78.75)	-	390.19
9573	Parking	3,260.88	-	-	-	-	3,260.88
9580	Talent Devel Prog	3,143.57	-	-	-	-	3,143.57
9593	CE Credit Card	165,774.07	83,263.86	-	711,898.37	582,920.98	294,751.46
Grand Totals		862,549.97	122,933.19	4,825.63	810,850.76	594,727.62	1,078,673.11

Township High School District 214

Prospect High School - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9104	Art	3,751.87	-	150.00	1,207.69	785.96	4,173.60
9105	Asian	308.60	-	-	100.00	36.73	371.87
9106	Athletic Trainer	350.47	-	-	-	-	350.47
9107	Audio Visual	1,332.17	-	-	-	-	1,332.17
9108	Associated Student Body	37,768.97	202.69	585.35	81,889.99	79,923.62	39,735.34
9111	Band Jazz	1,793.11	-	875.00	-	1,675.00	118.11
9112	Best Friends Club	1,655.02	-	-	684.00	207.94	2,131.08
9114	Spirit-Pep Club	-	-	-	5,306.35	5,306.35	-
9122	Chess	317.82	-	-	273.11	261.13	329.80
9125	Choral Music	7,744.37	26,698.26	5,230.10	37,516.54	38,297.34	6,963.57
9127	Conservative Club	529.30	-	-	-	529.30	-
9143	Class of 2023	-	-	-	250.00	-	250.00
9150	E-Sports Club	113.27	-	-	-	-	113.27
9158	Debate	869.97	-	73.50	-	227.27	642.70
9159	DECA	386.05	-	3,610.00	9,783.95	13,431.35	(3,261.35)
9164	Drill Team	891.05	86.50	-	3,736.00	1,627.97	2,999.08
9168	Environmental	456.80	-	-	-	-	456.80
9171	Ebony Club	273.15	-	268.33	1,076.33	995.59	353.89
9174	FCCLA	649.49	-	325.00	637.35	586.00	700.84
9178	French	6,956.32	500.00	325.25	3,157.00	5,539.55	4,573.77
9180	Educators Rising	532.93	-	-	-	-	532.93
9185	Graphic Club	2,002.80	-	-	63.00	1,961.35	104.45
9186	GSA	114.50	-	-	-	-	114.50
9192	Independent Res Club	535.59	-	-	-	535.59	-
9195	Instrumental Mus	(4,832.76)	-	313.57	28,957.83	18,373.57	5,751.50
9197	International	(910.49)	-	-	350.00	27.73	(588.22)
9198	Italian	564.74	500.00	-	740.00	247.92	1,056.82
9200	Independent Lrng Prog	2,070.38	972.22	-	2,781.18	2,923.90	1,927.66
9204	Life Of A Knight	538.48	-	-	-	538.48	-
9207	Knights Way	(3.30)	-	-	300.00	790.32	(493.62)

Prospect High School - Student Activities Financials
March 2024

	Description	July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9211	Latino	838.26	-	-	1,282.24	1,126.95	993.55
9212	Lead The Way	16,277.78	-	232.01	160.00	3,809.35	12,628.43
9216	Marine Biology Club	1,092.91	-	-	-	1,092.91	-
9217	Math	1,190.52	-	-	-	-	1,190.52
9223	National Honors	41.64	-	-	-	-	41.64
9229	Oper Snowball	1,480.00	-	1,410.77	4,388.38	5,093.80	774.58
9230	Orchesis	(1,919.38)	8,859.84	743.47	18,080.34	20,582.72	(4,421.76)
9231	Orchestra	1,826.89	-	3,068.80	406.88	9,668.80	(7,435.03)
9242	Psychology	266.96	-	-	-	13.54	253.42
9247	Knights United	451.20	-	125.07	884.25	376.31	959.14
9250	Robotics	-	-	-	100.00	130.19	(30.19)
9251	Student Recognition	6,564.01	-	32.25	-	92.25	6,471.76
9252	Ace Program	213.00	-	-	-	-	213.00
9257	Science Olympiad	631.20	-	-	172.75	338.53	465.42
9258	Service	2,364.09	-	-	-	1,073.96	1,290.13
9262	Spanish	8,943.26	28,170.00	34,212.46	33,330.00	40,387.54	1,885.72
9264	Speech	12,008.78	(25.00)	265.66	13,996.39	11,490.67	14,514.50
9300	Bandminton	2,421.08	-	-	3,194.59	92.36	5,523.31
9301	Baseball	6,451.67	999.00	1,584.74	46,080.55	50,845.60	1,686.62
9302	Basketball Boys	2,335.98	334.50	3,531.75	18,725.60	18,679.90	2,381.68
9303	Basketball Girls	(6,817.46)	3,015.00	2,310.00	20,974.00	14,931.81	(775.27)
9304	Bowling	764.30	336.00	703.27	3,881.57	3,853.65	792.22
9306	Cheerleading	(6,877.74)	7,115.00	3,099.15	38,567.11	34,079.33	(2,389.96)
9307	Cross Country Boys	-	-	1,370.00	-	1,370.00	(1,370.00)
9310	Football	13,188.12	349.00	-	39,554.74	52,792.86	(50.00)
9312	Golf Boys	(1,668.25)	-	-	4,810.00	3,441.60	(299.85)
9313	Golf Girls	945.39	-	-	4,769.00	4,453.65	1,260.74
9314	Gymnastics Boys	300.86	-	-	-	300.86	-
9315	Gymnastics Girls	536.82	-	-	2,746.00	2,612.40	670.42
9316	Bass Fishing	813.21	-	-	50.00	-	863.21
9318	Soccer Boys	870.90	-	-	13,991.60	10,605.94	4,256.56
9319	Soccer Girls	1,760.87	-	342.00	1,484.27	4,409.53	(1,164.39)
9320	Softball	(2.04)	10,106.40	731.46	12,851.90	2,365.30	10,484.56

Prospect High School - Student Activities Financials
March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9321	Swimming Boys	102.02	-	-	1,657.00	1,742.75	16.27
9322	Swimming Girls	574.93	-	-	1,566.50	1,582.92	558.51
9325	Tennis Boys	131.00	1,244.00	278.78	2,908.18	2,415.30	623.88
9326	Tennis Girls	1,328.47	-	-	2,158.00	1,972.85	1,513.62
9327	Track Boys	7,441.93	2,115.88	3,103.10	39,375.68	30,530.50	16,287.11
9328	Track Girls	20,276.65	505.00	4,563.12	18,878.50	39,835.15	(680.00)
9330	Volleyball Boys	4,372.08	420.00	1,225.00	420.00	1,278.96	3,513.12
9332	Volleyball Girls	10,077.70	-	163.09	25,250.53	23,062.45	12,265.78
9335	Water Polo Boys	(169.00)	-	-	-	-	(169.00)
9336	Water Polo-Girls	2,078.44	3,028.00	-	3,028.00	-	5,106.44
9337	Wrestling	5,630.79	-	3,498.67	10,005.40	9,606.57	6,029.62
9339	Competitive Dance	1,000.95	-	8.40	3,839.74	6,555.40	(1,714.71)
9340	Lacrosse Boys	1,261.76	-	-	6,964.79	5,075.42	3,151.13
9341	Lacrosse Girls	480.83	-	696.85	2,939.73	696.85	2,723.71
9350	Auto Shop	1,572.02	-	519.26	1,817.58	2,394.69	994.91
9362	Field Trip Eng-Fine Arts	3,559.19	2,445.00	1,345.50	10,587.00	9,444.83	4,701.36
9370	Field Trip Science	2,429.19	459.00	-	1,657.00	1,504.25	2,581.94
9371	Field Trip Social Sci	1,152.93	460.00	390.00	3,925.91	3,248.66	1,830.18
9381	Life Studies Foods	-	-	-	1,300.40	1,300.40	-
9382	Italian Exchange	13,120.22	-	186.49	24,000.00	32,565.87	4,554.35
9383	Italian Entrepreneur	9,269.45	-	-	-	-	9,269.45
9385	Photography	5,454.45	-	-	2,930.00	453.62	7,930.83
9386	Physical Education	5,976.59	123.75	48.60	1,486.40	2,303.94	5,159.05
9399	Zoo Club	1,554.41	-	2,169.00	6,956.91	4,219.00	4,292.32
9403	Booster Club Apparel Sales	1,289.91	175.00	-	1,268.99	-	2,558.90
9408	Drama Production	54,047.70	29,550.00	1,491.05	68,635.55	41,602.50	81,080.75
9460	Clearing Account II	341.95	-	38.51	1,681.33	1,307.66	715.62
9466	Admin Charge Fund Balance	(2,000.00)	-	-	-	-	(2,000.00)
9467	Clearing Acct	11,789.55	-	-	-	1,157.42	10,632.13
9469	College Board	30.00	-	-	-	-	30.00
9474	Concessions	2,743.78	1,295.99	1,010.84	20,030.09	19,381.95	3,391.92
9498	Harvard Model Congress	3,484.88	-	-	-	-	3,484.88
9503	Interest Income	4,909.29	769.52	-	5,501.49	807.49	9,603.29

Prospect High School - Student Activities Financials
March 2024

	Description	July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9506	Library Fines	6,894.54	109.89	-	918.16	125.00	7,687.70
9507	Literary Magazine	2,140.92	-	-	-	428.00	1,712.92
9514	Memorial Garden	1,292.27	-	-	-	325.00	967.27
9537	Principal's Acct	976.37	243.02	-	2,262.82	1,762.97	1,476.22
9538	Prom	21,149.17	-	2.83	-	13,186.97	7,962.20
9547	Retirement	1,019.40	-	-	-	-	1,019.40
9551	School Newspaper	15,329.98	-	148.40	31,024.40	27,443.34	18,911.04
9554	School Store	110.87	-	-	49.98	-	160.85
9555	Other Online Credit Card	-	-	-	778.71	730.72	47.99
9565	Online Theater Tickets	-	10,133.24	8,713.51	28,659.99	26,488.72	2,171.27
9568	Student General Fund	16,446.42	4,000.00	800.00	16,000.61	10,430.47	22,016.56
9569	Student Services	11,883.44	-	-	873.52	170.02	12,586.94
9573	Parking	13,051.81	200.00	1,296.96	94,840.55	83,720.88	24,171.48
9575	Summer Reading	343.18	-	-	-	-	343.18
9576	Summer School	-	-	-	-	502.51	(502.51)
9579	Sunshine	(1,600.88)	243.02	244.97	4,257.79	1,269.83	1,387.08
9583	Act	19,863.17	-	-	7,134.00	7,791.65	19,205.52
9584	AP Testing	8,436.89	1,282.00	-	161,503.00	80.00	169,859.89
9592	Virtual High Schl	420.00	-	-	-	-	420.00
9609	Boys Athletics	109.21	-	-	-	-	109.21
9613	Boys Dist	597.97	-	-	-	68.38	529.59
9617	Boys School Meet	26,458.49	5,950.00	7,038.18	33,543.59	29,985.72	30,016.36
9618	Boys State Sectional	13,981.57	-	6,471.65	21,405.00	18,790.73	16,595.84
9633	Girls Athletics	390.20	-	-	-	-	390.20
9636	Girls Conf Meets	368.58	-	10.99	-	245.01	123.57
9637	Girls Dist	558.97	-	-	-	-	558.97
9643	Girls School Meets	14,256.06	2,800.00	2,896.72	27,091.00	16,374.69	24,972.37
9644	Girls State Sectional	(575.16)	-	-	-	361.50	(936.66)
9655	IHSA Events	-	705.00	-	1,815.00	688.88	1,126.12
Grand Totals		483,273.00	156,476.72	113,879.43	1,166,221.30	961,960.66	687,533.64

Township High School District 214

Elk Grove High School - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9100	African American	2,504.14	90.00	-	523.50	290.96	2,736.68
9103	AVID	4,220.78	891.00	1,223.09	17,783.00	7,833.44	14,170.34
9106	Athletic Trainer	27.80	200.00	-	200.00	-	227.80
9109	Boxing	65.00	-	-	-	-	65.00
9122	Chess	300.00	-	-	-	-	300.00
9125	Choral Music	8,446.20	-	1,053.72	2,312.00	6,038.79	4,719.41
9137	Class of 2017	-	-	-	400.00	-	400.00
9142	Class of 2022	2,782.46	-	-	-	2,782.46	-
9143	Class of 2023	(9,338.14)	-	-	-	-	(9,338.14)
9144	Class of 2024	(11,301.12)	10,826.00	3,105.84	10,826.00	7,554.84	(8,029.96)
9145	Class of 2025	11.80	-	-	700.00	1,000.00	(288.20)
9146	Class of 2016	349.03	-	-	700.00	-	1,049.03
9154	Dr. M. Medina Perez Fund	5,039.39	-	-	1,011.50	2,711.00	3,339.89
9158	Debate	413.18	-	-	5,362.00	4,031.25	1,743.93
9159	DECA	209.23	1,440.00	1,440.00	1,440.00	1,440.00	209.23
9168	Environmental	212.67	-	-	2,226.22	77.95	2,360.94
9169	ESL	12,113.03	-	-	-	-	12,113.03
9173	Fashion	200.00	-	-	-	-	200.00
9174	FCCLA	1,097.90	-	-	-	-	1,097.90
9177	Foreign Exchange	238.76	-	-	-	238.76	-
9178	French	362.21	-	-	-	-	362.21
9179	Fusion	1,458.78	-	-	555.00	-	2,013.78
9180	Educators Rising	70.13	-	-	-	-	70.13
9186	GSA	166.50	-	-	-	-	166.50
9191	Homecoming	3,913.58	-	-	9,185.00	8,533.90	4,564.68
9195	Instrumental Mus	(195.80)	-	-	-	924.55	(1,120.35)
9196	Interact	3,280.62	-	-	952.00	-	4,232.62
9198	Italian	393.20	30.00	-	150.65	-	543.85
9203	Jr. Leaders	250.87	-	-	-	-	250.87
9205	Mock Trail	538.79	266.50	1,166.55	5,937.00	4,726.50	1,749.29

Elk Grove High School - Student Activities Financials
March 2024

	Description	July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9209	Dance Club	0.99	852.09	400.00	2,827.75	782.09	2,046.65
9211	Latino	1,474.36	4,954.40	-	5,300.65	-	6,775.01
9212	Lead The Way	20,472.79	400.00	1,140.94	12,000.00	14,163.76	18,309.03
9214	Learning Center	0.64	-	-	-	-	0.64
9215	Machining Prog	5,010.68	-	-	-	-	5,010.68
9217	Math	(77.80)	-	-	500.00	887.67	(465.47)
9218	Medical Careers	165.00	-	-	-	-	165.00
9219	Mentoring Prog	5.01	-	-	-	-	5.01
9220	Multicultural	1,082.10	-	-	-	-	1,082.10
9221	Musical	7,907.39	-	-	7,639.25	11,160.75	4,385.89
9223	National Honors	1,102.21	-	-	922.48	284.00	1,740.69
9226	NJROTC	30,571.14	690.00	10,213.62	70,977.34	27,587.06	73,961.42
9227	NJROTC Grant	-	-	-	7,582.00	6,057.54	1,524.46
9228	Model United Nations	2,850.05	-	4,044.27	14,040.00	13,144.45	3,745.60
9229	Oper Snowball	10,916.98	4,000.00	-	8,000.00	525.00	18,391.98
9230	Orchesis	2,889.15	2,827.60	206.04	11,752.13	8,213.77	6,427.51
9231	Orchestra	250.00	-	12.95	-	1,285.50	(1,035.50)
9236	Peer Counseling	3.22	-	-	-	-	3.22
9237	Physical Science	6,429.03	1,500.00	-	1,500.00	-	7,929.03
9239	Polish Club	1,421.07	-	470.00	1,172.00	844.72	1,748.35
9240	Pom Pon	808.15	229.70	263.00	3,738.09	3,631.27	914.97
9242	Psychology	487.27	-	-	-	-	487.27
9244	Political Action Club	189.35	-	-	-	-	189.35
9254	Save	58.27	-	-	473.00	21.23	510.04
9257	Science Olympiad	1,148.04	-	-	30.00	915.00	263.04
9264	Speech	2,494.94	-	-	-	1,948.77	546.17
9265	Sports Marketing	(239.93)	-	-	-	-	(239.93)
9268	Student Council	(1,250.57)	-	298.70	1,249.00	1,250.90	(1,252.47)
9278	Next Generation Of Eng	3,943.26	1,020.00	141.93	2,879.99	2,936.68	3,886.57
9282	WCAT	1,785.78	11.82	509.55	1,782.06	2,885.81	682.03
9300	Bandminton	231.90	-	76.00	200.00	76.00	355.90
9301	Baseball	(1,769.16)	13,418.13	15,227.17	14,418.13	22,060.09	(9,411.12)
9302	Basketball Boys	4,063.43	565.00	2,884.70	9,936.62	11,016.12	2,983.93

Elk Grove High School - Student Activities Financials
March 2024

	Description	July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9303	Basketball Girls	4,418.46	-	164.50	4,444.04	5,650.17	3,212.33
9304	Bowling	882.05	-	379.23	1,708.00	2,095.99	494.06
9306	Cheerleading	1,573.20	-	-	3,504.00	3,199.68	1,877.52
9307	Cross Country Boys	1,845.28	490.00	-	1,141.50	1,664.54	1,322.24
9308	Cross Country Girls	219.87	-	-	1,196.36	1,541.89	(125.66)
9309	Cheer (Winter)	4,420.52	-	-	8,298.80	14,287.09	(1,567.77)
9310	Football	7,676.73	-	-	9,404.22	7,116.35	9,964.60
9312	Golf Boys	863.44	-	-	1,420.00	3,243.32	(959.88)
9313	Golf Girls	897.01	-	-	250.00	83.39	1,063.62
9315	Gymnastics Girls	(631.13)	-	-	200.00	77.00	(508.13)
9318	Soccer Boys	3,672.34	-	-	4,708.00	3,687.00	4,693.34
9319	Soccer Girls	841.34	2,705.00	3,562.00	2,705.00	4,102.00	(555.66)
9320	Softball	(81.41)	-	-	-	-	(81.41)
9321	Swimming Boys	9.94	-	-	-	419.00	(409.06)
9322	Swimming Girls	564.33	-	-	826.00	824.00	566.33
9323	IADA	8,865.34	-	-	2,000.00	8,000.00	2,865.34
9325	Tennis Boys	2,032.37	180.00	163.85	180.00	163.85	2,048.52
9326	Tennis Girls	49.58	-	-	306.51	483.10	(127.01)
9327	Track Boys	3,397.55	2,441.00	2,970.09	2,841.00	2,970.09	3,268.46
9328	Track Girls	1,079.38	215.39	223.11	907.31	328.99	1,657.70
9330	Volleyball Boys	2,307.90	-	-	-	-	2,307.90
9332	Volleyball Girls	12,262.16	-	-	8,426.30	5,190.21	15,498.25
9335	Water Polo Boys	1,081.76	-	-	-	-	1,081.76
9336	Water Polo-Girls	135.64	-	-	-	-	135.64
9337	Wrestling	3,259.08	-	639.47	8,497.02	8,722.18	3,033.92
9340	Lacrosse Boys	660.83	-	201.00	-	276.00	384.83
9341	Lacrosse Girls	148.08	-	201.00	-	201.00	(52.92)
9350	Auto Shop	(3,745.33)	-	-	1,265.00	733.10	(3,213.43)
9358	Entrepreneurship-CTE	1,315.28	-	-	-	-	1,315.28
9361	Field Trip Btls	193.24	-	-	-	-	193.24
9362	Field Trip Eng-Fine Arts	(390.00)	-	-	-	747.52	(1,137.52)
9365	Field Trip For Lang	75.90	-	-	-	-	75.90
9366	Field Trip Life Studies	0.80	-	-	-	-	0.80

Elk Grove High School - Student Activities Financials
March 2024

	July 1, 2023	Current	Current	Year to Date	Year to Date	
Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9369 Field Trip PE-Health	472.82	-	-	-	-	472.82
9370 Field Trip Science	1,693.93	-	-	-	-	1,693.93
9371 Field Trip Social Sci	(94.70)	360.00	610.46	380.00	610.46	(325.16)
9381 Life Studies Foods	2,193.61	-	-	-	-	2,193.61
9385 Photography	(544.66)	-	-	360.00	360.00	(544.66)
9387 Pre School	29,333.19	14,400.00	773.29	111,600.00	1,870.18	139,063.01
9394 Woods	1,205.66	-	-	-	1,200.00	5.66
9395 Writing Center	53.69	-	-	-	-	53.69
9408 Drama Production	820.28	-	-	-	1,195.39	(375.11)
9418 Positive Incentives	701.59	-	-	100.00	-	801.59
9425 Theatre Tech	1,242.34	-	-	-	968.15	274.19
9426 Theatre Maintenance	(1,290.82)	-	-	434.87	-	(855.95)
9456 Athletics	86.96	480.96	-	6,409.36	3,902.21	2,594.11
9461 Calculators	333.83	-	75.25	-	75.25	258.58
9462 Cap & Gown	(3,713.90)	-	-	-	-	(3,713.90)
9464 CD Sales	8.89	-	-	-	-	8.89
9466 Admin Charge Fund Balance	(2,000.00)	-	-	-	-	(2,000.00)
9468 Cats Coffee	4,812.01	-	-	14.94	59.94	4,767.01
9474 Concessions	(213.08)	850.00	121.98	17,496.03	17,256.06	26.89
9475 Custodial	389.74	-	-	-	-	389.74
9481 English Division	(3.85)	-	-	-	-	(3.85)
9502 ID Pictures	201.98	25.99	-	111.99	-	313.97
9503 Interest Income	5,262.68	532.41	-	3,632.23	4,276.75	4,618.16
9504 IR	394.30	-	-	400.00	-	794.30
9506 Library Fines	3,430.73	-	-	591.09	478.03	3,543.79
9507 Literary Magazine	1,384.23	-	-	-	-	1,384.23
9532 PE Uniforms	(328.50)	-	-	52.53	-	(275.97)
9536 Prep Courses	267.82	-	-	-	-	267.82
9537 Principal's Acct	2,161.35	1,559.35	1,294.17	43,060.50	36,231.03	8,990.82
9550 Credit Card	40.00	-	-	43,024.95	43,064.95	-
9551 School Newspaper	3,850.64	-	-	630.00	-	4,480.64
9555 Other Online Credit Card	50.00	-	-	518.19	568.19	-
9564 Staff Social Fund	759.37	-	-	666.00	142.95	1,282.42

Elk Grove High School - Student Activities Financials
March 2024

	Description	July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9565	Online Theater Tickets	106.71	-	-	-	-	106.71
9568	Student General Fund	(163.50)	-	135.00	-	493.00	(656.50)
9569	Student Services	1,077.81	20.00	270.74	1,290.52	783.27	1,585.06
9573	Parking	1,056.84	97.50	-	12,675.50	13,634.53	97.81
9574	Smr Concessions	390.89	-	-	431.76	-	822.65
9576	Summer School	20.00	-	-	-	-	20.00
9583	Act	491.39	-	-	360.00	397.75	453.64
9584	AP Testing	5,361.39	-	-	38,732.00	-	44,093.39
9587	Traffic Fund	-	-	-	760.00	-	760.00
9597	Yearbooks	2,006.85	-	-	-	90.00	1,916.85
9615	Boys Hardwood Classic	17,867.53	148.25	148.25	22,052.71	13,338.63	26,581.61
9627	Clearing Acct	772.10	-	-	-	-	772.10
9670	Summer Camp	(252.26)	-	-	-	-	(252.26)
9672	Tournaments	15,455.92	4,990.00	8,535.14	43,237.10	50,631.86	8,061.16
	Grand Totals	289,311.06	73,708.09	64,346.60	652,435.69	447,298.62	494,448.13

Township High School District 214

Wheeling High School - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9100	African American	599.58	55.00	890.00	1,920.98	890.00	1,630.56
9102	Anime	29.68	-	-	-	-	29.68
9104	Art	454.61	-	-	500.00	-	954.61
9105	Asian	470.63	-	-	1,200.00	33.29	1,637.34
9106	Athletic Trainer	465.68	-	632.64	1,861.52	2,120.13	207.07
9112	Best Friends Club	302.17	-	-	-	9.15	293.02
9114	Spirit-Pep Club	(190.43)	1.85	1.85	4,577.45	7,021.98	(2,634.96)
9116	Breakers	85.00	-	-	-	-	85.00
9122	Chess	1.49	-	-	-	-	1.49
9128	Girls Who Code	373.55	-	-	-	-	373.55
9143	Class of 2023	3,762.55	-	-	817.20	4,579.75	-
9144	Class of 2024	1,648.29	-	-	4,613.71	500.00	5,762.00
9145	Class of 2025	2,026.60	-	-	-	4,074.00	(2,047.40)
9146	Class of 2016	-	-	694.19	4,144.40	6,483.38	(2,338.98)
9150	E-Sports Club	747.34	-	-	-	123.08	624.26
9152	Color Guard	859.00	-	-	-	385.04	473.96
9153	Attendance	2,013.75	-	-	-	-	2,013.75
9155	Cricket	66.85	-	-	-	-	66.85
9158	Debate	1,156.96	-	83.72	7,002.92	8,013.41	146.47
9159	DECA	1,080.15	4,184.00	3,370.00	9,356.70	3,543.64	6,893.21
9166	ELL Service Learning College Fund	1,242.54	-	-	700.00	1,429.00	513.54
9168	Environmental	286.16	-	-	100.00	-	386.16
9176	Film Production	536.79	-	-	-	-	536.79
9178	French	2,032.65	-	179.89	117.00	253.65	1,896.00
9180	Educators Rising	19.11	-	-	-	-	19.11
9181	French NHS	257.80	52.00	210.00	252.00	420.00	89.80
9186	GSA	1,040.05	-	-	500.00	219.11	1,320.94
9189	Health Awareness	3,208.98	-	-	1,115.00	1,115.00	3,208.98
9190	HOSA	1,917.06	360.00	(1,027.03)	2,770.00	2,009.88	2,677.18
9195	Instrumental Mus	413.00	-	-	-	-	413.00

Wheeling High School - Student Activities Financials

March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9197	International	368.17	-	-	-	-	368.17
9198	Italian	84.00	-	-	51.92	58.15	77.77
9201	Italian Honor Society	258.28	-	283.00	200.00	283.00	175.28
9202	Japanese Program	1,682.82	-	-	-	-	1,682.82
9205	Mock Trail	489.44	-	125.00	1,598.50	1,560.00	527.94
9209	Dance Club	22.97	-	-	650.00	368.25	304.72
9211	Latino	186.00	-	-	921.00	738.96	368.04
9213	Leadership Council	2,698.46	-	-	5,195.00	4,817.06	3,076.40
9217	Math	(806.62)	-	113.36	1,702.76	462.73	433.41
9221	Musical	(23,339.77)	-	-	4,960.69	4,667.81	(23,046.89)
9223	National Honors	(88.75)	-	-	500.00	78.99	332.26
9230	Orchesis	6,924.36	-	1,190.48	14,848.24	21,254.52	518.08
9231	Orchestra	97.66	-	-	-	-	97.66
9232	Microloan Investment Club	40.91	-	-	-	-	40.91
9233	EG Podcast	500.00	-	-	-	-	500.00
9236	Peer Counseling	2,326.07	-	-	-	-	2,326.07
9239	Polish Club	256.35	-	-	-	-	256.35
9240	Pom Pon	429.87	-	-	-	-	429.87
9245	Red Cross Club	298.41	205.28	-	205.28	-	503.69
9248	Science Club	1,134.08	-	-	-	102.33	1,031.75
9250	Robotics	3,042.69	-	-	1,000.00	2,348.78	1,693.91
9255	Scholastic Bowl	17.46	186.20	-	186.20	100.97	102.69
9257	Science Olympiad	5.00	-	-	-	-	5.00
9259	Skate Board	272.05	-	-	-	-	272.05
9261	Shakespeare Club	(342.00)	-	-	365.00	199.50	(176.50)
9262	Spanish	1,769.43	-	-	-	66.14	1,703.29
9263	Spanish Honor Society	720.31	-	-	100.00	-	820.31
9264	Speech	3,075.17	-	-	4,898.00	4,469.29	3,503.88
9268	Student Council	(1,705.32)	3.59	405.36	32,003.59	31,434.93	(1,136.66)
9269	Student Funds	(842.89)	-	-	1,500.00	1,565.48	(908.37)
9274	Tech Ed	1,214.90	1,929.00	608.22	8,226.17	7,967.10	1,473.97
9277	The Stampede	9,853.32	-	-	-	329.00	9,524.32
9279	Variety Show	7,866.38	-	-	-	110.00	7,756.38

Wheeling High School - Student Activities Financials

March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9280	Smash Club	178.60	-	-	-	-	178.60
9281	Veteran's Day Celebration	12.56	-	-	500.00	800.14	(287.58)
9283	Ultimate Frisbee	100.00	-	-	-	-	100.00
9284	Writing Club	433.67	-	-	-	-	433.67
9290	Youth Advisory Council	10,948.94	-	6,154.91	-	6,722.32	4,226.62
9300	Bandminton	932.69	-	24.95	-	91.23	841.46
9301	Baseball	5,887.22	-	1,500.00	540.00	4,001.50	2,425.72
9302	Basketball Boys	5,595.02	-	618.44	5,814.00	6,426.62	4,982.40
9303	Basketball Girls	312.43	75.00	403.73	4,384.00	1,634.91	3,061.52
9304	Bowling	(148.41)	-	228.58	1,474.10	506.48	819.21
9305	Cheer Competition	45.80	-	247.25	44.11	337.16	(247.25)
9306	Cheerleading	2,911.27	-	72.56	34,299.46	34,210.41	3,000.32
9307	Cross Country Boys	(580.05)	-	-	2,603.60	3,566.30	(1,542.75)
9308	Cross Country Girls	3,333.82	-	-	1,960.00	300.76	4,993.06
9310	Football	1,055.50	-	3,234.00	12,805.93	13,192.97	668.46
9311	Golf	1,936.95	-	-	4,253.68	4,377.80	1,812.83
9313	Golf Girls	131.77	-	-	459.00	453.00	137.77
9314	Gymnastics Boys	1,674.80	-	-	-	-	1,674.80
9315	Gymnastics Girls	1,134.37	-	41.95	-	125.84	1,008.53
9316	Bass Fishing	(538.19)	-	-	42.00	32.16	(528.35)
9317	Athletic Fund	7,666.49	3,260.00	1,528.06	31,610.92	37,836.03	1,441.38
9318	Soccer Boys	3,323.27	-	-	967.20	7,619.50	(3,329.03)
9319	Soccer Girls	3,564.58	-	-	-	-	3,564.58
9320	Softball	4,508.52	-	-	-	504.31	4,004.21
9321	Swimming Boys	3,208.90	-	219.50	3,789.80	3,599.99	3,398.71
9322	Swimming Girls	1,430.78	-	-	2,718.00	2,405.29	1,743.49
9325	Tennis Boys	300.24	57.00	-	57.00	-	357.24
9326	Tennis Girls	2,064.89	-	-	1,038.50	2,242.73	860.66
9327	Track Boys	600.76	-	-	-	136.35	464.41
9328	Track Girls	8,597.99	-	316.59	-	611.65	7,986.34
9330	Volleyball Boys	1,174.44	100.00	299.00	100.00	1,900.41	(625.97)
9332	Volleyball Girls	5,481.87	-	500.60	1,982.91	4,367.91	3,096.87
9335	Water Polo Boys	4,530.58	106.50	-	106.50	1,142.04	3,495.04

Wheeling High School - Student Activities Financials

March 2024

	July 1, 2023	Current	Current	Year to Date	Year to Date	
Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9336 Water Polo-Girls	471.25	156.00	-	286.00	497.50	259.75
9337 Wrestling	2,620.93	145.77	1,038.63	7,794.27	9,872.19	543.01
9339 Competitive Dance	1,272.64	-	-	3,680.00	2,617.32	2,335.32
9340 Lacrosse Boys	207.19	200.00	-	200.00	-	407.19
9341 Lacrosse Girls	2,553.73	-	-	-	-	2,553.73
9350 Auto Shop	1,484.57	750.62	2,507.24	12,423.55	11,313.67	2,594.45
9361 Field Trip Btls	(1,102.89)	-	-	-	578.36	(1,681.25)
9362 Field Trip Eng-Fine Arts	(480.00)	481.00	-	481.00	(480.00)	481.00
9365 Field Trip For Lang	1,205.32	-	-	-	446.00	759.32
9369 Field Trip PE-Health	1,781.75	-	-	-	-	1,781.75
9370 Field Trip Science	1,765.52	-	-	200.00	-	1,965.52
9371 Field Trip Social Sci	336.77	-	-	460.00	-	796.77
9381 Life Studies Foods	1,589.36	-	-	708.62	348.64	1,949.34
9385 Photography	14,285.56	-	60.00	-	273.38	14,012.18
9387 Pre School	37,278.83	-	192.02	43,195.82	4,222.86	76,251.79
9394 Woods	3,208.46	-	-	1,000.00	-	4,208.46
9405 Choral Exp	20.91	-	-	250.00	-	270.91
9408 Drama Production	(2,759.73)	721.00	(14.46)	1,847.00	3,209.02	(4,121.75)
9410 EGHS Caffeine	906.07	144.75	246.23	2,762.00	2,564.89	1,103.18
9411 Magazine	2,396.80	-	-	-	-	2,396.80
9419 Peer Network	1,324.06	-	107.90	-	286.15	1,037.91
9420 School Garden	340.66	-	-	-	20.00	320.66
9425 Theatre Tech	885.41	276.25	-	1,295.69	1,178.33	1,002.77
9450 Hypno	-	-	-	500.00	-	500.00
9456 Athletics	820.37	-	2,020.50	6,555.00	9,385.77	(2,010.40)
9462 Cap & Gown	(191.75)	-	-	-	-	(191.75)
9463 Care Crew	725.74	-	-	1,259.93	929.38	1,056.29
9466 Admin Charge Fund Balance	(2,000.00)	-	-	-	-	(2,000.00)
9467 Clearing Acct	1,169.31	-	-	9,071.75	9,070.14	1,170.92
9474 Concessions	1,505.54	-	1,490.36	11,995.61	10,696.43	2,804.72
9501 IDOT Grant	228.85	-	-	-	-	228.85
9502 ID Pictures	(165.30)	373.00	1,561.58	4,109.50	2,520.58	1,423.62
9503 Interest Income	5,544.26	451.39	-	3,598.45	390.00	8,752.71

Wheeling High School - Student Activities Financials **March 2024**

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9506	Library Fines	4,652.48	10.00	-	1,250.67	2,296.86	3,606.29
9511	Math	1,181.42	-	-	60.00	1,029.00	212.42
9513	Media	1,095.74	-	-	-	332.49	763.25
9517	Music Endowment	1,000.00	-	-	-	-	1,000.00
9526	Outreach	13.90	-	-	-	-	13.90
9528	Paperback Store	508.86	-	-	-	-	508.86
9532	PE Uniforms	769.01	-	-	372.00	47.88	1,093.13
9537	Principal's Acct	4,148.67	626.51	-	4,391.18	6,744.64	1,795.21
9547	Retirement	549.50	-	500.00	-	500.00	49.50
9550	Credit Card	-	-	-	37.00	37.00	-
9551	School Newspaper	856.12	111.00	-	111.00	219.00	748.12
9552	Redefining Ready!	2,056.94	-	-	-	359.10	1,697.84
9553	Japanese Exchange Prog	12,128.60	13,400.00	1,801.00	21,360.90	1,801.00	31,688.50
9555	Other Online Credit Card	-	-	-	692.68	692.68	-
9562	Special Proj	(4,620.69)	-	49.46	-	(885.76)	(3,734.93)
9563	Science	105.00	-	-	200.00	200.00	105.00
9565	Online Theater Tickets	0.99	-	-	5,920.50	5,920.52	0.97
9568	Student General Fund	1,876.08	-	-	-	-	1,876.08
9569	Student Services	8,107.90	30.00	-	1,173.52	-	9,281.42
9573	Parking	(1,207.30)	600.00	2,802.18	20,075.00	20,035.97	(1,168.27)
9578	Swimming Boosters	37.31	-	-	-	-	37.31
9583	Act	28,503.89	-	25.97	1,755.00	1,503.06	28,755.83
9584	AP Testing	32,402.06	276.00	-	62,806.00	400.00	94,808.06
9590	TDP	1.00	-	-	-	-	1.00
9655	IHSA Events	3,287.57	-	-	-	50.00	3,237.57
9670	Summer Camp	5.10	-	-	-	-	5.10
Grand Totals		303,919.21	29,328.71	37,539.41	466,091.58	376,576.34	393,434.45

Township High School District 214

John Hersey High School - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9100	African American	(32,538.33)	-	-	200.00	88.11	(32,426.44)
9106	Athletic Trainer	(609.04)	-	-	-	-	(609.04)
9111	Band Jazz	(1,368.22)	2,136.98	600.00	8,466.64	13,055.13	(5,956.71)
9114	Spirit-Pep Club	5,374.87	-	-	5,315.36	4,853.80	5,836.43
9122	Chess	(104.32)	-	-	240.00	100.00	35.68
9125	Choral Music	155.87	-	-	2,500.00	2,500.00	155.87
9126	Chinese Club	1,349.06	501.70	-	2,011.23	2,250.42	1,109.87
9137	Class of 2017	-	-	-	1,442.00	6.24	1,435.76
9140	Class of 2020	26,747.00	-	-	-	26,747.00	-
9142	Class of 2022	3,012.02	-	-	-	3,012.02	-
9143	Class of 2023	(28,072.12)	-	-	28,347.24	275.12	0.00
9144	Class of 2024	47,773.06	-	-	650.00	41,557.90	6,865.16
9145	Class of 2025	41.88	-	1,164.08	6,891.78	1,414.08	5,519.58
9146	Class of 2016	1,075.15	-	-	1,796.36	3,300.00	(428.49)
9151	CLS	13,116.64	879.93	709.86	5,684.96	5,730.98	13,070.62
9158	Debate	60.48	-	-	-	-	60.48
9159	DECA	9,639.41	-	12,736.84	5,190.00	17,134.47	(2,305.06)
9164	Drill Team	740.20	5.00	-	5.00	-	745.20
9168	Environmental	854.10	-	-	-	-	854.10
9170	MSL	7,131.06	-	85.00	8,750.00	7,106.77	8,774.29
9172	Family Assistance	16,479.51	-	-	115.00	2,130.83	14,463.68
9175	Feminism	726.04	-	-	400.05	606.94	519.15
9176	Film Production	48.21	-	-	-	-	48.21
9178	French	53.12	710.00	1,910.00	2,060.00	1,950.73	162.39
9182	FCCLA	244.63	440.00	585.00	840.00	817.00	267.63
9184	Greek	511.56	52.00	-	52.00	-	563.56
9186	GSA	160.73	-	-	240.00	36.00	364.73
9189	Health Awareness	1,186.27	5.00	-	1,205.00	1,478.44	912.83
9197	International	7,057.72	-	-	-	7,057.72	-
9205	Mock Trail	1,295.53	-	202.88	1,972.00	1,166.04	2,101.49

John Hersey High School - Student Activities Financials
March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9211	Latino	87.63	-	-	820.25	284.23	623.65
9217	Math	1,034.53	-	248.00	865.72	1,762.68	137.57
9219	Mentoring Prog	286.85	-	44.52	-	44.52	242.33
9222	NAD	304.53	-	-	-	-	304.53
9223	National Honors	16,439.16	-	8,000.00	2,340.00	8,385.00	10,394.16
9225	NFLHS	934.65	440.00	493.20	540.00	493.20	981.45
9228	Model United Nations	2,328.59	-	-	-	-	2,328.59
9230	Orchesis	(186.88)	8,872.02	765.84	19,801.99	30,400.14	(10,785.03)
9231	Orchestra	431.86	-	-	-	-	431.86
9239	Polish Club	500.42	-	-	705.50	-	1,205.92
9240	Pom Pon	268.17	340.00	443.77	11,561.68	9,087.46	2,742.39
9242	Psychology	56.50	-	-	-	-	56.50
9250	Robotics	473.97	-	-	385.00	789.55	69.42
9253	SADD	(130.00)	-	-	-	-	(130.00)
9255	Scholastic Bowl	(646.84)	-	106.53	900.00	1,081.73	(828.57)
9257	Science Olympiad	(7.41)	-	135.32	2,555.65	1,121.61	1,426.63
9258	Service	15,412.12	433.00	727.49	3,431.12	6,334.76	12,508.48
9260	Ski	8.55	708.00	5,974.54	14,589.54	13,614.91	983.18
9262	Spanish	718.48	-	-	-	-	718.48
9264	Speech	421.23	-	-	1,437.00	2,095.17	(236.94)
9268	Student Council	19,509.58	-	336.72	77,178.79	17,920.14	78,768.23
9270	Soldier's Journey Home	1,197.81	-	700.00	2,392.00	3,506.78	83.03
9278	Next Generation Of Eng	771.94	-	-	-	-	771.94
9279	Variety Show	367.61	-	-	-	-	367.61
9300	Bandminton	363.34	-	-	1,590.03	123.00	1,830.37
9301	Baseball	326.09	3,256.50	-	3,256.50	-	3,582.59
9302	Basketball Boys	(16,298.22)	-	1,567.62	41,248.05	18,892.78	6,057.05
9303	Basketball Girls	765.14	-	-	3,288.40	2,935.89	1,117.65
9304	Bowling	733.68	60.00	457.00	495.00	1,099.93	128.75
9306	Cheerleading	2,291.24	2,472.00	1,343.75	65,239.99	58,517.63	9,013.60
9307	Cross Country Boys	(2,126.92)	-	-	4,833.20	4,160.30	(1,454.02)
9308	Cross Country Girls	5,969.17	-	-	12,007.90	11,559.35	6,417.72
9310	Football	11,677.51	-	1,426.00	34,578.23	29,874.41	16,381.33

John Hersey High School - Student Activities Financials
March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9312	Golf Boys	1,197.61	60.00	-	1,847.48	3,383.71	(338.62)
9313	Golf Girls	1,618.34	40.00	-	40.00	366.90	1,291.44
9314	Gymnastics Boys	40.29	-	-	-	-	40.29
9315	Gymnastics Girls	3,221.28	166.41	377.00	2,427.41	2,905.38	2,743.31
9316	Bass Fishing	804.51	-	-	150.00	-	954.51
9318	Soccer Boys	3,775.05	-	-	18,591.00	12,876.62	9,489.43
9319	Soccer Girls	14,454.77	-	140.00	-	11,132.00	3,322.77
9320	Softball	4,562.47	300.00	1,012.00	300.00	1,537.00	3,325.47
9321	Swimming Boys	760.70	-	386.00	5,462.14	1,036.22	5,186.62
9322	Swimming Girls	2,941.86	-	-	1,432.76	3,689.70	684.92
9324	Special Olympics	1,587.41	-	395.71	1,005.00	769.61	1,822.80
9325	Tennis Boys	3,874.25	-	567.95	-	1,375.11	2,499.14
9326	Tennis Girls	1,849.26	-	-	757.48	1,736.49	870.25
9327	Track Boys	1,382.72	-	-	250.00	50.00	1,582.72
9328	Track Girls	(571.86)	11,464.00	6,662.00	12,255.50	7,453.50	4,230.14
9330	Volleyball Boys	2,060.36	400.00	90.00	420.00	628.40	1,851.96
9332	Volleyball Girls	4,381.34	-	-	-	1,650.16	2,731.18
9335	Water Polo Boys	2,809.11	-	-	-	-	2,809.11
9336	Water Polo-Girls	2,302.36	75.00	-	75.00	293.29	2,084.07
9337	Wrestling	(9,070.89)	-	1,617.04	19,868.18	9,378.80	1,418.49
9340	Lacrosse Boys	9,139.86	-	182.00	120.00	2,352.00	6,907.86
9341	Lacrosse Girls	16,484.33	4,746.74	28,278.84	7,371.74	28,278.84	(4,422.77)
9350	Auto Shop	11,236.92	215.00	2,453.90	1,795.17	8,387.21	4,644.88
9358	Entrepreneurship-CTE	(570.26)	-	-	570.26	-	-
9362	Field Trip Eng-Fine Arts	1,690.34	-	-	-	-	1,690.34
9365	Field Trip For Lang	127.55	-	-	-	-	127.55
9366	Field Trip Life Studies	61.22	-	-	-	-	61.22
9370	Field Trip Science	1,672.87	841.60	841.60	1,341.60	1,356.35	1,658.12
9371	Field Trip Social Sci	(255.48)	-	-	84.35	-	(171.13)
9376	Graphic Arts	453.42	-	-	-	199.00	254.42
9381	Life Studies Foods	793.34	-	-	-	-	793.34
9384	PE Leaders	6,009.34	-	-	-	-	6,009.34
9387	Pre School	3,330.42	95.00	-	1,685.00	705.50	4,309.92

John Hersey High School - Student Activities Financials
March 2024

	July 1, 2023	Current	Current	Year to Date	Year to Date	
Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9408 Drama Production	(5,687.45)	-	932.59	28,929.75	26,967.92	(3,725.62)
9412 8th Grade Shadow Day	418.29	-	-	-	-	418.29
9420 School Garden	521.67	-	-	-	-	521.67
9453 Alumni Fund	1,361.62	-	-	-	-	1,361.62
9459 Bldg Enrichment	2,285.29	-	-	-	70.20	2,215.09
9462 Cap & Gown	(98.21)	-	-	-	-	(98.21)
9466 Admin Charge Fund Balance	(2,000.00)	-	-	-	-	(2,000.00)
9467 Clearing Acct	7,008.30	(473.99)	401.43	4,026.01	4,161.43	6,872.88
9473 Computer Rep-Supp	15.78	-	-	-	-	15.78
9474 Concessions	14,417.26	147.00	728.60	18,857.10	27,179.36	6,095.00
9503 Interest Income	18,979.86	693.01	-	5,376.09	17,345.09	7,010.86
9506 Library Fines	2,137.14	41.13	-	886.20	80.00	2,943.34
9507 Literary Magazine	101.50	-	-	-	-	101.50
9529 PE Activity Fund	45.86	-	-	-	-	45.86
9532 PE Uniforms	1,220.32	-	-	120.00	-	1,340.32
9537 Principal's Acct	1,032.52	509.26	24.37	2,765.36	3,387.31	410.57
9547 Retirement	467.74	-	-	-	-	467.74
9550 Credit Card	36,965.40	-	-	489.22	439.22	37,015.40
9555 Other Online Credit Card	2,252.01	-	-	561.97	754.93	2,059.05
9559 Showcase	853.27	225.00	-	225.00	-	1,078.27
9564 Staff Social Fund	2,638.13	-	49.95	-	225.95	2,412.18
9568 Student General Fund	31,603.20	8,000.00	2,242.38	32,549.88	35,037.00	29,116.08
9569 Student Services	8,491.02	20.00	74.70	957.45	1,918.20	7,530.27
9573 Parking	20,141.53	50.00	3,142.28	58,859.00	74,586.03	4,414.50
9576 Summer School	(100.00)	-	-	-	-	(100.00)
9583 Act	18,774.05	-	-	5,370.00	4,477.45	19,666.60
9584 AP Testing	19,196.75	(290.00)	-	152,451.00	(1,467.00)	173,114.75
9590 TDP	1,110.00	-	-	-	-	1,110.00
9595 Veterans Memorial	209.34	-	-	-	-	209.34
9609 Boys Athletics	12,537.97	6,480.00	909.83	39,181.80	31,285.35	20,434.42
9633 Girls Athletics	2,395.23	-	-	2,380.01	3,149.73	1,625.51
9639 Girls Invite	4,943.90	840.00	19,822.46	35,485.00	29,348.62	11,080.28
9655 IHSA Events	(50.00)	-	-	-	-	(50.00)

John Hersey High School - Student Activities Financials
March 2024

Description		July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9667	Invites	75.00	-	-	-	-	75.00
9670	Summer Camp	(4,802.60)	-	-	60.00	-	(4,742.60)
Grand Totals		440,042.67	55,957.29	112,096.59	857,797.07	728,949.49	568,890.25

Township High School District 214

Rolling Meadows High School - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9100	African American	338.87	-	126.36	1,093.52	543.61	888.78
9103	AVID	2,564.71	-	-	(519.60)	24.00	2,021.11
9104	Art	410.60	-	-	408.00	371.05	447.55
9105	Asian	1,049.82	-	3.49	525.00	450.18	1,124.64
9106	Athletic Trainer	15.90	-	-	246.31	481.97	(219.76)
9113	Baseball	9,011.73	4,245.00	-	4,420.50	7,045.01	6,387.22
9120	Book Club	-	-	-	756.00	22.99	733.01
9122	Chess	56.54	-	-	143.25	199.79	-
9125	Choral Music	601.29	156.00	46.31	3,456.00	3,541.96	515.33
9131	English NHS	(79.01)	-	-	-	-	(79.01)
9137	Class of 2017	-	-	5,000.00	1,319.16	5,488.69	(4,169.53)
9138	Class of 2018	-	212.90	-	212.90	-	212.90
9140	Class of 2020	0.02	-	0.02	-	0.02	-
9141	Class of 2021	212.88	-	212.88	-	212.88	-
9143	Class of 2023	5,956.62	-	-	-	5,956.62	-
9144	Class of 2024	7,950.38	-	-	1,600.26	4,036.83	5,513.81
9145	Class of 2025	(2,393.40)	-	-	3,547.58	78.86	1,075.32
9146	Class of 2016	3,703.33	-	5,000.00	1,407.50	5,000.00	110.83
9151	CLS	(863.31)	83.00	14.54	2,504.46	242.45	1,398.70
9155	Cricket	16.98	-	-	-	-	16.98
9158	Debate	19,856.79	-	45.00	-	235.68	19,621.11
9159	DECA	1,647.88	3,298.00	3,240.00	5,223.00	4,565.39	2,305.49
9162	Drama	(1,049.00)	300.00	-	1,349.00	300.00	-
9168	Environmental	728.03	-	728.03	-	728.03	-
9169	ESL	1,159.27	-	-	-	145.12	1,014.15
9174	FCCLA	154.45	112.40	112.40	112.40	191.40	75.45
9175	Feminism	385.37	-	-	-	-	385.37
9176	Film Production	-	-	-	330.00	154.64	175.36
9178	French	1,737.61	-	182.89	3,302.00	3,478.17	1,561.44
9180	Educators Rising	1,304.13	-	2.93	200.00	91.23	1,412.90

Rolling Meadows High School - Student Activities Financials

March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9185	Graphic Club	3,756.34	2,678.95	967.47	12,657.04	12,071.49	4,341.89
9186	GSA	1,218.31	-	91.93	150.00	278.88	1,089.43
9188	Future Farmers Of America	7,539.26	45.00	1,982.94	6,050.00	10,324.04	3,265.22
9189	Health Awareness	249.99	-	-	-	-	249.99
9195	Instrumental Mus	(646.69)	100.00	2,807.93	18,470.24	17,649.21	174.34
9198	Italian	1,334.08	-	161.00	2,541.67	2,809.46	1,066.29
9205	Mock Trail	(90.38)	-	250.00	200.00	515.00	(405.38)
9206	Manufacturing	6,861.78	-	-	8,280.00	-	15,141.78
9208	Meadow Lane Closet	1,488.83	-	15.00	185.00	31.00	1,642.83
9211	Latino	1,002.96	-	-	-	226.62	776.34
9217	Math	431.40	-	-	598.02	-	1,029.42
9220	Multicultural	227.00	-	-	-	-	227.00
9221	Musical	13,203.01	-	184.85	190.19	4,316.50	9,076.70
9223	National Honors	197.34	-	-	3,015.00	190.09	3,022.25
9228	Model United Nations	(3,726.25)	-	-	865.00	376.00	(3,237.25)
9230	Orchesis	12,187.82	10,259.00	11,463.24	21,970.20	28,740.90	5,417.12
9231	Orchestra	2,065.66	126.00	797.39	327.00	797.39	1,595.27
9235	Mustang Pals	745.61	-	-	-	195.62	549.99
9239	Polish Club	-	-	-	378.15	143.88	234.27
9240	Pom Pon	3,682.63	-	-	6,601.90	25,265.95	(14,981.42)
9253	SADD	2,817.04	-	2,817.04	-	2,817.04	-
9255	Scholastic Bowl	402.41	-	-	410.00	297.48	514.93
9257	Science Olympiad	1,195.04	-	1,195.04	-	1,195.04	-
9258	Service	2,054.39	-	-	636.00	1,403.06	1,287.33
9260	Ski	2,315.98	373.33	1,721.30	10,557.33	11,040.33	1,832.98
9262	Spanish	2,454.49	4,677.39	3,808.83	4,677.39	3,852.31	3,279.57
9264	Speech	(3,153.28)	-	520.06	2,056.00	2,805.80	(3,903.08)
9267	Student Activities	(1,386.60)	-	470.34	3,778.66	2,393.37	(1.31)
9268	Student Council	29,246.82	-	2,689.22	23,055.95	32,644.47	19,658.30
9277	The Stampede	1,461.35	-	-	285.00	639.13	1,107.22
9300	Bandminton	1,826.29	-	-	-	-	1,826.29
9302	Basketball Boys	2,342.48	-	-	16,077.80	18,323.85	96.43
9303	Basketball Girls	4,802.63	4,000.00	429.62	14,091.80	12,507.59	6,386.84

Rolling Meadows High School - Student Activities Financials
March 2024

	Description	July 1, 2023 Beginning Balance	Current Revenue	Current Expenditure	Year to Date Revenue	Year to Date Expenditure	Ending Balance
9304	Bowling	3,223.27	-	533.48	939.20	2,795.75	1,366.72
9306	Cheerleading	25,877.20	-	324.99	32,828.69	32,964.37	25,741.52
9307	Cross Country Boys	1,639.50	-	-	-	553.13	1,086.37
9308	Cross Country Girls	335.46	-	-	-	-	335.46
9310	Football	6,946.76	-	-	40,661.59	47,608.35	-
9312	Golf Boys	6,954.90	-	-	3,183.40	2,572.94	7,565.36
9313	Golf Girls	2,667.46	-	-	450.00	1,212.89	1,904.57
9314	Gymnastics Boys	(28.36)	-	-	-	-	(28.36)
9315	Gymnastics Girls	(285.11)	-	-	427.53	376.84	(234.42)
9316	Bass Fishing	7,783.20	708.01	260.60	708.01	1,065.10	7,426.11
9318	Soccer Boys	2,007.49	80.00	-	9,994.78	8,527.25	3,475.02
9319	Soccer Girls	7,361.31	1,600.00	-	1,825.00	6,384.24	2,802.07
9320	Softball	1,251.93	1,140.00	585.79	1,320.00	3,048.04	(476.11)
9321	Swimming Boys	6,324.50	-	74.20	1,415.31	5,601.59	2,138.22
9322	Swimming Girls	5,056.13	-	-	1,315.00	5,159.39	1,211.74
9325	Tennis Boys	2,935.28	-	1,225.00	100.00	1,705.00	1,330.28
9326	Tennis Girls	3,197.31	-	-	6,931.93	2,485.58	7,643.66
9327	Track Boys	8,809.98	200.00	-	290.00	2,218.96	6,881.02
9328	Track Girls	2,823.83	490.00	1,042.88	1,190.00	4,432.86	(419.03)
9330	Volleyball Boys	2,425.72	-	-	-	-	2,425.72
9332	Volleyball Girls	9,295.89	-	79.99	346.72	3,795.56	5,847.05
9335	Water Polo Boys	(77.00)	-	-	1,000.00	-	923.00
9336	Water Polo-Girls	(740.30)	450.00	-	3,690.30	-	2,950.00
9337	Wrestling	1,555.46	-	-	5,452.13	1,758.07	5,249.52
9340	Lacrosse Boys	4,969.47	-	-	337.50	-	5,306.97
9341	Lacrosse Girls	1,161.83	-	-	-	595.05	566.78
9350	Auto Shop	123.71	228.06	391.12	4,102.14	3,792.27	433.58
9352	Brewhaha	7,017.59	302.00	-	1,534.91	1,719.24	6,833.26
9358	Entrepreneurship-CTE	827.52	-	290.11	-	620.11	207.41
9361	Field Trip Btls	430.70	-	-	-	-	430.70
9362	Field Trip Eng-Fine Arts	594.12	-	308.00	200.00	308.00	486.12
9367	Field Trip Math-Science	2,524.32	-	-	1,327.50	1,321.15	2,530.67
9372	Field Trip SS	(642.97)	-	-	239.00	285.00	(688.97)

Rolling Meadows High School - Student Activities Financials

March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9381	Life Studies Foods	6,053.78	-	307.40	2,524.00	1,296.95	7,280.83
9384	PE Leaders	411.12	-	19.99	-	19.99	391.13
9385	Photography	228.18	-	-	-	-	228.18
9387	Pre School	(40.98)	100.00	81.07	1,484.00	554.55	888.47
9394	Woods	530.00	-	-	-	-	530.00
9408	Drama Production	5,669.16	-	374.99	16,245.76	12,605.83	9,309.09
9429	Variety Show	10,160.69	-	-	9,583.00	7,734.28	12,009.41
9450	Hypno	1,419.63	1,227.00	-	1,527.00	-	2,946.63
9452	CWT Work Program	51.64	-	-	-	-	51.64
9455	Asmt Center	10,207.06	-	351.04	16.19	3,280.33	6,942.92
9456	Athletics	(2,312.15)	4,159.00	4,159.00	45,394.04	36,226.74	6,855.15
9462	Cap & Gown	16,622.36	-	-	-	-	16,622.36
9466	Admin Charge Fund Balance	(2,000.00)	-	-	-	-	(2,000.00)
9467	Clearing Acct	449.50	-	449.50	-	449.50	-
9474	Concessions	1,240.25	1,018.84	1,867.93	22,220.57	21,835.95	1,624.87
9477	Deans	83.33	75.00	-	880.00	86.57	876.76
9485	Fee Waiver	2,418.07	-	-	-	338.00	2,080.07
9491	Fine Arts	148.66	-	-	-	-	148.66
9503	Interest Income	31,763.35	576.43	960.00	4,538.03	10,380.23	25,921.15
9506	Library Fines	8,492.40	72.99	-	882.37	-	9,374.77
9509	Madrigal Dinner	(5,480.11)	-	-	17,932.50	12,913.82	(461.43)
9531	PE Rental Fund	5,698.24	-	516.58	1,265.00	5,026.96	1,936.28
9532	PE Uniforms	1,566.38	-	-	-	-	1,566.38
9533	Positive Behavior Intervention	353.83	5,099.22	505.00	7,723.52	2,726.30	5,351.05
9537	Principal's Acct	848.57	1,055.78	1,282.72	7,659.53	4,416.99	4,091.11
9550	Credit Card	-	-	-	26,081.48	26,081.48	-
9551	School Newspaper	(151.17)	-	148.83	300.00	148.83	-
9554	School Store	5,127.89	906.69	1,268.52	16,054.72	15,089.79	6,092.82
9555	Other Online Credit Card	-	-	-	1,215.92	1,215.92	-
9564	Staff Social Fund	1,876.12	-	-	758.00	570.00	2,064.12
9569	Student Services	5,869.05	10.00	-	1,073.52	248.00	6,694.57
9573	Parking	46,009.49	-	1,425.07	46,385.00	55,055.68	37,338.81
9576	Summer School	20.00	-	20.00	-	20.00	-

Rolling Meadows High School - Student Activities Financials
March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
Description		Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9583	Act	918.05	-	-	3,472.00	831.45	3,558.60
9584	AP Testing	258.38	(106.00)	-	100,545.00	1,940.35	98,863.03
9597	Yearbooks	479.71	-	190.28	-	479.71	-
9655	IHSA Events	14,454.43	-	160.91	29,014.03	43,971.46	(503.00)
9670	Summer Camp	(660.00)	660.00	-	660.00	-	-
9672	Tournaments	4,032.03	6,605.24	4,613.90	121,236.99	105,603.12	19,665.90
Grand Totals		449,751.26	57,325.23	70,906.94	798,225.39	751,493.58	496,483.07

Township High School District 214

Buffalo Grove High School - Student Activities Financials March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9104	Art	4,197.07	261.25	30.00	626.99	30.00	4,794.06
9110	Aquarium Club	692.27	-	-	-	77.48	614.79
9111	Band Jazz	1,545.36	-	-	3,864.18	2,600.05	2,809.49
9114	Spirit-Pep Club	1,777.63	2,012.00	2,336.30	35,779.19	39,865.67	(2,308.85)
9119	Student Care Club	907.98	-	-	-	-	907.98
9121	Bison Grounds Coffee Cart	5,796.72	446.00	201.20	3,086.50	3,962.92	4,920.30
9122	Chess	(129.36)	-	-	495.00	489.45	(123.81)
9125	Choral Music	221.96	-	-	-	-	221.96
9137	Class of 2017	500.00	-	-	1,354.05	2,500.00	(645.95)
9138	Class of 2018	-	-	-	-	2,000.00	(2,000.00)
9143	Class of 2023	(1,224.77)	-	-	-	203.00	(1,427.77)
9144	Class of 2024	10,847.54	3,260.00	1,444.54	4,814.73	5,721.12	9,941.15
9145	Class of 2025	2,634.41	497.14	375.13	3,178.71	1,165.94	4,647.18
9146	Class of 2016	1,543.93	-	-	4,202.00	4,652.40	1,093.53
9149	Elevate	1,664.01	-	-	-	-	1,664.01
9158	Debate	5.96	-	-	-	-	5.96
9159	DECA	6,022.02	20.00	1,920.00	3,468.00	3,578.00	5,912.02
9165	Dance Club	961.37	-	-	-	-	961.37
9168	Environmental	1,431.82	-	-	-	-	1,431.82
9171	Ebony Club	(2,535.83)	-	203.88	-	808.38	(3,344.21)
9175	Feminism	46.90	-	-	-	-	46.90
9178	French	553.23	345.00	137.70	1,188.58	1,834.22	(92.41)
9180	Educators Rising	190.76	-	-	-	-	190.76
9183	German	6,225.64	-	105.93	2,932.00	2,166.46	6,991.18
9184	Greek	418.72	-	-	-	-	418.72
9186	GSA	518.38	-	96.51	-	193.02	325.36
9187	Games Club	858.16	-	-	-	-	858.16
9188	Future Farmers Of America	190.61	-	-	560.00	200.95	549.66
9189	Health Awareness	1,113.97	-	-	-	-	1,113.97
9195	Instrumental Mus	1,124.17	-	-	-	-	1,124.17

Buffalo Grove High School - Student Activities Financials

March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9196	Interact	512.68	-	-	169.64	-	682.32
9211	Latino	1,731.79	-	-	181.00	600.04	1,312.75
9217	Math	2,162.60	-	84.59	430.00	747.84	1,844.76
9220	Multicultural	1,443.54	-	-	-	-	1,443.54
9223	National Honors	213.67	-	-	-	60.85	152.82
9228	Model United Nations	5,576.04	-	-	6,704.00	7,577.71	4,702.33
9230	Orchesis	2,358.53	1,059.00	1,020.00	31,519.41	21,646.66	12,231.28
9231	Orchestra	1,658.00	-	-	-	-	1,658.00
9236	Peer Counseling	(136.60)	-	-	-	306.00	(442.60)
9240	Pom Pon	2,160.40	-	177.50	17,054.83	13,703.06	5,512.17
9245	Red Cross Club	834.11	-	-	343.00	810.00	367.11
9253	SADD	428.62	-	-	-	-	428.62
9256	School Store	1,004.69	-	-	-	-	1,004.69
9257	Science Olympiad	769.46	-	-	88.28	611.64	246.10
9263	Spanish Honor Society	1,690.57	15.00	-	15.00	70.05	1,635.52
9264	Speech	219.83	-	-	425.00	1,376.07	(731.24)
9268	Student Council	4,938.65	-	-	11,097.71	10,240.45	5,795.91
9305	Cheer Competition	53,088.79	250.00	4,573.57	101,264.44	91,954.48	62,398.75
9306	Cheerleading	(32,276.93)	57.00	1,991.89	106,364.28	106,729.16	(32,641.81)
9307	Cross Country Boys	3,530.58	-	-	8,719.50	6,261.12	5,988.96
9308	Cross Country Girls	226.52	-	-	-	192.35	34.17
9314	Gymnastics Boys	861.76	-	-	-	-	861.76
9315	Gymnastics Girls	1,276.26	-	39.98	2,377.40	798.35	2,855.31
9316	Bass Fishing	790.65	-	-	-	325.00	465.65
9325	Tennis Boys	644.08	150.00	341.99	775.00	341.99	1,077.09
9326	Tennis Girls	1,555.21	-	-	375.00	615.15	1,315.06
9335	Water Polo Boys	(128.57)	2,033.75	1,779.46	2,433.75	1,779.46	525.72
9336	Water Polo-Girls	(29.15)	-	130.00	-	130.00	(159.15)
9340	Lacrosse Boys	691.03	-	-	120.00	1,413.75	(602.72)
9341	Lacrosse Girls	6,267.96	900.00	867.00	900.00	6,724.00	443.96
9350	Auto Shop	1,635.57	10.00	-	366.00	74.00	1,927.57
9358	Entrepreneurship-CTE	1,225.63	-	-	-	10.86	1,214.77
9361	Field Trip Btls	51.19	-	-	-	-	51.19

Buffalo Grove High School - Student Activities Financials

March 2024

	July 1, 2023	Current	Current	Year to Date	Year to Date	
Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9362 Field Trip Eng-Fine Arts	151.74	-	-	-	-	151.74
9365 Field Trip For Lang	42.61	-	42.61	-	42.61	-
9369 Field Trip PE-Health	100.14	-	-	-	-	100.14
9370 Field Trip Science	(966.99)	200.00	200.00	200.00	200.00	(966.99)
9371 Field Trip Social Sci	243.01	468.00	151.01	468.00	201.01	510.00
9373 Field Trip Std't Serv	(159.98)	-	-	-	47.00	(206.98)
9374 Field Trip Smr Schl	629.91	-	-	-	-	629.91
9376 Graphic Arts	6,725.52	-	113.50	2,756.00	1,843.70	7,637.82
9378 IHSA-Scholastic	301.53	2,552.46	3,144.40	2,552.46	3,222.34	(368.35)
9379 Industrial Tech	3,853.82	-	-	-	1,323.60	2,530.22
9381 Life Studies Foods	2,199.22	-	19.34	-	104.04	2,095.18
9385 Photography	5,729.31	-	379.00	967.00	829.00	5,867.31
9387 Pre School	113,446.48	16,800.00	341.34	84,975.00	4,494.78	193,926.70
9401 Arts Unlimited	4.87	-	-	-	-	4.87
9404 Art Gallery	908.46	-	-	-	-	908.46
9407 Drama	4,080.74	-	-	6,439.15	7,770.78	2,749.11
9408 Drama Production	3,120.24	40.00	-	3,369.51	2,428.04	4,061.71
9409 Drama Prod 2	599.34	40.00	-	5,476.00	5,136.22	939.12
9415 Leadership Works	-	-	-	-	1,968.92	(1,968.92)
9417 Musical	493.68	15.00	890.25	45.00	3,186.11	(2,647.43)
9421 Student & Staff	14,296.15	-	93.00	-	93.00	14,203.15
9422 Student Fest	-	-	156.67	4,500.00	6,690.25	(2,190.25)
9423 Student General Fund	122.00	424.01	51.38	3,544.42	1,489.02	2,177.40
9430 Vienna Exchange	9.87	-	-	-	-	9.87
9455 Asmt Center	2,708.06	-	-	-	101.88	2,606.18
9462 Cap & Gown	50.00	-	-	91.13	-	141.13
9466 Admin Charge Fund Balance	(2,000.00)	-	-	-	-	(2,000.00)
9473 Computer Rep-Supp	61.62	-	-	-	-	61.62
9474 Concessions	(30.00)	355.56	2,589.62	20,240.92	23,398.85	(3,187.93)
9492 Fitness Center	539.79	-	-	-	-	539.79
9502 ID Pictures	491.99	55.00	-	620.00	-	1,111.99
9503 Interest Income	2,959.57	759.42	-	5,383.94	2,814.19	5,529.32
9506 Library Fines	2,301.87	69.97	23.36	1,243.05	1,126.63	2,418.29

Buffalo Grove High School - Student Activities Financials

March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9511	Math	1,954.45	-	-	362.00	-	2,316.45
9513	Media	8,385.19	-	1,554.75	2,060.00	1,554.75	8,890.44
9526	Outreach	-	-	-	-	117.78	(117.78)
9530	PE Locks	1,432.05	-	-	-	-	1,432.05
9532	PE Uniforms	1,468.63	-	-	219.00	-	1,687.63
9537	Principal's Acct	(154.23)	540.44	285.26	3,300.90	5,167.61	(2,020.94)
9545	Registration & Fees	18.00	-	-	-	-	18.00
9547	Retirement	-	-	669.50	1,100.00	1,769.50	(669.50)
9550	Credit Card	744.73	-	7,707.00	26,473.00	27,170.73	47.00
9551	School Newspaper	70.27	-	-	-	-	70.27
9552	Redefining Ready!	65.23	2,006.25	-	3,778.86	-	3,844.09
9555	Other Online Credit Card	591.99	-	424.01	29,468.67	30,060.66	-
9564	Staff Social Fund	54.49	-	-	-	-	54.49
9565	Online Theater Tickets	3.97	-	-	4,052.00	5,859.03	(1,803.06)
9572	Student Support	1,663.99	-	-	2,380.00	730.01	3,313.98
9573	Parking	11,280.93	190.00	3,239.00	58,685.00	36,512.34	33,453.59
9576	Summer School	20.00	-	-	-	-	20.00
9583	Act	15,958.32	-	-	3,086.00	2,294.96	16,749.36
9584	AP Testing	6,978.89	62.00	-	125,375.00	-	132,353.89
9588	Transcripts	1,977.54	10.00	-	853.52	143.00	2,688.06
9600	Athletic	(2,715.87)	-	336.47	19,903.29	24,349.89	(7,162.47)
9603	Badminton	(785.84)	1,000.00	2,673.50	3,400.00	2,673.50	(59.34)
9604	Baseball-Caps	7,141.24	12,914.11	29,028.86	55,920.63	67,781.84	(4,719.97)
9611	Boys Bkb Invite	2,615.84	-	958.74	13,461.20	10,740.40	5,336.64
9614	Boys Golf Invite	(108.21)	-	-	8,220.00	7,611.48	500.31
9619	Boys Soccer Trn	3,783.56	-	-	-	119.20	3,664.36
9620	Boys Swim Invite	12,155.80	-	1,208.41	8,288.00	10,960.96	9,482.84
9621	Boys Tennis Trn	(503.21)	-	-	-	-	(503.21)
9622	Boys Track Invite	7,866.01	2,320.49	1,963.18	5,020.49	4,062.28	8,824.22
9623	Boys VB Invite	1,566.67	250.00	-	500.00	1,139.80	926.87
9626	Wrstlng Rex Lewis	11,325.59	-	2,768.63	22,537.32	23,151.14	10,711.77
9627	Clearing Acct	267.41	-	-	-	-	267.41
9628	Clothing	1,362.32	-	-	-	302.84	1,059.48

Buffalo Grove High School - Student Activities Financials
March 2024

		July 1, 2023	Current	Current	Year to Date	Year to Date	
	Description	Beginning Balance	Revenue	Expenditure	Revenue	Expenditure	Ending Balance
9630	Football	3,538.76	170.00	955.88	25,785.70	27,543.47	1,780.99
9634	Basketball Trn Girls	5,631.84	29.02	2,367.28	13,500.52	13,150.00	5,982.36
9635	Girls Bowling	3,244.58	-	351.00	4,075.00	1,693.01	5,626.57
9638	Girls Golf Invite	(1,765.52)	-	-	1,485.00	1,735.00	(2,015.52)
9645	Girls Soccer Invite	1,003.29	-	-	-	310.50	692.79
9646	Girls Softball Invite	3,256.18	1,415.00	1,533.68	1,415.00	1,783.68	2,887.50
9647	Girls Swimming	580.39	-	-	8,514.29	7,406.27	1,688.41
9648	Girls Tennis	6.83	-	-	-	-	6.83
9649	Girls Track	5,870.94	600.00	864.87	1,200.00	4,828.87	2,242.07
9650	Girls Volleyball	3,338.49	-	-	10,599.75	9,138.74	4,799.50
9651	IHSA Badminton	(2,492.59)	-	-	-	-	(2,492.59)
9652	Boys IHSA Bkb	91.70	-	-	-	8.50	83.20
9653	IHSA Girls Bkb	292.15	-	1,706.22	1,857.00	1,849.93	299.22
9654	IHSA Bat & Ball	88.50	-	-	-	-	88.50
9656	IHSA Football	2,287.49	-	-	842.62	810.00	2,320.11
9657	IHSA Girls Track	342.08	-	-	-	-	342.08
9658	IHSA Gymnastics	172.79	-	-	-	-	172.79
9661	IHSA Boys Soccer	1,921.57	-	-	-	-	1,921.57
9662	IHSA Girls Soccer	85.97	-	-	-	-	85.97
9663	IHSA Softball	184.74	-	-	-	-	184.74
9664	IHSA St Hosted Comp	6,565.83	-	-	5,108.00	9,083.00	2,590.83
9666	IHSA Volleyball	18.81	-	-	1,640.00	2,080.54	(421.73)
9670	Summer Camp	3,280.46	-	-	-	-	3,280.46
Grand Totals		412,123.39	54,602.87	86,648.89	974,612.51	761,356.28	625,379.62

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S. GOEBBERT ROAD
ARLINGTON HEIGHTS, IL 60005



FINANCIAL REPORT
MARCH 1, 2024 - MARCH 31 2024

I N D E X

- **Treasurer's Report**
- **Treasury's Investment Holdings**
- **Financial Report**
 - **Fund Balance Summary**
 - **Revenue by Fund**
 - **Expenditures by Fund**
- **Revenue by Program**
- **Expenditures by Program**

Treasurer's Report

Wheeling Township Treasury

Investment Pool by District March 2024

	<u>Pooled</u> <u>Cash Balances</u>	<u>% of Fund</u>	<u>Pooled Investment</u> <u>Balances</u>
District #21	\$10,900,448.93	2.17%	\$10,850,635.10
District #23	\$19,158,507.75	3.81%	\$14,758,698.96
District #25	\$111,888,921.23	22.22%	\$86,193,294.73
District #26	\$53,987,725.97	10.72%	\$41,589,282.70
District #214	\$280,492,549.11	55.71%	\$216,076,593.54
District #805	\$27,052,595.60	5.37%	\$20,839,885.84
Totals	\$503,480,748.59	100%	\$398,474,562.82

	<u>Average Daily Balances</u>	<u>Percent of Funds Available</u>
District #23	\$ 15,655,019.98	3.70%
District #25	\$ 94,268,052.43	22.27%
District #26	\$ 41,967,702.55	9.92%
District #214	\$ 248,732,273.43	58.77%
District #805	\$ 22,620,478.40	5.34%
Totals	\$ 284,237,676.73	100%

Interest Income Earned

	<u>Previous Balance</u>	<u>Month</u>	<u>Year to Date</u>
District #23	\$252,237.96	\$41,365.09	\$293,603.05
District #25	\$3,467,804.64	\$338,690.20	\$3,806,494.84
District #26	\$870,611.73	\$110,890.81	\$981,502.54
District #214	\$4,661,039.56	\$657,222.61	\$5,318,262.17
District #805	\$336,959.47	\$59,769.85	\$396,729.32
Totals	\$8,631,219.84	\$957,433.53	\$9,588,653.37

Interest Income Received on a Cash Basis

	<u>Previous Balance</u>	<u>Month</u>	<u>Year to Date</u>
District #21	\$459,076.92	\$5,069.64	\$464,146.56
District #23	\$238,403.38	\$39,404.72	\$277,808.10
District #25	\$3,370,087.61	\$341,721.16	\$3,711,808.77
District #26	\$832,318.49	\$113,553.56	\$945,872.04
District #214	\$4,428,909.60	\$653,735.69	\$5,082,645.28
District #805	\$317,429.99	\$58,489.95	\$375,919.95
Totals	\$8,706,415.73	\$926,239.14	\$9,632,654.87

Wheeling Township Treasury

Statement of Fund Receipts, Disbursements, and Balances Township High School District 214 March 2024

FUND	NAME	BEGINNING	RECEIPTS	DISBURSEMENTS	ENDING
10	EDUCATION	\$ 86,664,102.60	\$ 85,343,191.30	\$ 19,624,195.35	\$ 152,383,098.55
12	INSURANCE RESERVE	2,261,326.50	6,377.90	-	2,267,704.40
20	BUILDING	44,484,696.47	7,680,554.59	1,694,850.18	50,470,400.88
30	BOND	498,202.89	1,757,444.25	-	2,255,647.14
40	TRANSPORTATION	6,489,838.03	5,467,817.25	241,240.08	11,716,415.20
50	RETIREMENT	11,705,610.82	1,905,278.88	472,313.66	13,138,576.04
60	SITE & CONSTR	(120,939.11)	7,272,620.95	619,898.94	6,531,782.90
70	WORK CASH	23,584,481.83	486,940.94	-	24,071,422.77
80	TORT	-	-	-	-
90	LIFE SAFETY	-	-	-	-
		\$ 175,567,320.03	\$109,920,226.06	\$ 22,652,498.21	\$ 262,835,047.88

Treasury's Investment Holdings

Wheeling Township Treasury

Current Treasury Holdings March 2024

BROKER	INSTITUTION	TYPE	PURCHASE DATE	MATURITY DATE	YIELD	COST VALUE W/O ACCR'D INT.	TREASURY PORTION	CCSD 21 PORTION	MATURITY VALUE
SEGREGATED INVESTMENTS									
PMA (DIST 25)	ISDLAF (LIQ)	MMA	2/29/2024	3/31/2024	5.209%	1,132,028.07	1,132,028.07	0.00	1,132,028.07
PMA (DIST 25)	ISDLAF (MAX)	MMA	2/29/2024	3/31/2024	5.251%	18,395,407.64	18,395,407.64	0.00	18,395,407.64
PMA (DIST 25)	US TREASURY N/B #912828W71	SEC	10/7/2022	3/31/2024	4.262%	4,997,568.05	4,997,568.05	0.00	5,154,000.00
PMA (DIST 25)	US TREASURY N/B #9128286Z8	SEC	10/7/2022	6/30/2024	4.211%	4,974,913.59	4,974,913.59	0.00	5,186,000.00
SEGREGATED INVESTMENT TOTALS						29,499,917.35	29,499,917.35	0.00	29,867,435.71
POOLED INVESTMENTS									
PMA	ISDLAF (LIQ)	MMA	2/29/2024	3/31/2024	5.209%	12,185,108.90	12,185,108.90	0.00	12,185,108.90
PMA	ISDLAF (MAX)	MMA	2/29/2024	3/31/2024	5.251%	14,209,330.10	14,209,330.10	0.00	14,209,330.10
PMA	ISDLAF (LTD SERIES)	MMA	2/29/2024	3/31/2024	0.000%	31,984,000.00	31,984,000.00	0.00	33,666,359.41
PFM	IIIT CLASS	MMA	2/29/2024	3/31/2024	5.340%	7,547,084.32	7,547,084.32	0.00	7,547,084.32
5TH/3RD	FEDERATED GOVT OBL INST	MMA	2/29/2024	3/31/2024	5.180%	9,830,112.62	9,830,112.62	0.00	9,830,112.62
IL FUNDS	ILLINOIS FUNDS	LGIP	2/29/2024	3/31/2024	5.403%	22,968,732.97	22,968,732.97	0.00	22,968,732.97
PMA	NEXBANK	SDA	2/29/2024	3/31/2024	5.280%	32,486,998.75	32,486,998.75	0.00	32,486,998.75
PMA	NEXBANK, SSB	SDA	2/29/2024	3/31/2024	5.280%	40,013,199.23	39,963,385.40	49,813.83	40,013,199.23
PMA	BANK 7	SDA	2/29/2024	3/31/2024	5.280%	26,660,583.07	26,660,583.07	0.00	26,660,583.07
PMA	BANK OF CHINA (ICS)	SDA	2/29/2024	3/31/2024	5.320%	99,515.24	99,515.24	0.00	99,515.24
PMA	BANK OF CHINA	SDA	2/29/2024	3/31/2024	5.320%	1,679.23	1,679.23	0.00	1,679.23
PMA	US TREASURY N/B #48162	SEC	3/24/2021	3/31/2024	0.250%	2,970,504.53	2,334,222.46	636,282.07	2,959,410.66
PMA	WESTERN ALLIANCE BANK	FDIC	6/22/2023	4/19/2024	5.251%	6,000,000.00	6,000,000.00	0.00	6,260,679.78
PMA	PATRIOT BANK TN	FDIC	4/22/2021	4/23/2024	0.200%	1,000,000.00	792,400.00	207,600.00	1,006,023.00
5TH/3RD	WELLS FARGO BANK, NATIONAL ASSOCIATION	FDIC	7/5/2019	5/17/2024	2.350%	1,018,393.04	837,933.79	180,459.25	1,081,600.00
5TH/3RD	CAPITAL ONE BANK (USA) NATIONAL ASSOCIATION	FDIC	7/5/2019	5/22/2024	2.350%	1,490,200.09	1,226,136.63	264,063.46	1,590,216.60
5TH/3RD	CAPITAL ONE BANK NATIONAL ASSOCIATION VA	FDIC	7/5/2019	5/22/2024	2.350%	1,490,200.09	1,226,136.63	264,063.46	1,590,216.60
5TH/3RD	WESTERN ALLIANCE BANK PHEONIX	FDIC	6/5/2023	6/5/2024	5.350%	1,250,000.00	1,250,000.00	0.00	1,316,875.00
PMA	TREASURY BILL, 912797HT7	SEC	3/19/2024	6/6/2024	5.300%	9,999,608.97	9,999,608.97	0.00	10,114,000.00
5TH/3RD	FREEDOM FINL HLDGS INC	FDIC	6/5/2023	6/7/2024	5.250%	1,250,000.00	1,250,000.00	0.00	1,315,984.58
PMA	CORNERSTONE BANK	FDIC	6/22/2023	6/10/2024	5.213%	1,189,700.00	1,189,700.00	0.00	1,249,849.99
PMA	FARMER AND MERCHANTS UNION BANK	FDIC	6/22/2023	6/10/2024	5.206%	1,189,800.00	1,189,800.00	0.00	1,249,874.07
PMA	BAXTER CREDIT UNION	FDIC	6/22/2023	6/10/2024	5.208%	1,189,800.00	1,189,800.00	0.00	1,249,897.03
5TH/3RD	CIBC BK USA	FDIC	6/5/2023	6/13/2024	5.250%	1,250,000.00	1,250,000.00	0.00	1,317,063.36
PMA	TREASURY BILL, 912797KF3	SEC	3/1/2024	6/18/2024	5.300%	15,999,467.40	15,999,467.40	0.00	16,252,000.00
PMA	TREASURY BILL, 912797KG1	SEC	3/19/2024	6/25/2024	5.280%	10,999,493.72	10,999,493.72	0.00	11,155,000.00
PMA	PACIFIC WESTERN BANK	FDIC	1/9/2023	7/2/2024	4.760%	1,160,000.00	1,160,000.00	0.00	1,242,320.48
PMA	T BANK, NATIONAL ASSOCIATION	FDIC	1/9/2023	7/2/2024	4.828%	1,160,000.00	1,160,000.00	0.00	1,243,448.18
PMA	WI TREASURY SEC., 912797KP1	SEC	3/19/2024	7/16/2024	5.270%	12,599,519.96	12,599,519.96	0.00	12,816,000.00
5TH/3RD	SYNCHRONY BANK	FDIC	7/31/2020	7/25/2024	0.600%	519,911.56	422,064.20	97,847.36	518,269.00
PMA	TREASURY BILL, 912797GK7	SEC	3/11/2024	8/8/2024	5.210%	10,199,241.30	10,199,241.30	0.00	10,417,000.00
PMA	US TREASURY N/B 91282CCT6	SEC	9/17/2021	8/15/2024	0.430%	4,093,433.59	3,273,109.50	820,324.09	4,093,433.59
PMA	TREASURY BILL, 912797KD8	SEC	3/11/2024	8/29/2024	5.200%	34,099,251.08	34,099,251.08	0.00	34,930,000.00
5TH/3RD	TOYOTA FINL SVGS BANK	FDIC	9/23/2021	9/3/2024	0.600%	999,844.07	799,475.32	200,368.75	1,000,159.16
PMA	BANK 7	FDIC	2/29/2024	9/3/2024	5.188%	1,217,500.00	1,217,500.00	0.00	1,249,860.68
PMA	BANK OF HOUSTON	FDIC	2/29/2024	9/3/2024	5.186%	1,217,550.00	1,217,550.00	0.00	1,249,898.24
PMA	WESTERN ALLIANCE BANK	FDIC	3/18/2024	9/20/2024	5.258%	4,300,000.00	4,300,000.00	0.00	4,415,215.02
PMA	US TREASURY N/B, 912828Y5	SEC	3/1/2024	9/30/2024	5.120%	19,820,386.52	19,820,386.52	0.00	20,163,000.00

BROKER	INSTITUTION	TYPE	PURCHASE DATE	MATURITY DATE	YIELD	COST VALUE W/O ACCR'D INT.	TREASURY PORTION	CCSD 21 PORTION	MATURITY VALUE
5TH/3RD	BMW BANK NA	FDIC	9/24/2021	9/24/2024	0.650%	1,470,000.00	1,175,412.00	294,588.00	1,470,205.80
PMA	TRUXTON TRUST COMPANY	FDIC	2/29/2024	11/8/2024	5.106%	1,207,150.00	1,207,150.00	0.00	1,249,869.94
PMA	THIRD COST BANK SSB	FDIC	2/29/2024	11/8/2024	5.104%	1,207,150.00	1,207,150.00	0.00	1,249,857.05
PMA	BOM BANK	FDIC	2/29/2024	11/8/2024	5.114%	1,207,100.00	1,207,100.00	0.00	1,249,888.53
PMA	AMERICAN NATIONAL BANK & TRUST	FDIC	2/29/2024	11/8/2024	5.118%	1,207,150.00	1,207,150.00	0.00	1,249,857.19
PMA	FIRST STATE BANK AND TRUST COMPANY INC	FDIC	3/1/2024	11/12/2024	5.109%	1,206,650.00	1,206,650.00	0.00	1,249,883.68
PMA	MINNSTAR BANK NATIONAL ASSOCIATION	FDIC	3/1/2024	11/14/2024	5.111%	1,206,800.00	1,206,800.00	0.00	1,249,891.17
PMA	TEXAS HERITAGE NATIONAL BANK	FDIC	2/29/2024	2/28/2025	5.031%	1,190,000.00	1,190,000.00	0.00	1,249,868.30
PMA	MILLENNIAL BANK	FDIC	2/29/2024	2/28/2025	5.051%	1,189,750.00	1,189,750.00	0.00	1,249,850.54
PMA	US TREASURY N/B #48163	SEC	3/24/2021	3/31/2025	0.500%	5,985,000.00	4,703,013.00	1,281,987.00	5,944,319.96
5TH/3RD	MORGAN STANLEY BK NA	SEC	6/7/2023	6/9/2025	4.900%	1,225,000.00	1,225,000.00	0.00	1,345,707.81
5TH/3RD	MORGAN STANLEY PRIVATE BK NATL	SEC	6/7/2023	6/9/2025	4.900%	1,225,000.00	1,225,000.00	0.00	1,345,707.81
5TH/3RD	STATE BANK OF INDIA (CHICAGO)	FDIC	7/31/2020	6/26/2025	0.700%	1,487,692.74	1,207,708.97	279,983.77	1,489,859.70
5TH/3RD	BANK BARODA NEW YORK	FDIC	7/31/2020	7/22/2025	0.650%	980,000.00	795,564.00	184,436.00	991,191.60
5TH/3RD	US TREASURY 91282CAJ0	SEC	9/20/2021	8/31/2025	0.250%	4,919,040.61	3,933,264.87	985,775.74	4,896,100.00
5TH/3RD	US TREASURY 91282CAZ4	SEC	9/20/2021	11/30/2025	0.375%	3,947,670.16	3,156,557.06	791,113.10	3,922,360.00
PMA	US TREASURY N/B #48164	SEC	3/24/2021	5/15/2026	0.800%	5,966,663.98	4,688,604.56	1,278,059.42	5,914,298.78
PMA	US TREASURY N/B	SEC	9/17/2021	8/31/2026	0.850%	10,994,486.25	8,791,191.21	2,203,295.04	10,994,486.25
5TH/3RD	US TREASURY 91282CCW9	SEC	9/20/2021	8/31/2026	0.750%	1,992,108.73	1,592,890.14	399,218.59	1,977,660.00
5TH/3RD	SYNCHRONY BANK	FDIC	9/24/2021	9/24/2026	0.950%	1,000,000.00	799,600.00	200,400.00	997,960.00
	POOLED INVESTMENT TOTALS					398,474,562.82	387,854,883.89	10,619,678.93	404,004,822.96

Financial Report

Township High School District 214

Fund Balance Summary March 2024

<u>Fund</u>	<u>Department</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Balance</u>
10	Education	89,297,105.27	236,330,686.08	164,697,041.81	64,843,675.24	96,087,074.30
12	Insurance Reserve	2,206,485.14	61,219.26	-	-	2,267,704.40
20	Operations & Maintenance	37,459,001.87	40,329,367.98	27,132,411.35	5,659,559.14	44,996,399.36
30	Debt Service	2,052,655.88	3,467,316.26	3,264,325.00	-	2,255,647.14
40	Transportation	11,132,783.24	12,976,763.64	12,172,596.19	337,399.39	11,599,551.30
50	Municipal Retirement	8,536,061.65	386,846.45	294,435.43	30,798.68	8,597,673.99
51	FICA/Medicare	2,782,485.15	5,096,902.78	3,620,851.07	432,853.49	3,825,683.37
60	Capital Projects	16,926,087.26	11,034,255.79	21,429,535.15	10,334,133.44	(3,803,325.54)
70	Working Cash	21,837,835.18	3,867,826.59	1,634,239.00	-	24,071,422.77
District Totals		192,230,500.64	313,551,184.83	234,245,435.00	81,638,419.38	189,897,831.09

Township High School District 214

Revenue Fund Summary March 2024

<u>Fund</u>	<u>Department</u>	<u>Budget</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Anticipated Budget Balance</u>	<u>Received</u>
10	Education	249,187,464.00	85,666,879.20	236,330,686.08	12,856,777.92	94.84%
12	Insurance Reserve	23,891.00	6,377.90	61,219.26	(37,328.26)	N/A
20	Operations & Maintenance	40,068,901.00	13,952,532.51	40,329,367.98	(260,466.98)	100.65%
30	Debt Service	2,018,177.00	1,757,444.25	3,467,316.26	(1,449,139.26)	171.80%
40	Transportation	13,971,244.00	5,480,024.63	12,976,763.64	994,480.36	92.88%
50	Municipal Retirement	84,296.00	(12,474.51)	386,846.45	(302,550.45)	458.91%
51	FICA/Medicare	5,065,032.00	1,917,753.39	5,096,902.78	(31,870.78)	100.63%
60	Capital Projects	16,255,838.00	7,272,620.95	11,034,255.79	5,221,582.21	67.88%
70	Working Cash	4,961,256.00	486,940.94	3,867,826.59	1,093,429.41	77.96%
		331,636,099.00	116,528,099.26	313,551,184.83	18,084,914.17	94.55%

Township High School District 214

Expenditure Fund Summary March 2024

<u>Fund</u>	<u>Department</u>	<u>Budget</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Encumbrances</u>	<u>Unencumbered Balance</u>	<u>Percent Utilized</u>
10	Education	242,091,665.00	19,286,526.52	164,697,041.81	64,843,675.24	12,550,947.95	95%
12	Insurance Reserve	-	-	-	-	-	N/A
20	Operations & Maintenance	39,128,994.00	7,958,607.88	27,132,411.35	5,659,559.14	6,337,023.51	84%
30	Debt Service	3,627,850.00	-	3,264,325.00	-	363,525.00	90%
40	Transportation	20,179,165.00	176,621.23	12,172,596.19	337,399.39	7,669,169.42	62%
50	Municipal Retirement	685,259.00	30,117.95	294,435.43	30,798.68	360,024.89	47%
51	FICA/Medicare	4,837,006.00	442,195.71	3,620,851.07	432,853.49	783,301.44	84%
60	Capital Projects	28,146,491.00	620,873.94	21,429,535.15	10,334,133.44	(3,617,177.59)	113%
70	Working Cash	1,634,239.00	-	1,634,239.00	-	-	N/A
		340,330,669.00	28,514,943.23	234,245,435.00	81,638,419.38	24,446,814.62	93%

Revenues by Program

Township High School District 214

Revenue Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Anticipated Budget Balance</u>	<u>Received</u>
0100	Technology	523,157.00	-	360,021.50	163,135.50	68.82%
0109	Registration Fee	-	-	1,070.00	(1,070.00)	N/A
	Northwest Educational Council					
0117	For Student Success	200,000.00	-	222,619.20	(22,619.20)	111.31%
0120	Drivers Education	276,500.00	49,620.00	139,648.27	136,851.73	50.51%
0200	Lip Leps - District	95,000.00	-	102,341.00	(7,341.00)	107.73%
0215	Immigrant	27,440.00	-	53,600.00	(26,160.00)	195.34%
0220	Gifted Program	5,000.00	4,485.00	4,425.00	575.00	88.50%
0230	Well Rounded Education	-	-	3,871.00	(3,871.00)	N/A
0237	ARP IDEA	30,327.00	-	428,590.00	(398,263.00)	1413.23%
0239	Idea Flow-Through	2,200,000.00	2,060,279.00	2,192,556.00	7,444.00	99.66%
0240	District Special Education	5,006,333.00	-	2,291,493.50	2,714,839.50	45.77%
0241	Dept Of Rehab Services (DRS)	180,000.00	-	384,200.00	(204,200.00)	213.44%
0242	Workforce	200,000.00	-	339,656.20	(139,656.20)	169.83%
0280	The Academy At Forest View	1,500.00	-	-	1,500.00	0.00%
0309	Young Adult Program	-	-	20.18	(20.18)	N/A
0338	Three Circles Ag Grant	25,000.00	7,028.00	14,056.00	10,944.00	56.22%
0339	Ag Education Incentive	1,500.00	-	3,232.00	(1,732.00)	215.47%
0340	CTE	10,000.00	800.00	49,983.00	(39,983.00)	499.83%
0341	Pac Building Program	300,000.00	-	-	300,000.00	0.00%
0342	CTEI Grant	250,000.00	-	296,809.03	(46,809.03)	118.72%
0345	Career Development	-	-	10,000.00	(10,000.00)	N/A
0346	Perkins Grant	280,617.00	-	223,770.56	56,846.44	79.74%
0349	Apprenticeship Program	150,000.00	-	85,602.25	64,397.75	57.07%
0408	Educational Materials & Media	4,000.00	27.46	1,637.26	2,362.74	40.93%
0411	Athletics - Boys	88,000.00	-	98,765.62	(10,765.62)	112.23%
0412	Athletics - Girls	11,000.00	-	6,268.99	4,731.01	56.99%
0423	Marketing Outreach	152,300.00	781.80	781.80	151,518.20	0.51%
0429	Music Program	253,350.00	1,410.38	153,497.42	99,852.58	60.59%

Revenue Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Anticipated Budget Balance</u>	<u>Received</u>
0430	CET Travel	360,100.00	6,826.44	271,467.09	88,632.91	75.39%
0431	Continuing Education	279,420.00	858.30	145,829.27	133,590.73	52.19%
0432	Cultural Performing Arts	57,000.00	2,870.98	14,151.73	42,848.27	24.83%
0433	Adult Education	95,100.00	2,906.59	13,104.51	81,995.49	13.78%
0434	SOS AVLI Read To Learn	100,000.00	-	100,000.00	-	100.00%
0436	YAEP	300,000.00	36.00	142,647.69	157,352.31	47.55%
0438	ICCB State Basic	375,000.00	-	374,947.00	53.00	99.99%
0439	ICCB State Performance	270,000.00	-	301,780.00	(31,780.00)	111.77%
0441	SOS Family Literacy	50,000.00	-	50,000.00	-	100.00%
0442	ISBE Early Childhood	400,000.00	33,976.00	241,151.00	158,849.00	60.29%
0443	ICIRR Citizenship	80,000.00	6,842.19	42,658.65	37,341.35	53.32%
0446	ICCB Federal Basic	380,000.00	-	277,487.83	102,512.17	73.02%
0447	ICCB Workforce Bridge	20,000.00	-	-	20,000.00	0.00%
0448	Iccb Federal Civics	70,000.00	-	52,212.96	17,787.04	74.59%
0450	NJROTC	50,000.00	-	48,008.82	1,991.18	96.02%
0471	Regular Summer School	250,500.00	77,310.50	77,004.00	173,496.00	30.74%
0481	Senior/Graduation Fees	57,000.00	40.00	57,085.00	(85.00)	100.15%
0482	Yearbook Fees	131,500.00	(1,600.00)	139,285.00	(7,785.00)	105.92%
0490	Summer Athletic Program	580,000.00	-	28,805.00	551,195.00	4.97%
0503	Food And Nutrition Services	3,723,600.00	286,194.95	2,616,738.92	1,106,861.08	70.27%
0569	Medicaid Reimbursement	460,000.00	1,431.25	244,610.33	215,389.67	53.18%
0583	Academic Prep	116,000.00	-	12,737.27	103,262.73	10.98%
0590	Regular Transportation	1,586,170.00	-	1,136,483.62	449,686.38	71.65%
0612	Printing Services	-	-	5,450.58	(5,450.58)	N/A
0630	Professional Learning	150,000.00	-	185,301.00	(35,301.00)	123.53%
0635	CTEP	1,000.00	-	-	1,000.00	0.00%
0640	Assessment Program	-	-	9,448.55	(9,448.55)	N/A
0664	School Library Grant	8,500.00	-	10,490.70	(1,990.70)	123.42%
0668	Advanced Manufacturing Lab	-	76,819.65	76,819.65	(76,819.65)	N/A
0671	Motorola Grant	30,000.00	-	30,000.00	-	100.00%
0680	NCLB Title II - A	259,150.00	-	17,830.00	241,320.00	6.88%
0701	Research & Development	-	500.00	3,500.00	(3,500.00)	N/A
0744	EIU Dual Credit	200,000.00	50,425.00	167,000.00	33,000.00	83.50%

Revenue Summary by Department

March 2024

						<u>Anticipated</u>	
	<u>Department Name</u>	<u>Budget</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>Received</u>	
0745	Harper Dual Credit	50,000.00	8,700.00	16,985.00	33,015.00	33.97%	
0747	Arizona State	10,000.00	-	1,925.00	8,075.00	19.25%	
0748	Lewis Dual Credit	5,000.00	1,650.00	3,040.00	1,960.00	60.80%	
0749	NIU Dual Credit	18,000.00	400.00	12,200.00	5,800.00	67.78%	
0820	Community Rentals	750,000.00	11,509.20	383,408.31	366,591.69	51.12%	
0893	Capital Projects/Parking Fees	150,000.00	1,448.00	155,627.17	(5,627.17)	103.75%	
0900	State Grants	10,100,000.00	922,102.00	7,376,816.00	2,723,184.00	73.04%	
0901	Investment Income	1,600,000.00	479,300.00	4,447,763.24	(2,847,763.24)	277.99%	
0902	Miscellaneous Income	1,670,000.00	16,688.93	2,633,760.81	(963,760.81)	157.71%	
0903	Tax Revenue	276,088,095.00	104,495,517.89	267,804,806.17	8,283,288.83	97.00%	
0904	SS Tax Revenue	4,846,309.00	1,902,538.17	4,794,824.20	51,484.80	98.94%	
0909	Transfers	7,634,239.00	6,000,000.00	7,634,239.00	-	100.00%	
0942	ESSA Title I	1,201,454.00	-	225,319.00	976,135.00	18.75%	
0944	Teacher Leader Grant	300,000.00	-	231,989.00	68,011.00	77.33%	
0947	Esser II	223,235.00	-	497,990.00	(274,755.00)	223.08%	
0948	ESSER III	5,978,703.00	-	2,728,789.00	3,249,914.00	45.64%	
0971	Medical & Life Insurance	225,000.00	18,375.58	239,150.98	(14,150.98)	106.29%	
0980	Staff Services	75,000.00	-	-	75,000.00	0.00%	
District Totals		331,636,099.00	116,528,099.26	313,551,184.83	18,084,914.17	94.55%	

Expenditures by Department

Township High School District 214

Expenditure Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Encumbrance</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Balance</u>	<u>Percent Used</u>
0100	Technology	10,245,880.00	4,319,523.81	507,342.87	5,767,277.23	159,078.96	98.45%
0101	Tech Infrastructure	395,000.00	27,240.52	-	111,132.78	256,626.70	35.03%
0102	Administrative Communications	66,792.00	20,538.09	6,287.89	53,736.40	(7,482.49)	111.20%
0104	Student Ipads	328,000.00	-	(19.29)	2,308.48	325,691.52	0.70%
0105	Network Services	2,450,975.00	726,005.38	120,977.30	2,611,542.28	(886,572.66)	136.17%
0109	Registration Fee	110,000.00	-	-	126,528.85	(16,528.85)	115.03%
0110	Art	2,229,432.00	718,902.12	182,985.45	1,371,454.87	139,075.01	93.76%
0115	Art Gallery	400.00	-	44.93	128.06	271.94	32.02%
	Northwest Educational Council For						
0117	Student Success	310,837.00	63,326.91	25,515.18	235,508.43	12,001.66	96.14%
0120	Drivers Education	1,266,527.00	368,723.80	93,536.91	797,865.68	99,937.52	92.11%
0125	Tech Supplies	70,000.00	11,579.27	2,457.20	31,458.46	26,962.27	61.48%
0130	English	12,266,796.00	3,982,818.79	1,004,485.76	7,692,825.73	591,151.48	95.18%
0140	World Language	7,060,832.00	2,287,703.60	580,780.24	4,434,576.51	338,551.89	95.21%
0150	Math	13,072,497.00	4,271,111.78	1,074,681.64	8,222,103.87	579,281.35	95.57%
0160	Music	1,581,516.00	496,881.97	127,214.33	961,186.71	123,447.32	92.19%
0161	Marching Band	78,540.00	12,185.13	2,552.43	72,372.99	(6,018.12)	107.66%
0162	Orchestra	794,241.00	249,518.62	61,931.57	485,412.66	59,309.72	92.53%
0164	Choral	33,950.00	5,961.75	893.00	22,738.91	5,249.34	84.54%
0170	Physical Education	8,047,772.00	2,597,899.47	655,556.49	5,022,194.41	427,678.12	94.69%
0175	Pool	464,968.00	100,684.14	15,376.08	186,151.82	178,132.04	61.69%
0180	Science	11,907,470.00	3,895,447.40	982,395.60	7,494,051.32	517,971.28	95.65%
0182	Nano Science	5,100.00	115.96	-	4,970.20	13.84	99.73%
0185	Agriculture	8,000.00	1,225.00	623.13	623.13	6,151.87	23.10%
0190	Social Science	11,733,570.00	3,702,232.13	948,712.17	7,188,108.57	843,229.30	92.81%
0195	Resource Assistant	494,125.00	169,053.36	47,828.74	347,286.55	(22,214.91)	104.50%
0200	Lip Leps - District	166,172.00	36,606.87	11,032.16	88,235.65	41,329.48	75.13%
0201	ELL Title III	6,200.00	-	-	-	6,200.00	0.00%
0210	ELL	9,875,063.00	3,064,723.69	824,151.67	6,260,743.96	549,595.35	94.43%
0215	Immigrant	27,440.00	-	-	29,476.95	(2,036.95)	107.42%

Expenditure Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Encumbrance</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Balance</u>	<u>Percent Used</u>
0217	Newcomer Cnter (ELL)	1,090,259.00	419,563.48	116,983.91	884,200.13	(213,504.61)	119.58%
0220	Gifted Program	178,853.00	60,137.70	15,059.18	124,076.12	(5,360.82)	103.00%
0230	Well Rounded Education	-	2,448.38	392.74	20,973.23	(23,421.61)	N/A
0237	ARP IDEA	168,488.00	-	136.69	108,327.92	60,160.08	64.29%
0238	Due Process	15,000.00	-	-	926.00	14,074.00	6.17%
0239	Idea Flow-Through	4,176,340.00	916,892.62	571,367.06	3,355,801.15	(96,353.77)	102.31%
0240	District Special Education	-	-	-	528.00	-528.00	N/A
0241	Dept Of Rehab Services (DRS)	379,687.00	139,053.00	40,300.23	278,377.67	(37,743.67)	109.94%
0242	Workforce	236,634.00	41,606.97	14,626.02	273,952.40	(78,925.37)	133.35%
0243	Homebound	55,000.00	11,276.21	20,292.78	155,798.11	(112,074.32)	303.77%
0244	NSSEO	5,346,382.00	-	15,715.12	4,817,195.27	529,186.73	90.10%
0246	Safe Schools Tuition	4,950,000.00	-	678,633.14	5,143,298.10	(193,298.10)	103.91%
0247	Special Ed Transportation	7,598,000.00	-	76,751.70	4,446,196.24	3,151,803.76	58.52%
0248	Assistive Technology	29,925.00	337.47	179.90	8,165.31	21,422.22	28.41%
0249	Special Education	201,935.00	7,606.30	73,766.72	188,642.97	5,685.73	97.18%
0250	CLSP	4,224,341.00	1,009,620.48	268,338.64	2,430,826.46	783,894.06	81.44%
0251	CLSP - Summer School	21,788.00	1,756.90	501.84	4,606.62	15,424.48	29.21%
0252	Directions Fair	2,500.00	-	-	674.65	1,825.35	26.99%
0255	RTI Program	598,883.00	216,126.12	57,370.83	451,142.00	(68,385.12)	111.42%
0260	Special Education Coordinator	11,289,292.00	3,667,590.76	931,672.13	7,189,763.92	431,937.32	96.17%
0280	The Academy At Forest View	3,566,204.00	1,017,774.22	292,450.80	2,247,456.25	300,973.53	91.56%
0282	Upward Bound - Summer School	3,706.00	1,147.33	260.08	2,013.42	545.25	85.29%
0303	Comm Res - Service Learning	4,200.00	460.00	2,130.00	3,540.00	200.00	95.24%
0309	Young Adult Program	84,480.00	51,184.82	40,854.98	229,583.24	(196,288.06)	332.35%
0310	Business Education	2,729,799.00	875,968.87	223,155.70	1,715,901.74	137,928.39	94.95%
0320	Cooperative Education	2,400.00	91.49	58.21	539.69	1,768.82	26.30%
0330	Comm Res - Service Learning	85,590.00	34,901.45	7,798.70	61,059.27	(10,370.72)	112.12%
0338	Three Circles Ag Grant	25,000.00	3,448.20	-	9,916.58	11,635.22	53.46%
0339	Ag Education Incentive	1,500.00	-	-	3,207.93	(1,707.93)	213.86%
0340	CTE	4,354,864.00	1,160,808.79	338,617.97	2,924,060.28	269,994.93	93.80%
0341	Pac Building Program	349,923.00	44,062.02	24,115.80	489,452.46	(183,591.48)	152.47%
0342	CTEI Grant	524,359.00	189,400.22	54,652.25	486,953.22	(151,994.44)	128.99%
0345	Career Development	491,465.00	74,981.47	25,135.39	538,065.88	(121,582.35)	124.74%
0346	Perkins Grant	280,617.00	24,696.10	19,828.44	261,033.78	(5,112.88)	101.82%
0349	Apprenticeship Program	151,100.00	9,502.31	5,058.64	113,052.26	28,545.43	81.11%

Expenditure Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Encumbrance</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Balance</u>	<u>Percent Used</u>
0350	Life Studies	2,047,815.00	653,949.10	168,237.64	1,252,220.04	141,645.86	93.08%
0351	Child Care/Pre School	280,322.00	99,719.31	25,220.65	179,061.84	1,540.85	99.45%
0360	Technology Education	3,231,959.00	1,003,672.68	252,419.28	1,976,504.51	251,781.81	92.21%
0408	Educational Materials & Media	1,264,791.00	80,558.77	11,833.54	1,058,864.62	125,367.61	90.09%
0410	Athletics - Trainers	546,615.00	111,748.08	43,601.48	402,328.86	32,538.06	94.05%
0411	Athletics - Boys	4,569,783.00	1,372,902.40	469,212.79	3,327,090.62	(130,210.02)	102.85%
0412	Athletics - Girls	4,281,896.00	1,171,311.65	410,529.55	3,026,658.97	83,925.38	98.04%
0420	Community Educ Administration	416,662.00	65,400.85	24,505.86	238,005.05	113,256.10	72.82%
0423	Marketing Outreach	156,328.00	16,641.36	6,611.68	80,060.34	59,626.30	61.86%
0429	Music Program	253,350.00	37,578.33	26,860.90	199,494.38	16,277.29	93.58%
0430	CET Travel	360,100.00	34,984.98	32,687.39	353,164.20	(28,049.18)	107.79%
0431	Continuing Education	284,236.00	29,948.59	7,892.05	143,723.49	110,563.92	61.10%
0432	Cultural Performing Arts	57,000.00	1,111.57	283.03	16,096.74	39,791.69	30.19%
0433	Adult Education	210,000.00	32,751.84	13,848.77	94,821.88	82,426.28	60.75%
0434	SOS AVLI Read To Learn	100,000.00	24,181.09	12,764.96	72,195.86	3,623.05	96.38%
0436	YAEP	303,148.00	18,966.57	10,181.69	163,034.98	121,146.45	60.04%
0437	Customized Services	60,000.00	-	-	-	60,000.00	0.00%
0438	ICCB State Basic	375,000.00	58,763.10	26,188.83	209,667.14	106,569.76	71.58%
0439	ICCB State Performance	270,000.00	51,389.60	23,295.83	171,099.18	47,511.22	82.40%
0440	Prenatal/Parenting Instruction	51,000.00	-	5,144.48	30,621.90	20,378.10	60.04%
0441	SOS Family Literacy	50,000.00	10,268.56	4,967.24	36,879.47	2,851.97	94.30%
0442	ISBE Early Childhood	400,000.00	58,907.09	20,864.60	238,093.70	102,999.21	74.25%
0443	ICIRR Citizenship	80,000.00	14,785.65	6,203.82	47,987.53	17,226.82	78.47%
0446	ICCB Federal Basic	380,000.00	66,340.76	29,647.51	183,650.38	130,008.86	65.79%
0447	ICCB Workforce Bridge	20,000.00	-	-	-	20,000.00	0.00%
0448	Iccb Federal Civics	70,000.00	11,271.12	5,476.40	55,370.52	3,358.36	95.20%
0450	NJROTC	334,055.00	58,636.37	21,986.29	229,924.00	45,494.63	86.38%
0460	Vanguard School	2,449,501.00	746,291.93	207,003.79	1,647,421.13	55,787.94	97.72%
0470	Summer School	-	-	-	35,450.76	(35,450.76)	N/A
0471	Regular Summer School	625,862.00	44,868.74	2,767.35	382,551.60	198,441.66	68.29%
0472	ELL Summer Transition	-	-	-	1,714.13	(1,714.13)	N/A
0473	Lang Arts Summer Transition	-	-	-	602.84	(602.84)	N/A
0474	Special Ed Summer Transportation	280,000.00	-	-	133,194.28	146,805.72	47.57%
0481	Senior/Graduation Fees	245,000.00	90,875.16	22,505.45	46,282.84	107,842.00	55.98%

Expenditure Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Encumbrance</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Balance</u>	<u>Percent Used</u>
0482	Yearbook Fees	290,000.00	20,149.42	26,230.54	181,133.71	88,716.87	69.41%
0490	Summer Athletic Program	685,500.00	9,915.26	6,499.97	858,093.00	(182,508.26)	126.62%
0503	Food And Nutrition Services	3,531,542.00	263,975.91	312,964.56	2,243,393.38	1,024,172.71	71.00%
0506	College Night/Career Expo	9,000.00	59.88	1,051.61	2,154.35	6,785.77	24.60%
0523	Project Reclaim	50,000.00	-	30,703.20	132,118.97	(82,118.97)	264.24%
0530	Food And Nutrition Services - Admin	387,338.00	83,164.56	29,908.34	266,079.36	38,094.08	90.17%
0550	Student Security Services	4,137,992.00	1,237,728.48	262,815.25	2,707,616.12	192,647.40	95.34%
0559	Resource Fair	3,400.00	-	-	100.00	3,300.00	2.94%
0560	Student Services	3,900,643.00	1,004,016.88	297,371.88	2,559,957.06	336,669.06	91.37%
0561	Guidance Services	6,624,556.00	2,174,398.04	540,451.88	4,141,535.52	308,622.44	95.34%
0562	Health Services	1,666,909.00	388,759.39	126,508.09	1,052,041.49	226,108.12	86.44%
0563	Psychological Services	2,139,873.00	692,237.32	176,836.97	1,374,487.19	73,148.49	96.58%
0564	Social Work Services	2,000,291.00	701,457.12	172,766.19	1,312,065.46	(13,231.58)	100.66%
0565	Speech Pathology & Audiology	1,117,881.00	368,990.25	91,320.48	691,969.66	56,921.09	94.91%
0569	Medicaid Reimbursement	4,400.00	-	-	1,077.30	3,322.70	24.48%
0570	Student Activities	3,230,864.00	920,381.12	342,824.76	2,381,746.06	(71,263.18)	102.21%
0571	Fine Arts	306,597.00	72,124.76	21,656.61	219,377.85	15,094.39	95.08%
0580	Showcase	135,906.00	32,513.59	8,897.78	94,145.37	9,247.04	93.20%
0581	Arts Unlimited	38,618.00	9,903.27	1,282.74	16,385.81	12,328.92	68.07%
0583	Academic Prep	116,000.00	41,189.36	6,811.25	9,927.47	64,883.17	44.07%
0590	Regular Transportation	9,567,339.00	139,357.85	41,668.31	5,557,980.16	3,870,000.99	59.55%
0600	Pupil Support	1,056,193.00	200,066.67	83,725.93	774,139.01	81,987.32	92.24%
0601	Attendance	837,999.00	235,330.14	68,682.09	525,647.63	77,021.23	90.81%
	Dept Of Professional Learning - Bldg						
0603	Level	181,228.00	1,383.31	3,151.13	113,233.79	66,610.90	63.24%
0610	Media Services	44,200.00	9,334.52	224.80	20,677.13	14,188.35	67.90%
0611	DPS	600,491.00	66,155.47	123,197.12	432,495.83	101,839.70	83.04%
0612	Printing Services	130,000.00	14,351.83	363.65	(7,102.77)	122,750.94	5.58%
0630	Professional Learning	2,093,904.00	213,746.08	96,510.67	1,374,656.29	505,501.63	75.86%
0631	Diversity Equity Incl	267,198.00	55,788.57	20,996.35	213,078.96	(1,669.53)	100.62%
0635	CTEP	66,150.00	-	-	-	66,150.00	0.00%
0640	Assessment Program	1,829,345.00	244,672.44	186,175.72	1,007,865.13	576,807.43	68.47%
0641	Grants And Special Programs	205,181.00	44,153.10	15,976.52	135,897.65	25,130.25	87.75%
0643	Eighth Grade Placement	67,400.00	1,000.00	645.90	80,435.80	(14,035.80)	120.82%

Expenditure Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Encumbrance</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Balance</u>	<u>Percent Used</u>
0660	Library	1,289,392.00	338,658.87	79,766.29	724,059.51	226,673.62	82.42%
0661	Technical Processing	39,300.00	809.79	3,667.64	10,297.13	28,193.08	28.26%
0664	School Library Grant	8,500.00	3,399.99	59.96	59.96	5,040.05	40.71%
0668	Advanced Manufacturing Lab	-	-	-	54,952.00	(54,952.00)	N/A
0670	Bosch Grant	-	-	-	8,619.26	(8,619.26)	N/A
0671	Motorola Grant	30,000.00	1,499.51	3,602.38	26,457.93	2,042.56	93.19%
0680	NCLB Title II - A	272,452.00	33,136.12	4,143.79	97,986.26	141,329.62	48.13%
0690	Teacher Support	2,408,223.00	329,184.10	350,214.73	1,897,747.80	181,291.10	92.47%
0701	Research & Development	64,840.00	6,112.07	1,290.53	22,015.51	36,712.42	43.38%
0711	Finance/Operations Support Ser	-	37,814.63	18,077.44	22,562.86	(60,377.49)	N/A
0712	Business Services	2,126,734.00	353,826.41	142,148.29	1,578,698.92	194,208.67	90.87%
0721	CEO	1,304,089.00	234,018.98	91,126.83	903,870.77	166,199.25	87.26%
0731	Board Services	497,000.00	113,037.72	254,126.08	683,385.35	(299,423.07)	160.25%
0732	Executive Administration	734,393.00	148,107.99	52,781.47	537,314.65	48,970.36	93.33%
0734	Administrative Services	882,736.00	132,753.74	38,404.25	801,944.88	(51,962.62)	105.89%
0740	Teaching And Learning	7,680,567.00	1,746,914.00	627,700.10	5,521,563.76	412,089.24	94.63%
0744	EIU Dual Credit	320,000.00	143,666.69	-	133,112.76	43,220.55	86.49%
0745	Harper Dual Credit	60,000.00	1,284.27	-	36,069.77	22,645.96	62.26%
0747	Arizona State	76,250.00	-	-	11,700.00	64,550.00	15.34%
0748	Lewis Dual Credit	25,000.00	2,205.00	-	20,507.14	2,287.86	90.85%
0749	NIU Dual Credit	80,000.00	-	-	94,785.00	(14,785.00)	118.48%
0760	Human Resources	1,271,992.00	257,232.07	101,160.56	926,063.63	88,696.30	93.03%
0780	School Administration	12,816,276.00	2,697,479.36	1,037,585.61	9,561,518.57	557,278.07	95.65%
0781	FY24 Admin Capital Enhancements	2,000,000.00	-	-	-	2,000,000.00	0.00%
0790	Insurance Damage	44,000.00	9,129.80	1,000.00	73,569.78	(38,699.58)	187.95%
0800	Special Projects	79,200.00	210,168.96	854.73	54,416.92	(185,385.88)	334.07%
0805	Instructional Capital Equipment	123,000.00	20,531.59	28,222.76	52,557.98	49,910.43	59.42%
0810	Bldgs & Ground Improvement	1,502,000.00	413,164.01	61,623.90	704,908.93	383,927.06	74.44%
0815	Triennial Repairs	380,000.00	105,781.00	-	114,745.00	159,474.00	58.03%
0820	Community Rentals	69,000.00	5,532.06	5,139.63	34,427.22	29,040.72	57.91%
0830	Custodial Services	7,972,721.00	1,650,998.36	671,080.22	6,101,787.36	219,935.28	97.24%
0835	Safety & Security	200,000.00	42,880.97	10,423.56	95,879.37	61,239.66	69.38%
0840	Debt Services	3,627,850.00	-	-	3,264,325.00	363,525.00	89.98%
0841	Lease Payment	-	-	-	13,679.39	(13,679.39)	N/A
0850	Furniture	561,701.00	84,742.58	4,511.63	298,744.58	178,213.84	68.27%

Expenditure Summary by Department March 2024

	<u>Department Name</u>	<u>Budget</u>	<u>Encumbrance</u>	<u>Period to Date</u>	<u>Year to Date</u>	<u>Balance</u>	<u>Percent Used</u>
0870	Maintenance Of Plant	12,727,461.00	2,182,090.30	639,293.63	8,377,244.93	2,168,125.77	82.96%
0871	O&M Grants	-	50,000.00	-	-	(50,000.00)	#DIV/0!
0880	Operation Of Plant	7,148,048.00	1,008,566.40	597,878.30	5,165,324.91	974,156.69	86.37%
0882	Capital Projects#2	-	226,844.06	797.50	797.50	(227,641.56)	N/A
0883	Capital Project #3	2,981,635.00	396,666.34	-	2,598,825.30	(13,856.64)	100.46%
0884	Admin	8,280,000.00	4,155,350.90	349,230.60	5,500,975.47	(1,376,326.37)	116.62%
0885	Community Outreach	326,871.00	132,112.32	4,740.00	244,096.59	(49,337.91)	115.09%
0886	Specialized Schools	-	39,579.21	-	1,689,091.61	(1,728,670.82)	N/A
0893	Capital Projects/Parking Fees	16,557,985.00	5,383,580.61	266,105.84	11,452,844.42	(278,440.03)	101.68%
0909	Transfers	7,634,239.00	-	6,000,000.00	7,634,239.00	-	100.00%
0920	Voluntary Retirement Program	1,100,665.00	258,260.79	137,086.01	669,072.94	173,331.27	84.25%
0931	Information Management	240,000.00	7,448.00	7,980.00	109,073.00	123,479.00	48.55%
0940	COVID-19	-	-	-	74.72	(74.72)	N/A
0942	ESSA Title I	1,251,259.00	224,595.20	75,533.97	762,429.95	264,233.85	78.88%
0944	Teacher Leader Grant	300,000.00	22,821.11	2,053.41	234,604.03	42,574.86	85.81%
0947	Esser II	223,402.00	6,975.00	-	250,390.93	(33,963.93)	115.20%
0948	ESSER III	4,507,882.00	1,918,775.24	359,284.58	2,422,336.70	166,770.06	96.30%
0950	Mail Services	277,496.00	39,175.39	27,406.10	206,750.59	31,570.02	88.62%
0970	Benefits/Insurance Dept	113,088.00	36,524.09	14,928.12	133,802.06	(57,238.15)	150.61%
0971	Medical & Life Insurance	4,719,005.00	8,551.00	186,964.24	3,956,940.26	753,513.74	84.03%
0973	Liability Insurance	2,386,500.00	1,950.00	43,556.57	2,026,931.41	357,618.59	85.01%
0974	Risk Management	175,000.00	-	-	120,299.82	54,700.18	68.74%
0975	Wellness Program	15,000.00	-	295.00	2,060.97	12,939.03	13.74%
0976	AED	212,682.00	-	8,630.80	216,753.56	(4,071.56)	101.91%
0980	Staff Services	910,265.00	87,899.70	19,954.00	886,582.13	(64,216.83)	107.05%
District Totals		340,330,669.00	81,638,419.38	28,514,943.23	234,245,435.00	24,446,814.62	92.82%

REQUESTER	TOPIC	DATE OF RECEIPT	DATE OF RESPONSE	BOARD OF EDUCATION REPORT
Propst, Rob/Waste Management	Copy of the most recent service agreement for waste and recycling service for all locations. Copy of the last two months of waste and recycling invoices	3/27/2024	4/25/2024	5/9/2024
Jankowski, Maria	1) Request copies of all billing invoices (public documents) to District 214 from American Heritage Protective Services, Inc. from January 1st, 2019 to December 31st, 2019? (public funds) 2) Request copies of District 214 Board "Bill Lists" (public documents) of monies Paid to American Heritage Protective Services Inc. from January 1st 2019 to April 1st, 2020? (paid public funds)	4/24/2024	5/1/2024	5/9/2024
FrozenArgon	Policy in relation to recording of audio and video in school buildings. Policy in relation to storage of audio and video which was recorded in school buildings. Policy in relation to destruction of audio and video which was recorded in school buildings. Policy in relation to access of audio and video which was recorded in school buildings.	4/24/2024	5/1/2024	5/9/2024

Township High School District 214 - Board of Education
Personnel Transaction Report
May 9, 2024

Custodial Maintenance Personnel 2023-2024

Change	Location	Name	Salary	Hours	Effective Date
Death Termination (From: Custodian II)	EGHS	Thomas Bergloff			April 24, 2024

New	Location	Name	Salary	Hours	Effective Date
Custodian I - 3rd Shift (Initial Location: RMHS)	CM	Karina Sanchez Torres	\$21.89	40	May 10, 2024

Educational Support Personnel 2023-2024

Change	Location	Name	Salary	Hours	Effective Dates
Resignation (From: Instructional Assistant - Student Services)	BGHS	Valerii Buchkovska			May 31, 2024
Probationary Release (From: Campus Safety)	SS	Desiree Rea			April 29, 2024
Resignation (From: Instructional Assistant - Student Services)	BGHS	Julian Rodriguez			May 31, 2024

Educational Support Personnel 2024-2025

Change	Location	Name	Salary	Hours	Effective Date
Bookkeeper (From: Instructional Assistant - Student Services, FVEC)	BGHS	Julie Carlucci	\$27.63	40	July 1, 2024

New	Location	Name	Salary	Hours	Effective Date
Master Scheduler	RMHS	Katherine Morris	\$26.04	40	July 1, 2024

Temporary and Grant Funded Personnel 2024-2025

Position	Location	Name	Salary	Hours	Effective Dates
Instructional Assistant - Student Services	SS	Jason Anderson	\$26.62	7.25	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Luciana Artusi Baltowski	\$25.58	7.5	August 12, 2024 - May 30, 2025
Student Success Coach	FVEC	Valerie Bank	\$26.09	8	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Carly Bennett	\$25.58	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Donald Braaten	\$26.62	7.5	August 12, 2024 - May 30, 2025
Student Success Coach	FVEC	Kimberly Carlson	\$26.62	8	August 12, 2024 - May 30, 2025
Instructional Assistant - EL	SS	Edson Carreto	\$26.09	7.5	August 12, 2024 - May 30, 2025
Division Assistant	SS	Judith Collins	\$26.56	7.5	August 12, 2024 - May 30, 2025
Student Success Coach	FVEC	Angela Ferrazza	\$26.62	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Ruby Fraire	\$26.09	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - EL	SS	Steven Georgiev	\$26.09	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Andrew Ginnan	\$28.24	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Bonnie Graham	\$27.69	7.5	August 12, 2024 - May 30, 2025
Student Success Coach	FVEC	Patricia Handel	\$25.58	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Astrid Itgen-Bessemer	\$26.09	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Robyn Jackson	\$25.58	7.5	August 12, 2024 - May 30, 2025
Administrative Assistant I	FVEC	Emily Janisch	\$26.09	8	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Nabila Kane	\$27.15	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Regina Kmilek	\$26.09	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - EL	SS	Yuriy Kopytko	\$26.09	7.5	August 12, 2024 - May 30, 2025
Student Success Coach	FVEC	Christy Lenzini	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - EL	SS	Rachel Lezak	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Sheryl Lintner	\$28.24	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Javin Maestro	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Deborah Manka	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Quinn Miller	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Caleb Muir	\$25.58	7.5	August 12, 2024 - May 30, 2025
Career Discovery Assistant	FVEC	Ruth Nechas	\$26.56	8	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Charles Nowak	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Christine S. O'Grady	\$27.15	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Deborah Rogers	\$28.81	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Kathleen Sampson	\$26.09	7.5	August 12, 2024 - May 30, 2025
Career Discovery Assistant	FVEC	Katherine Schmidt	\$28.19	5.6	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Allison Schuldt	\$27.15	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Steven Scott	\$26.09	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Larry Shinhoster Jr.	\$26.09	7.5	August 12, 2024 - May 30, 2025
Program Assistant - Medically Fragile Student	JHHS	Abbey Sloan	\$27.63	7.5	August 12, 2024 - May 30, 2025
Career Discovery Assistant	FVEC	Alisa Stanfield	\$27.09	8	August 12, 2024 - May 30, 2025
Program Assistant - Medically Fragile Student	SS	Robert Struggles	\$26.56	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Thaddeus Struggles	\$25.58	7.5	August 12, 2024 - May 30, 2025
Program Assistant - Medically Fragile Student	SS	Anne Marie Tatchoum	\$28.75	7.5	August 12, 2024 - May 30, 2025
Student Success Coach	FVEC	Kristine Thompson	\$26.09	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Susan Thoms	\$30.57	7.5	August 12, 2024 - May 30, 2025
Job Placement Specialist	FVEC	Robert Tortorelli	\$25.58	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Jeffrey Wayne	\$27.69	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	JHHS	Brian Wiest	\$27.15	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Ramon Williams	\$26.09	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Amy Wisniewski	\$28.81	7.5	August 12, 2024 - May 30, 2025
Instructional Assistant - Student Services	SS	Christopher Wolowiec	\$28.24	7	August 12, 2024 - May 30, 2025
Program Assistant - Medically Fragile Student	JHHS	Renuka Yuvaraj	\$37.94	7.5	August 12, 2024 - May 30, 2025
Program Assistant - Medically Fragile Student	SS	Karen Zeug	\$27.63	7.5	August 12, 2024 - May 30, 2025

Township High School District 214 - Board of Education
Education Association and Administrative/Supervisory Personnel Report
May 9, 2024

ADMINISTRATORS/SUPERVISORS

Position	Location	Name	Salary	Effective Date
Division Head- Special Education	RMHS	Tina Holze	\$135,000	July 1, 2024
Division Head- Math & Science	RMHS	Michelle Gammelgaard	\$145,500	July 1, 2024

EDUCATION ASSOCIATION

Position	Location	Name	Salary	Effective Date
1.0 Physical Education/Health	RMHS	Niko Klebosits	\$64,493 TBA	August 12, 2024
0.8 Social Science/Special Education	PHS	George Corey	\$52,811.20 TBA	August 12, 2024
1.0 School Counselor	RMHS	Andrea Bangura	\$81,528 TBA	August 12, 2024
.2 English (from .8 FTE to 1.0 FTE)	BGHS	Bridgette Jasinski	\$60,842 TBA	August 12, 2024
1.0 World Languages	WHS	Maria Orellana	\$60,842 TBA	August 12, 2024
1.0 School Counselor	RMHS	Beth Battaglia	\$76,661 TBA	August 12, 2024

Resignation	Location	Name	Effective Date
.4 English	RMHS	Junior Sanchez	June 1, 2024

Job Descriptions

Assistant Director of Technology Services and Support
Assistant Director of Technology Operations



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: May 9, 2024

To: Board of Education

From: Kate Kraft, Associate Superintendent

Subject: Job Descriptions

Background

We are proposing new job descriptions to replace outdated ones and to also align with the evolving needs of our educational community. The job description of Assistant Director of Technology Services and Support will aid in delineating responsibilities encompassing strategic leadership in technology implementation and management of technical support teams. This role blends guidance in technological advancement and direct supervision to ensure seamless operations and user satisfaction. The Assistant Director of Technology Operations job description defines the focus on optimizing IT infrastructure, streamlining processes, and ensuring smooth functioning of technology systems. This role will aid in enhancing efficiency across the District's technology landscape. Thank you for considering these job descriptions as we strive to enhance the effectiveness of our educational leadership team.

Administrative Consideration

Newer job descriptions have been reviewed by the administration and are aligned to ensure effective contributions to the district's growth and success.

Recommendation

We respectfully recommend that the Board of Education review and approve the proposed new Assistant Director of Technology Services and Support and Assistant Director of Technology Operations job descriptions to enable the District to move forward with updating the roles.

Replaces Infrastructure Supervisor

TOWNSHIP HIGH SCHOOL DISTRICT 214

JOB TITLE: Assistant Director of Technology Services and Support

ORGANIZATIONAL UNIT: Central Administration

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Technology Services

Supervises: Technology Services Supervisors
System Software Supervisor
Level III Technician

LENGTH OF CONTRACT: Full year

SALARY GRADE: Supervisory Grade Six

GENERAL RESPONSIBILITIES:

The Assistant Director of Technology Services and Support is a specialized, technical position which creates plans and finds solutions in a large technology program. This role also assists with and coordinates procedures in implementing future technology. Additionally, this role investigates, researches and tests emerging technologies and provides leadership in developing future use, management, and growth of complex technology systems. Heavy emphasis is placed on technical abilities and interpersonal skills. This role is responsible for supporting all end-user hardware, software and peripheral needs for all students and staff members of Township High School District 214. In coordination with the Assistant Director of Technology Operations this role assists the Director of Technology Services in developing, implementing and maintaining sound technology resources for the District. This role is also responsible for coordinating the technology services teams to support the implementation and maintenance of the District's technology initiatives.

SPECIFIC DUTIES:

1. Leads and/or assists with project management of general technology-related initiatives beyond the scope of technology services supervisors and leaders.
2. Hires, supervises and evaluates members of the technology services team as directed by the Director of Technology Services.
3. Assists with development of procurement documents and processes related to departmental purchases.
4. Assists in the monitoring and implementation of the technology budget as it pertains to hardware, software and support needs.
5. Manages large and complex district-wide technology projects and rollouts using industry standard project management techniques.
6. Provides project management and leadership to staff and external resources in support of established goals and objectives, improved efficiencies, and problem resolution.
7. Ensures accomplishment of all objectives in accordance with District policies, procedures, and strategic direction, as well as regulatory standards governing the district.
8. Maintains current knowledge of industry and regulatory trends and developments for the District's technology program.
9. Facilitate projects related to the District's 1:1 initiatives.
10. Provides planning and oversight for audio visual projects associated with the technology department; including support for live streamed events as needed.
11. Provide planning and oversight for district printer and copy solutions.
12. Provide planning and oversight for all hardware purchases and yearly refreshes of hardware needs.
13. Collaborate with instructional staff to evaluate, recommend and purchase classroom instructional hardware needs.
14. Serve as a liaison between school staff and the support services team in troubleshooting system issues.
15. Maintain district help desk solutions and work in coordination with the Assistant Director of Technology Operations to ensure all users needs are being addressed.
16. Collaborate with professional development and curriculum and instruction departments in the creation of a training schedule for new hardware and software resources.
17. Coordinate services as needed with outside technology support organizations and vendors.
18. Evaluates potential security breaches, coordinates response, and recommends corrective actions.
19. Maintains technology asset database and supplies inventory for repair and maintenance of district hardware and software.
20. Responsible for overseeing security configuration of end-user computing devices in collaboration with Assistant Director of Technology Operations.
21. Available to work on an on-call basis as needed to ensure availability of technology and appropriate staffing.
22. Collaborates with district and building leadership to ensure equity is infused in practice and remains at the forefront of efforts to disrupt inequities.
23. Performs other tasks assigned by the Director of Technology Services.

Replaces Infrastructure Supervisor

DRAFT

Replaces Infrastructure Supervisor

TOWNSHIP HIGH SCHOOL DISTRICT 214

JOB TITLE: Assistant Director of Technology Operations

ORGANIZATIONAL UNIT: Central Administration

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Technology Services

Supervises: Information Management Supervisor
Network Operations Specialists
Cyber Security Supervisor
Application Specialist
Level IV Technician

LENGTH OF CONTRACT: Full year

SALARY GRADE: Supervisory Grade Six

GENERAL RESPONSIBILITIES:

The Assistant Director of Technology Operations is a specialized, hands-on technical and managerial position responsible for designing, implementing, maintaining and improving the District's technology infrastructure, troubleshooting and solving problems that arise in a large technology program. This role also assists with and coordinates procedures in implementing future technology. Additionally, this role investigates, researches and tests emerging technologies and provides leadership in developing future use, management, and growth of complex technology systems. Heavy emphasis is placed on technical abilities, interpersonal skills, and systems architecture and design. This role is responsible for supporting all security, network, server and data systems for all students and staff members of Township High School District 214. In coordination with the Assistant Director of Technology Service and Support this role assists the Director of Technology Services in developing, implementing, and maintaining sound technology resources for the District. This role is also responsible for auditing, directing, and coordinating the District's cyber security initiatives.

SPECIFIC DUTIES:

1. Leads and/or assists with project management of general technology-related initiatives beyond the scope of technology services supervisors and leaders.
2. Hires, supervises, and evaluates members of the technology services team as directed by the Director of Technology Services.
3. Assists with development of procurement documents and processes related to departmental purchases.
4. Assists in the monitoring and implementation of the technology budget as it pertains to hardware, software, and support needs.
5. Manages large and complex district-wide technology projects and rollouts using industry standard project management techniques.
6. Provides project management and leadership to staff and external resources in support of established goals and objectives, improved efficiencies, and problem resolution.
7. Ensures accomplishment of all objectives in accordance with District policies, procedures, and strategic direction, as well as regulatory standards governing the district.
8. Maintains current knowledge of industry and regulatory trends and developments for the District's technology program.
9. Maintains and manages the district's e-rate program in collaboration with the Director of Technology Services and e-rate consultant.
10. Oversees network security initiatives and coordinates among the various stakeholders on projects working with the technology services supervisors and leadership to implement improvements.
11. Responsible for ensuring business continuity and disaster recovery plans are in place and tested.
12. Responsible for ensuring system backups are functional and tested regularly.
13. Responsible for ensuring failover and redundancy plans are implemented and maintained to ensure uptime for all critical resources.
14. Serves as a liaison between school staff and the network, server and data teams in troubleshooting system issues.
15. Coordinate the efforts of building staff and the data team to optimize the use of the student information system and other critical data systems.
16. Coordinate efforts with staff responsible for other data and reporting systems linked to the student information system.
17. Coordinate services as needed with outside technology support organizations and vendors.
18. Educates technology department and district leadership on appropriate security risk and mitigation strategies.
19. Evaluates potential security breaches, coordinates response, and recommends corrective actions.
20. Available to work on an on-call basis as needed to ensure availability of technology and appropriate staffing
21. Collaborates with district and building leadership to ensure equity is infused in practice and remains at the forefront of efforts to disrupt inequities.
22. Performs other tasks assigned by the Director of Technology Services.

Replaces Infrastructure Supervisor

PERSONNEL TRANSACTION REPORT III

EDUCATIONAL SUPPORT PERSONNEL DISMISSAL RESOLUTION

WHEREAS, it is necessary for this Board of Education to decrease the number of educational support personnel employed by the District for the 2024-25 school year; and

WHEREAS, pursuant to Section 10-23.5 of The Illinois School Code, and because of the Board's decision to decrease the number of educational support personnel employed by the Board, it is necessary to honorably dismiss, effective at the end of the 2023-2024 school term, the educational support personnel whose name is listed on the attached Exhibit "A" – Personnel Transaction Report III.

NOW, THEREFORE, BE IT RESOLVED, that:

1. the educational support personnel whose name is on Exhibit "A" be, and hereby is, honorably dismissed, effective with the end of the 2023-2024 school term; and
2. the Superintendent be, and hereby is, authorized and directed to send to the aforesaid educational support personnel by certified mail or personal delivery, for and on behalf of this Board of Education, a notice of honorable dismissal at least 30 days prior to the end of the current school term; and
3. this Resolution shall be in full force and effect upon its adoption.

DATED May 9, 2024

BOARD OF EDUCATION

TOWNSHIP HIGH SCHOOL

DISTRICT NO. 214

Cook County, Illinois

By: _____

Alva Kreutzer, President

Member _____ moved the adoption of the foregoing resolution, and member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE:

NAY:

The President declared the motion carried and the resolution duly adopted.

EDUCATIONAL SUPPORT PERSONNEL DISMISSAL RESOLUTION

EXHIBIT "A"

EDUCATIONAL SUPPORT PERSONNEL

TERMINATION

A Board resolution authorizing non-renewal of employment agreement and directing the administration that the following educational support personnel be sent a certified or personally delivered letter indicating she will be honorably dismissed at the expiration of the current school term on June 30, 2024. (1)

FOREST VIEW EDUCATIONAL CENTER

LISA CAVAIANI

Production/Mail Technician I (12 month) (8.0 hrs.)