



Committee of the Whole Agenda

Township High School District 214 Board of Education
Thursday, August 8, 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**

Seeking approval for the minutes from July 18 and July 30, 2024.

5. **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.

6. **Superintendent Report**

7. **Discussion Items**

7.1. Business of the Board

7.1.1. Proposed Changes to Board Policies

Proposed changes to Board Policy as recommended by the Illinois Association of School Boards.

7.1.2. Proposed 2025-2026 School Calendars

Proposed calendars for the 2025-2026 school year including the fiscal calendar.

7.2. Activities and Operations

7.2.1. Snow Removal and Ice Control Contract Renewal

Seeking approval to extend the existing snow removal contract

7.2.2. Buffalo Grove East Fields Project Contract

Request to approve a purchasing cooperative vendor contract to convert the softball field into a baseball field

7.3. Business Services

7.4. Community Engagement and Outreach

7.4.1. Studio 214 Update

7.4.2. Community Education Report

7.5. Human Resources

7.5.1. Summer Hiring and New Staff

7.6. Student Services

7.6.1. Dean Retreat

7.7. Teaching and Learning

7.7.1. Summer Programming Department Update

8. **Roll Call Action Items**

8.1. Approval of Accounts Payable

Seeking approval of accounts payable for August 8, 2024

9. **Closed Session**

9.1. 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.
- Student Discipline

9.2. Motion to adjourn closed session

10. **Roll Call Action Item**

10.1. Approval of Personnel Transaction Reports

Seeking approval of personnel transaction reports for August 8, 2024

11. **Adjournment**



BUSINESS MEETING MINUTES

Township High School District 214 Board of Education
Thursday, July 18, 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, Andrea Rauch, Lenny Walker
Absent: Millie Palmer

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of the Agenda

Motion by Andrea Rauch with second by Frank Fiarito

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

4. Approval of the Minutes

Motion by Bill Dussling with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch

Abstain: Lenny Walker

5. Board Recognition

5.1. David Schuler Redefining Ready Scholarship

The recently renamed Dr. David R. Schuler Redefining Ready! Scholarship awards multiple scholarships to graduating seniors across the District annually for postsecondary education. The following students were awarded scholarships this year:

- Timothy George
- Xavier Lipani
- Marina Roe
- Grace Yaako
- Bali Esquivel
- Jack Greenspan
- Cameron McCorry
- Andrew Pignataro
- Leann Shaya

6. Public Comments - None

7. Superintendent Report

Superintendent Scott Rowe welcomed Kara Kendrick, the new Associate Superintendent for Student Services.

Thank you to parents, boosters, and business partners for your generous gifts, totaling \$227,000.

In June, a two day retreat was held for the District Executive Council, setting goals for administration team, meeting with Deliver Ed for the strategic plan and a data retreat.

Deliver Ed will present to the Board in August including their data analysis and a report of their survey findings.

Administration Week will be the first week of August.

8. Board Member Updates

Lenny Walker reported the Foundation Golf Outing at Top Golf will be in September and registration is now open.

Frank Fiarito reported there was no NSSEO meeting; the Foundation quarterly meeting is next week; there is a new process to register your student in athletics open now; IHSA pushed back the start date for athletics.

Andrea Rauch reported school registration is open.

Alva Kreutzer reported she attended the music from the Greatest Showman, the summer musical, held at Wheeling Park District.

9. Roll Call Action Items

9.1. Business of the Board

9.1.1. Approval to Dispose of Closed Session Audio Recordings

Motion by Bill Dussling with second by Lenny Walker

Aye: Bill Dussling, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

Abstain: Frank Fiarito,

9.1.2. Approval of six-month review of closed session minutes

Motion by Frank Fiarito with second by Bill Dussling

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

9.2. Business Services

9.2.1. Approval of Accounts Payable

Motion by Bill Dussling with second by Frank Fiarito

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

9.2.2. Monthly Board Update

Associate Superintendent for Business Services, Time Keely, reported that tax bills came out on time this year and reviewed the new tax flow for the current year. June 30 was the close out of the 23-24 fiscal year and audit prepping has started. The department is preparing for the start of the school year: food services back next week; transportation routing has started. Late arrival and early dismissal buses will not be running this year.

9.3. Teaching and Learning

9.3.1. Approval of University of Illinois Contract

Motion by Bill Dussling with second by Andrea Rauch

Laz Lopez reviewed the program with the University of Illinois who will work with the district and feeder districts to collaborate math instruction with vertical alignment in grades 6 – 12, through Algebra 2, across all 18 schools. Board discussion followed.

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

9.4. **Operations**

9.4.1. Summer Construction Update

Aneta Mistak updated the Board on the status of summer construction projects. The Elk Grove Student Services and Health Services project is on schedule and in the final stages. The Elk Grove Culinary project will be done by Labor Day. The Prospect roofing is on schedule and HVAC will be ready. The Prospect pool replaster has been demoed and final plastering will be next week. The Buffalo Grove athletic fields project has been affected by rain. Even with weekends and evenings it is 11 days behind. Buffalo Grove will use the tennis courts for additional parking as there is no more basin parking. The Buffalo Grove boiler replacement went from 10, 24 years old boilers to 4 new boilers, a huge savings in energy costs.

9.5. **Student Services**

9.5.1. Approval of Hopeful Beginnings Contract

Motion by Bill Dussling with second by Mark Hineman

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

9.6. **Community Engagement and Outreach**

9.6.1. Approval of Freedom of Information Act Report

Motion by Lenny Walker with second by Frank Fiarito

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

10. Closed Session

10.1. 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.
- Setting a price for sale or lease of property

Motion by Lenny Walker with second by Andrea Rauch

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

The Board went into closed session at 8:00 pm

10.2. Motion to adjourn closed session

Motion by Frank Fiarito with second by Andrea Rauch

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

The Board reconvened in open session at 9:15 pm

11. Roll Call Action Item

11.1. Human Resources

11.1.1. Approval of Personnel Transaction Reports

Motion by Andrea Rauch with second by Mark Hineman

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

11.1.2. Approval of Job Descriptions

Motion by Mark Hineman with second by Frank Fiarito

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

12. Adjournment

Motion by Bill Dussling with second by Andrea Rauch

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

The meeting adjourned at 9:16 pm

Alva Kreutzer, President

Lenny Walker, Vice President



BUSINESS MEETING MINUTES

Township High School District 214 Board of Education
Tuesday, July 30, 2024 at 8:00 AM
Forest View Educational Center, Room C-102
2121 South Goebbert Road
Arlington Heights, IL 60005

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

1. Call to Order

1.1. President Kreutzer called the meeting to order at 8:00 am

2. Pledge of Allegiance

3. Public Comments - None

4. Roll Call Action Items

4.1. Approval of Personnel Transaction Reports

Motion by Frank Fiarito with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer

5. Adjournment

5.1. Motion to adjourn

Motion by Mark Hineman with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer

Meeting adjourned at 8:02 am

Alva Kreutzer, President

Lenny Walker, Vice President



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

Dr. Scott Rowe
Superintendent

Date: August 8, 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. In addition, several policies are re-approved on an annual basis.

Information:

The following policies have been recommended for adoption; changes noted below:

- 2:70 Vacancies on the Board (five-year review)
- 2:125 Board Member Compensation; Expenses (five-year review)
- 2:160 Board Attorney (five-year review)
- 4:15 Identity Protection (five-year review)
- 4:70 Resource Conservation (five-year review)
- 4:80 Accounting and Audits (bank accounts for revolving funds are limited to a balance of \$1000 up from \$500)
- 5:130 Responsibilities Concerning Internal Information (five-year review)
- 5:180 Temporary Illness or Temporary Incapacity (five-year review)
- 5:200 Terms and Conditions of Employment and Dismissal (short-term approval for teachers without endorsement in content area and requirement to obtain endorsement before teaching the next year)
- 5:310 Compensatory Time-Off (five-year review)
- 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program (five-year review)
- 6:140 Education of Homeless Children (new references)
- 6:150 Home and Hospital Instruction (five-year review)
- 7:170 Vandalism (five-year review)

The following policies are approved annually:

- 2:260 Uniform Grievance Procedure
- 5:20E Resolution to Prohibit Sexual Harassment

- 7:20 Harassment of Student Prohibited
- 7:180 Prevention of and Response to Bullying, Harassment and Intimidation
- 7:190 Student Behavior

Recommendation:

Administration has reviewed the proposed changes, reviewed the policies for the five-year review, reviewed the annually approved policies and recommends adopting the proposed Policy updates at the August 22, 2024 Board meeting.

School Board

Vacancies on the School Board - Filling Vacancies ¹

Vacancy

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs: ²

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

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. A helpful publication is on the IASB website, *Vacancies on the Board of Education*, published by the Ill. Council of School Attorneys (ICSA), available at: www.iasb.com/law/vacancies.cfm.

² 105 ILCS 5/10-11. See also 10 ILCS 5/25-2.

³ *Id.* *Legal disability* is not defined, but must be interpreted consistently with other laws, e.g., laws prohibiting discrimination on the basis of a disability. A similar statute regarding the occurrence of vacancies on the State Board of Education provides guidance. It states that a vacancy occurs when: "a member is adjudicated to be a person under legal disability under the Probate Act of 1975, ~~as amended~~, or a person subject to involuntary admission under the Mental Health and Developmental Disabilities Code." 105 ILCS 5/1A-2.1.

⁴ *Id.* at f/n 2. See also Ill. Constitution, Art. XIII, and 5 ILCS 280/1. Depending on the authority, *infamous crime* has different meanings. Pursuant to 10 ILCS 5/25-2 felony, bribery, and perjury ~~fall~~ are *infamous crimes*. An *infamous crime* is one that is inconsistent with commonly accepted principles of honesty and decency. *People ex rel. City of Kankakee v. Morris*, 126 Ill.App.3d 722 (3rd Dist. 1984). An admission of guilt, pursuant to a plea agreement, to an otherwise office-disqualifying offense, constitutes a resignation. 10 ILCS 5/25-2. An Ill. ~~A~~ppellate court twice found that a felony forgery conviction in another state constituted an infamous crime rendering the individual ineligible to hold the office of school board member. *Alvarez v. Williams*, 23 N.E.3d 544 (Ill.App.1 2014); *Williams v. Cook Co. Officers Electoral Board*, 35 N.E.3d 82 (Ill.App.1 2015).

A board member commits official misconduct if he/she intentionally or recklessly fails to perform any mandatory duty required by law, knowingly performs an act forbidden by law, performs an act in excess of his or her lawful authority in order to obtain personal advantage for oneself or another, or solicits or knowingly accepts for doing any act a fee or reward which he or she knows is not authorized by law. 720 ILCS 5/33-3.

⁵ See *Miceli v. Lavelle*, 114 Ill.App.3d 311 (1st Dist. 1983).

⁶ *Id.* at f/n 2 and 50 ILCS 105/3. 105 ILCS 5/10-9 contains limited exceptions to the laws prohibiting board member interest in contracts (explained in footnotes to [sample policy](#) 2:100, *Board Member Conflict of Interest*). Virtually the same exceptions are stated in 50 ILCS 105/3. For more information, see [Answers to FAQs Regarding Conflict of Interest and Incompatible Offices-FAQ](#) (Ill. Council of School Attorneys), available at: www.iasb.com/law/COI_FAQ.pdf.

9. Acceptance of a second public office that is incompatible with Board membership. ⁷

Filling Vacancies ⁸

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy.⁹ After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings. ¹⁰

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⁷ An individual may not ~~hold~~ simultaneously ~~hold~~ two offices that are incompatible; acceptance of the second office is a constructive resignation of the first office (Ill. Constitution, Art. IV, Sec. 2(e), and Art. VI, Sec. 13(b)). The offices of alderman, school board member, and park district commissioner are incompatible. People ex. Rel. Alvarez v. Price, 408 Ill.App.3d 457 (1st Dist. 2011). The court found that offices can be incompatible absent an actual conflict; the eventuality of a conflict is enough. See People v. Wilson, 357 Ill.App.3d 204 (3rd Dist. 2005)(simultaneously holding offices as a county board member and a school board member violates the Public Officer Prohibited Activities Act; this legislation prohibits a county board member from holding a second office). For more information on incompatible offices, see the FAQ referenced in f/n 6.

A board member may participate in a group health insurance program provided to an employee of the district that the board member serves if the board member is a dependent of that employee. 105 ILCS 5/10-22.3a.

⁸ This paragraph restates the requirements in 105 ILCS 5/10-10, ~~amended by P.A. 101-67, eff. 1-1-20~~. If the board fails to act within 60 days after the vacancy occurs, the regional superintendent, under whose supervision and control the district is operating, must then fill the vacancy within 30 days. Id.

105 ILCS 5/9-11.2 provides that in any school district that elects its board member according to area of residence and that has one or more unexpired term(s) to be filled at an election, the winner(s) of the unexpired term(s) shall be determined first and independently of those running for full terms.

If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5, ~~amended by P.A. 100-800~~.

Questions arise when fewer individuals run for seats on the board than are up for election. 105 ILCS 5/10-11 partially addresses this issue; it states “no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified.” Id. A board with potential *holdover* incumbent members should seek advice from the board attorney regarding (1) how long the seat can be held over by the incumbent member, and (2) the process by which the Board should fill the seat.

Use this alternative for districts in suburban Cook County: replace “Regional Superintendent” with “appropriate Intermediate Service Center Executive Director.”

⁹ The process for filling a vacancy is at the board’s discretion. See sample exhibit 2:70-E, Checklist for Filling Board Vacancies by Appointment.

¹⁰ The Open Meetings Act allows a board to consider in closed session the appointment of someone to fill a vacancy. 5 ILCS 120/2(c)(3).

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

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

DRAFT

School Board

Board Member Compensation; Expenses ¹

Board Member Compensation Prohibited ²

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote ³

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses ⁴

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

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¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); the Local Government Travel Expense Control Act (ECA), 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act, 30 ILCS 708/130 (regulation of travel expenses under grants)).

² The legal limit for board secretary compensation is \$500 per year. 105 ILCS 5/10-14.

³ 50 ILCS 150/15. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a roll call vote.

Although the School Code has always required a roll call vote on public expenditures, the ECA requires a roll call vote for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, or
2. Board member (50 ILCS 150/15).

See f/n 13, below, for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

⁴ 50 ILCS 150/10 requires boards to regulate the reimbursement of expenses by *resolution* or *ordinance*. Unlike like 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. Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses*, and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

⁵ Id. For a sample resolution, see [sample exhibit](#) 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

⁶ 50 ILCS 150/10 allows boards to determine this timeline locally.

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District's budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone's personal expenses,¹⁰ or (3) entertainment expenses.¹¹ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or

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

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and [sample](#) policy 2:240, *Board Policy Development*.

This sample policy uses "No later than approval of the annual budget" to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency* and/or *an extraordinary circumstance*).

Consider consulting the board's auditors to assist with this decision. Other options for the timing of when boards should set the MARA include ~~deleting "No later than approval of the annual budget" and replacing it with:~~

1. ~~Deleting "No later than approval of the annual budget" and replacing it with "At the start of each fiscal year"~~
2. ~~Deleting "No later than approval of the annual budget" and replacing it with "At the start of each school year"~~
3. ~~Deleting "No later than approval of the annual budget" and replacing it with "At the start of each calendar year"~~
or
4. ~~Deleting "No later than approval of the annual budget" and replacing it with "When presenting the proposed budget"~~

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district's financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it categorize by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor's recommendation, the community's preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in [sample exhibit](#) 2:125-E3, *Resolution to Regulate Expense Reimbursements*, to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25.

any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. ¹²

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. ¹³

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:¹⁴

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools; ¹⁵
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used.¹⁶ If an expense advancement is not requested, expense reimbursements may be issued by the

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

¹² Id.

¹³ 50 ILCS 150/10 and 15. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board's resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent "did not plan well" or "an organization's conference fees went up more than expected this year after the board adopted its resolution," may open the board to public relations and other legal challenges. See Laukhuf v. Bd. of Educ., 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act (OMA)(5 ILCS 120/), which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

¹⁴ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see f/n 20, below.

¹⁵ Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center Executive Director."

¹⁶ 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the Reimbursements and Purchase Orders subhead, below).¹⁷ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses¹⁸ by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards ¹⁹

Credit and procurement cards shall not be issued to Board members.

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

¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

“~~and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list.~~”

See also f/n 8 in [sample](#) policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: “an *estimate* if expenses have not been incurred ...” or “a *receipt* ... if the expenses have already been incurred,” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see [sample exhibit](#) 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ Optional. Consult the board attorney about issuing credit and procurement cards to board members. See f/n 1 of [sample](#) policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete “~~Credit and procurement cards shall not be issued to Board members~~” and insert “Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.”

Standardized Expense Form(s) Required ²⁰

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. ²¹
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.²² Copies of airline tickets and baggage receipts must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.

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²⁰ 50 ILCS 150/20. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The PRESS materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see [sample exhibits 2:125-E2](#), *Board Member Estimated Expense Approval Form*, and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/ (including for grant-related travel, see f/n 24, below),
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

²¹ 50 ILCS 150/20(2) and (3).

²² Optional. This language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

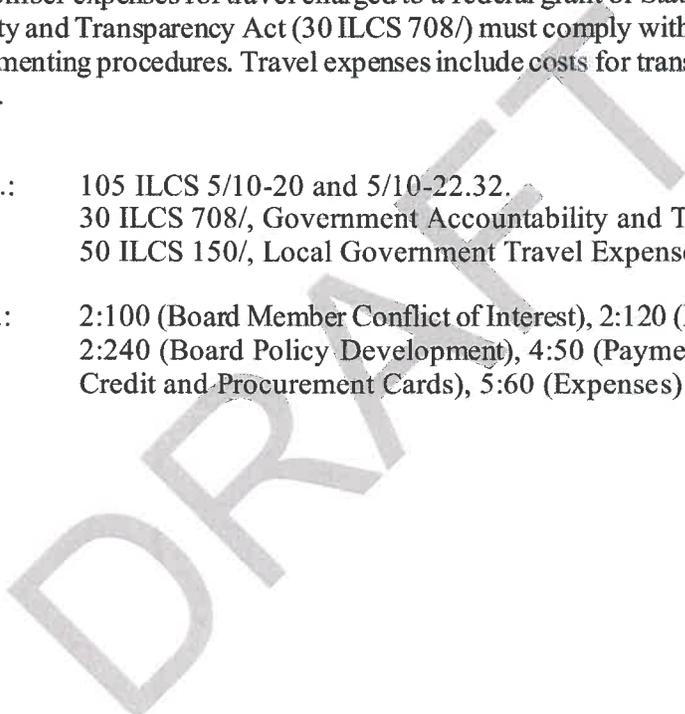
- e. Taxis, airport limousines, ride sharing or other local transportation costs.
- 3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board.²³ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
- 4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
- 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants ²⁴

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

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
 30 ILCS 708/, Government Accountability and Transparency Act.
 50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development),
 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of
 Credit and Procurement Cards), 5:60 (Expenses)



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²³ Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs ~~and tips~~ up to \$ _____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

²⁴ Required by 30 ILCS 708/130. See sample policy 5:60, *Expenses*, and its f/ns 22-36 for details. Federal travel regulations state that requests for authorization for actual expense reimbursement should be made in advance of travel. 2 C.F.R. §301-11.302. Sample exhibit 2:125-E2, Board Member Estimated Expense Approval Form, can be used as a form for pre-approval.

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School Board

Board Attorney¹

The School Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the ~~School~~ Board in its capacity as the governing body for the School District.² The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter.³ The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney.⁴ The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

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

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¹ The attorney's selection and duties are totally within the board's discretion – bidding is not required. 105 ILCS 5/10-20.21.

² Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct, at ~~www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp~~www.illinoiscourts.gov/rules/supreme-court-rules?a=viii, address concurrent conflicts of interest. Board presidents, superintendents, and board attorneys should be prepared to ask potential board attorneys whether they will have the ability to declare that representation of the board and district will be to the exclusion of all other clients having potential conflicts with the board and district's interests. See exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

³ There is no general format for an agreement for legal services or an engagement letter. To help monitor its legal fees, a board should require a written agreement or an engagement letter with the board attorney or law firm that details the services, fees, expenses, and billing format. See [sample](#) exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

Legal services can be spelled out in the policy but boards face the attendant risk of conflicting lists. However, a board desiring such a list can use the following:

The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

⁴ Depending on the fee arrangement, contacting the board attorney generates fees owed by the district. Thus, to avoid excessive attorney fees, the board should consider limiting individuals who are authorized to contact the board attorney. Additional individuals may be added to this sentence as in the alternative below:

The following people are authorized to confer with and/or seek the legal advice of the Board Attorney: Superintendent or designee, Business Manager, District Freedom of Information Officer, Complaint Manager(s), District treasurer, and the Board President.

Individual board members should refrain from discussing their board attorney's advice outside of a board meeting. Disclosing legal advice can waive the attorney-client privilege. Individual board members possess none of the board's powers and are not authorized to individually waive attorney-client privilege on behalf of the board as an entity.

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

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

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

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Operational Services

Identity Protection ¹

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: ²

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.

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

¹ Consult the board attorney before adoption of this policy. Districts may choose to provide or implement more protections than the statutory requirements outlined in this sample policy. While the laws that apply to this policy govern current management of sensitive information, best practices may outpace the law's ability to keep up. See also f/n 19 to sample policy 2:250, *Access to District Public Records*, detailing the preservation requirements of the Local Records Act (50 ILCS 205/3), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/), and litigation holds or document preservation requirements pursuant to Federal Rules of Civil Procedure (Rules 16 and 26).

The Identity Protection Act (IPA) (5 ILCS 179/) requires that this subject matter be covered in policy and controls its content. 5 ILCS 179/35. The Act places greater limits on the use of social security numbers (SSNs) than federal law. The IPA defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." (*Social security number* is not capitalized in the IPA). 5 ILCS 179/5. Much of a district's collection, storage, use, and disclosure of SSNs applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide SSNs, and any collection and retention of students' SSNs must also be in accordance with this policy.

Another State law, the Personal Information Protection Act (PIPA) (815 ILCS 530/~~amended by P.A. 101-343, eff. 1-1-20~~) requires *data collectors of personal information* to provide certain notice to Illinois residents, and in certain cases, the Ill. Attorney General, when the collector's system data is breached. 815 ILCS 530/10/~~amended by P.A. 101-343, eff. 1-1-20~~. Under PIPA, *data collector* is broadly defined to include government agencies and any entities that deal with nonpublic *personal information*. *Personal information* is defined as: (1) an individual's first name or first initial combined with a an SSN, driver's license number or State identification card number, financial account information (including without limitation, credit or debit card numbers), medical or health insurance information or biometric data; or (2) a username or email address in combination with a password or security question and answer that would permit access to an online account. Id. at 530/5. Depending on whether the *data collector* owns or merely maintains or stores the information, additional notification requirements will also apply. Finally, PIPA requires *units of local governments* to dispose of personal information so that it may not be read or reconstructed. Id. at 530/40. It is unclear whether Section 530/40 applies to school districts because PIPA does not specifically identify school districts as *units of local governments* (Ill. Constitution Article VII, Sec. 1). However, the Ill. State Board of Education (ISBE) considers PIPA to apply to the handling of personally identifiable information under grant awards. See the ISBE *Checklist for Protection of Personally Identifiable Information Review*, referenced in f/n 9, below. **Consult the board attorney for advice on the applicability of PIPA's various mandates to your district.** See f/n 4, below for more information about options to include PIPA requirements in this sample policy.

The U.S. Cybersecurity & Infrastructure Security Agency (CISA) recommends that K-12 districts have an *incident response plan (IRP)* that details what a district needs to do before, during, and after an actual or potential security incident. See www.cisa.gov/online-toolkit-partnering-secure-guard-k-12-organizations-cybersecurity-threats. In the case of a data breach, it is critical for a district to have an IRP in place that is customized to local conditions and to practice the plan. Having an IRP may also be required for cyber liability insurance coverage. For resources and templates, see <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-61r2.pdf>, www.iltillinois.org/resources/k12-incident-response-plan-template-security-studio, and <https://studentprivacy.ed.gov/resources/data-breach-scenario-trainings>, and www.k12six.org/essentials-series.

² The list of goals is optional; it may be deleted, augmented, or otherwise amended.

Teach

2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following: ^{3 4}

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

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³ The IPA requires items #1-4 to be covered in a policy. 5 ILCS 179/35(a).

⁴ For boards that want to include PIPA mandates in this Policy, insert the following option after the IPA items #1-4, or if the board includes items #5 and #6 (discussed in fn 6, below), after items #1-6, and add "815 ILCS 530/, Personal Information Protection Act" to the Legal References:

The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual and, if applicable, the owner of the information, as required by, 815 ILCS 530/10 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
 - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
 - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
2. Notification to the Ill. Attorney General as required by 815 ILCS 530/10, if a single breach of the security system requires the District to notify more than 500 Illinois residents.
3. Cooperation with the owner of the information in matters relating to the breach, if applicable, as required by 815 ILCS 530/10.
4. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #1, above.

⁵ See [sample exhibit 4:15-E2](#), *Statement of Purpose for Collection of Social Security Numbers*.

5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request. ⁶
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee. ⁷

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.⁸ This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards ⁹

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*,¹⁰ (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII)¹¹ and (3) information that the District considers to be sensitive consistent with

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⁶ Items #5 and #6 are not required to be in policy but districts are required to perform the described action(s). 5 ILCS 179/35(b). These compliance measures are covered in [sample administrative procedure 4:15-AP1, Protecting the Privacy of Social Security Numbers](#).

⁷ Optional. See f/n 6 above.

⁸ This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.

⁹ While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the Ill. State Board of Education's (ISBE's) *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist), at www.isbe.net/Pages/Federal-and-State-Monitoring.aspx www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx, requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). This [sample](#) policy and accompanying [sample](#) administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*, are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

¹⁰ *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. Protected PII does not include *personally identifiable information* (PII) that is required by law to be disclosed. 2 C.F.R. §200.182. See [sample administrative procedure 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards](#). Protected PII is similar to, but broader than, the definition of *personal information* under PIPA.

¹¹ PII is a broader concept than Protected PII. Said another way, Protected PII is a subset of PII.

applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information.¹² The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.¹³ Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).
5 ILCS 179/, Identity Protection Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), [7:345 \(Use of Educational Technologies: Student Data Privacy and Security\)](#)

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

PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. Public PII includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.179.

In addition to 2 C.F.R. 200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of *personally identifiable information* (PII) under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. §1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/, ~~amended by P.A. 101-516, eff. 7-1-21~~), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

¹² See [sample administrative procedure](#) 4:15-AP2, [Treatment of Personally Identifiable Information Under Grant Awards](#).

¹³ The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. See [www.isbe.net/Pages/Federal-and-State-Monitoring.aspx](#) ~~[www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](#)~~. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually.

Operational Services

Resource Conservation ¹

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

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible. ²
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible. ³
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) establish a goal for the be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District, when it is economically and practically feasible to do so. ⁴
4. ~~Adherence to e~~Energy conservation measures. ⁵

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¹ State or federal law controls this policy's content. 105 ILCS 5/10-20.19c.

² Required by 105 ILCS 5/10-20.19c(a-5).

³ Required by 105 ILCS 5/10-20.19c(b) - (e).

⁴ ~~Required by~~ 105 ILCS 5/10-20.19c(e-5). Everything in this paragraph is Item (a) is mandatory. Item (b) except that this is not mandatory because the statute only "encourages" districts to investigate "potential markets for other recyclable materials that are present in the school district's waste stream." 105 ILCS 5/10-20.19c(e-5) required districts to have waste reduction procedures designed to achieve at least a 50% reduction in the amount of solid waste generated by the district before 7-1-20. but it was unclear about what year or baseline number or year that a district must needed to use to determine whether it has achieved at least a 50% reduction in the amount of solid waste that it generates by 7-1-20 the reduction. One option for a baseline may be to was to use the date this law became effective, which was 7-18-08, or the year closest to it for which the district still retained relevant records; however, consult the board attorney for assistance in determining these baselines. Item (c) is optional. The statute does not establish any reduction goals past 7-1-20, therefore item (c) gives districts the flexibility to establish additional goals when it is economically and practically feasible to do so.

⁵ Districts are authorized to enter into *guaranteed energy savings contracts* to implement *energy conservation measures*, including any improvement, repair, or alteration of any school district building, or any equipment or fixture to be added to a district building, that is designed to reduce energy consumption or operation costs. 105 ILCS 5/19b. The guaranteed energy savings contract must provide that all payments are to be made over time, and energy cost savings must be specified and guaranteed to the extent necessary to pay the costs of the energy conservation measures. State law provides the process for requesting proposals and entering into contracts. Any contract is valid whether or not funding has been appropriated in any budget adopted by the board.

LEGAL REF.: 105 ILCS 5/10-20.19c and 5/19b.

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

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Consult the board attorney about whether an energy conservation measure qualifies for funding as an energy conservation project under the Ill. Finance Authority Act (FAA). 20 ILCS 3501/. The FAA specifically includes energy conservation projects in school districts. 20 ILCS 3501/820-10(c). The FAA's definition of *energy conservation project* is very similar to the School Code's definition of *energy conservation measure* (105 ILCS 5/19b-1.1); it also includes measures that reduce the amount of electricity or natural gas required to achieve a given end use, consistent with the definition of *energy efficiency* in the Ill. Power Agency Act. 20 ILCS 3855/1-10. Funding under the FAA requires a certification that the project will be a cost-effective energy-related project that will lower energy or utility costs in connection with the operation or maintenance of such building or facility, and will achieve energy cost savings sufficient to cover bond debt service and other project costs within 10 years from the date of project installation. 20 ILCS 3501/820-10(c).

4:70

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Operational Services

Accounting and Audits ¹

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

Annual Audit ²

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

Annual Financial Report ³

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

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¹ State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. 23 Ill.Admin.Code §100.70. This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. The *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing* at 23 Ill.Admin.Code Part 100 replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin.Code Part 125, *Student Activity Funds and Convenience Accounts*.

² Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. 31 U.S.C. §7501 *et seq.* [Grant Accountability Transparency Act \(GATA\) \(30 ILCS 708\)](#) rules also require districts that receive federal pass-through and State-issued awards to have a financial statement audit conducted in accordance with 23 Ill.Admin.Code §100.110, regardless of the amount of award expenditures. 44 Ill.Admin.Code §7000.90(c)(3). See [fn 5, below, for additional information regarding GATA.](#)

~~Use this alternative for~~ For districts in suburban Cook County, replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center [Executive Director](#)."

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act (5 ILCS 120/).

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

³ Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

Inventories ⁴

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable.⁵ The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.⁶

Capitalization Threshold ⁷

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

Disposition of District Property ⁸

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

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⁴ ~~The Ill. Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found at: www.isbe.net/Documents/ipam.pdf. The last sentence of this section should be modified to align with local conditions. The content of inventory records is at the district's discretion, with the exception of supplies and equipment that are governed by 2 C.F.R. §200.313. See f/n 5, below.~~

⁵ 2 C.F.R. §200.313. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State-issued grant awards through the Grant Accountability Transparency Act (GATA) (30 ILCS 708/), unless exempted in whole or in part by the Governor's Office of Management of Budget. 30 ILCS 708/55. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by the Ill. State Board of Education (ISBE). See [sample administrative procedure 4:80-AP3, Inventory Management for Federal and State Awards](#). ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf and www.isbe.net/Pages/Federal-and-State-Monitoring.aspx, www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

⁶ *Id.* In connection with ISBE's grant monitoring function, ISBE published a *Checklist for Equipment and Inventory Review* which requires an approved policy (or procedure) related to the management of equipment at: www.isbe.net/Pages/Federal-and-State-Monitoring.aspx ~~www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx~~.

⁷ Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. 2 C.F.R. §§200.133 and 200.313(e). The Government Accounting Standards Board (GASB) Statement No. 34 at para. 115(e) states that a government should disclose its policy "for capitalizing assets and for estimating the useful lives of those assets." See GASB Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at: www.gasb.org. ~~There are no specific requirements for such policies; however, District auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure.~~ Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

⁸ The requirements in this section are specified in 105 ILCS 5/5-22 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements), 5/10-22.8 ([sale of personal property](#)); and 2 C.F.R. §200.313(e) for federal awards and State awards governed by GATA. See f/n 5, above, regarding grant award requirements. A board that desires to act on the disposition of property having *any* value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits⁹

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

Controls for Revolving Funds and Petty Cash¹⁰

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of ~~\$500,000~~ \$1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

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The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOLBUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under 625 ILCS 5/12-801. 625 ILCS 5/12-806(b).

⁹ The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec. 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2019), *Employer's Tax Guide to Fringe Benefits*, at: www.irs.gov/pub/irs-pdf/p15b.pdf.

¹⁰ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the ~~\$1,000~~ \$500 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

The School Code defines petty cash as a type of revolving fund. *Id.* It and other revolving funds carry a standard balance and are regularly reimbursed to maintain the standard balance amount (generally referred to as an *imprest system* of financial accounting). In practice, petty cash is paid out of a *de minimis* cash amount maintained by a fund custodian. Disbursement from a revolving fund other than petty cash is typically made against an imprest checking account, by an authorized signor who is readily available in the district, e.g., a superintendent or building principal. The authorized signor manages the revolving fund and requests the board to reimburse the fund for expenses incurred to bring the imprest account back to its standard balance.

Control Requirements for Checks ¹¹

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

Internal Controls ¹²

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud,

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¹¹ This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals: the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

See [sample policy 4:90, *Student Activity and Fiduciary Funds*](#), for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/. Electronic records and signatures are governed by the Uniform Electronic Transactions Act, 815 ILCS 333/, ~~added by P.A. 102-38~~. Attorneys disagree about the applicability of these laws to school districts.

¹² This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." 23 Ill.Admin.Code §100.110. This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system. In addition, ISBE has issued guidance on internal controls pursuant to its administration of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. See ~~the~~ [ISBE's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures—Fiscal Procedures Handbook](#), at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf, which states that "to establish a strong control environment, grantees must...[d]esign internal controls that are in compliance with guidance in *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States" (a free resource, available at: www.gao.gov/assets/670/665712.pdf) or the *Internal Control Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (a fee-based resource, available at: www.coso.org/guidance-on-ic <https://www.coso.org/Pages/ic.aspx>). Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-AP1, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

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

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

waste, and abuse,¹³ as well as employee error, misrepresentation by third parties, or other imprudent employee action.

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

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

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

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¹³ Unless specifically exempted, grantees receiving funds from any State agency, including ISBE, must comply with GATA and annually complete a *Fiscal and Administrative Internal Controls Questionnaire* (ICQ). The ICQ covers a number of different topics related to internal controls. Districts that are identified as having one or more areas of elevated risk based on their answers to the ICQ, are required to develop and implement corrective action to address the area(s). Districts that fail to take necessary corrective action to address weak areas of internal control put their grant funding at risk. One of the sections of the ICQ may address a grantee's internal controls for fraud, waste, and abuse, including whether the grantee has a *fraud awareness program*. See sample administrative procedures 4:80-AP1, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*, which incorporate ISBE-recommended practices related to fraud, waste, and abuse.

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General Personnel

Responsibilities Concerning Internal Information¹

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

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¹ State and federal law controls the content of this policy to the extent that: (1) the unauthorized disclosure of student school records is prohibited by the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) and the Ill. School Student Records Act (105 ILCS 10/); (2) the Freedom of Information Act (FOIA) (5 ILCS 140/) exempts from disclosure certain private or personal information, employee evaluations, school security and response plans, and maps; (3) if a district offers a self-insured group health plan or flexible spending account, it must establish clear procedures to protect the employees' health information (45 C.F.R. §164.502); (4) the Ill. Personnel Record Review Act governs the release of an employee's disciplinary action (820 ILCS 40/); (5) the Student Online Personal Protection Act requires a district and third party operators with whom it contracts to take reasonable measures to protect certain online student data and (56) any person who knowingly destroys, removes, conceals, or alters any public record with the intent to defraud any party commits a Class 4 felony (50 ILCS 205/4). These are examples of the laws requiring the safekeeping of district and school records.

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. If a local collective bargaining agreement contains a provision on these responsibilities, it will supersede this policy and the board policy should state, "Please refer to the applicable collective bargaining agreement." For employees not covered, the policy should reflect the board's current practice.

This sample policy's intent is to safeguard district records accessed or created by employees. This includes protecting the district from unauthorized release of confidential records or the destruction of records. While the legal guidance is sparse, districts should take steps to avoid security breaches. Some districts may have more legal obligations than others. School districts that are considered *covered entities* under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) are required to comply with the HIPAA Privacy Rule. See f/n 1 of [sample policy 7:340, Student Records](#), for further discussion of HIPAA. Furthermore, districts that allow foreign exchange students to attend their schools may need to put safeguards in place in order to protect data that is transferred to the Student and Exchange Visitor Information System (SEVIS). See f/n 18 of [sample policy 7:50, School Admissions and Student Transfers To and From Non-District Schools](#), for further discussion of SEVIS.

To help maintain the integrity of records, districts should prevent their over-accumulation. Not all internal information must be preserved even if it is a *public record* for purposes of FOIA. According to the Local Records Act (50 ILCS 205/) a record must be retained only when it contains: (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, recorded information may generally be deleted that are conversational or personal, meeting notices, spam, email of a transient nature, duplicate material sent from other staff members, and draft material. However, no district record, no matter its form, may be destroyed if it is subject to a litigation hold. See [sample administrative procedure 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules](#). For guidance on Board member use and retention of email, see [sample exhibit 2:140-E, Guidance for Board Member Communications, Including Email Use](#).

LEGAL REF.: ~~Family Educational and Privacy Rights Act, 20 U.S.C. §1232g, Family Educational and Privacy Rights Act.~~
~~Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502, Uses and Disclosures of Protected Health Information; General Rules.~~
~~Ill. Freedom of Information Act, 5 ILCS 140/, Ill. Freedom of Information Act.~~
~~Local Records Act, 50 ILCS 205/, Local Records Act.~~
~~105 ILCS 10/, Ill. School Student Records Act.~~
~~105 ILCS 85, Student Online Personal Protection Act.~~
~~Personnel Record Review Act, 820 ILCS 40/, Personnel Record Review Act.~~

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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General Personnel

Temporary Illness or Temporary Incapacity ¹

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits.² However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary. Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act.³ The Superintendent

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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 is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement." For employees not covered, the policy should reflect the board's current practice.

² Temporary mental or physical incapacity as determined by a medical examination is not cause for dismissing a teacher. 105 ILCS 5/10-22.4 and 5/24-13.

³ A teacher's contractual continued service status is not affected by an absence caused by temporary illness or temporary incapacity. 105 ILCS 5/24-13. Two cases, decided before the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 et seq.) was enacted, held that this statute grants school boards the power to define, through policy, temporary illness or incapacity. School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

Important: Until February 2014, this paragraph in the PRESS sample policy applied to all employees. We limited its application to teachers in response to feedback that the paragraph should align with the statute. Section 105 ILCS 5/24-13, which this paragraph implements, applies only to teachers and, thus, we amended the paragraph to make it applicable only to teachers. **This change may trigger a bargaining requirement with a bargaining unit for educational support personnel.**

Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel. **Consult the board attorney** about whether to apply this language to educational support personnel. For boards that wish to apply this language to both licensed and educational support personnel, strike ~~teacher or other licensed~~ from the text of the first two sentences of this paragraph and correct the grammar.

The Illinois appellate court decisions cited above upheld a board policy designating when a temporary [illness or] incapacity becomes permanent for the purpose of being a cause of dismissal. The court approved using 90 days of absence due to illness, after the exhaustion of sick days, as the point at which the district considers termination. The court upheld a hearing officer decision noting that a policy providing for a 90-school-day absence following exhaustion of sick leave was sufficient under Section 105 ILCS 5/24-13. The court noted that applying that particular policy over a two-year period would not be appropriate because the two-year period would have the effect of allowing the school board to define a temporary illness or incapacity out of existence; i.e., making it impossible for a teacher to qualify for such an absence. **Important:** a district should consult the board attorney before determining that a teacher's temporary illness or incapacity became permanent.

may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity. ⁴

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).
School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

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

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The point at which any employee's temporary disability becomes permanent must be analyzed using the Americans with Disabilities Act (42 U.S.C. §12101 et seq.), also referred to as the ADA or the ADA Amendments Act (ADAAA)(Pub. L. 110-325). This federal law prohibits employers from discriminating against individuals with a disability who can perform the essential functions of a job with or without reasonable accommodation. A district should regularly analyze each position's job description to ensure that it identifies the position's essential functions. Consult the board attorney concerning compliance with the ADA.

⁴ The State law (105 ILCS 5/24-5, ~~amended by P.A. 100-513~~), allowing boards to require physicals of current employees *from time to time*, has been superseded by the ADA, 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. Id. Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would neither eliminate the risk nor reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r).

Note that while examination by a spiritual leader/practitioner is sufficient for leaves, the statute does not authorize an examination by a spiritual leader/practitioner for district-ordered physicals of an employee. The difference may present a constitutional issue; contact the board attorney for an opinion if the employee wants to use an examination by a spiritual leader/practitioner.

Professional Personnel

Terms and Conditions of Employment and Dismissal ¹

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff. ²

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.³ Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day). ⁴

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¹ State or federal law 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. The local collective bargaining agreement may contain provisions that exceed these requirements. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement."

Evaluation, tenure, and dismissals changed significantly from 2013 to 2016 as P.A.s 96-861, 97-8, and 98-513 were implemented. These public acts are referred to as *Education Reform* or *Education Reform Acts*.

² This paragraph is consistent with the IASB's *Foundational Principles of Effective Governance*, at: www.iasb.com/principles_popup.cfm www.iasb.com/IASB/media/Documents/found_prin.pdf. Boards have three options for using this paragraph: (1) use it as an introduction to the policy; (2) use it alone leaving the specific other topics for administrative implementation; or (3) do not use it.

³ 105 ILCS 5/10-19. See sample policy 6:20, *School Year Calendar and Day*.

⁴ 105 ILCS 5/24-2(b). See sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing as well as a discussion of the case finding the State-mandated school holiday on Good Friday unconstitutional. 105 ILCS 5/24-2, amended by P.A.s 102-14, 102-15, 102-334, 102-411, and 103-395, prohibits districts from making a deduction "from the time or compensation of a school employee on account of any legal or special holiday."

10 ILCS 5/1-24, added by P.A. 103-467 and scheduled to be repealed on 1-1-25, designated 2024 Election Day as a legal school holiday for the purposes of 105 ILCS 5/24-2 and requires any school closed on 2024 Election Day to make itself available to an election authority as a polling place on that date. No waiver exists for 2024 Election Day. 105 ILCS 5/24-2(b) and (c), amended by P.A.s 102-15 and 103-467.

School Day

Teachers are required to work the school day adopted by the Board.⁵ Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.⁶

The District accommodates employees who are nursing mothers according to provisions in State and federal law.⁷

Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code.⁸ Teachers shall be paid at least monthly on a 10- or 12-month basis.⁹

Assignments and Transfers¹⁰

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

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

⁵ A school day is required to consist of a minimum of five clock hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a) in order to qualify as a full day of attendance. 105 ILCS 5/10-19.05(a) and (j-5), amended by P.A. 103-560, ~~eff. 1-1-24~~. See www.isbe.net/school-calendar for Ill. State Board of Education's (ISBE) instructional day changes notice regarding this law. See 105 ILCS 5/10-19.05, amended by P.A. 103-560, ~~eff. 1-1-24~~, for additional exceptions to the attendance calculation.

⁶ 105 ILCS 5/24-9.

⁷ 29 U.S.C. §218(d), added by Pub.L. 117-328; 42 U.S.C. §2000gg ~~et seq.~~, added by Pub.L. 117-328; 740 ILCS 137/; 820 ILCS 260/. Consult the board attorney to ensure the district is properly accommodating nursing mothers. See sample administrative procedure 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

⁸ 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8, amended by P.A. 103-515. The Commission on Government Forecasting and Accountability is required to annually certify and publish the teacher minimum salary to be used for the 2024-2025 school year and each year thereafter. Salaries are a mandatory subject of collective bargaining. 115 ILCS 5/10. Annually, by Oct. 1, each district must: (1) during an open school board meeting, report salary and benefits information for the superintendent, administrators, and teachers; (2) publish that information on the district's website, if any; and (3) provide this information to ISBE. 105 ILCS 5/10-20.47. According to a Public Access Counselor (PAC) *Informal Mediation* letter interpreting 5 ILCS 120/7.3, an IMRF employer must post on its website the names of employees having a total compensation package that exceeds \$75,000 per year. 2012 PAC 19808 (Informal Mediation by the Ill. Attorney General's Public Access Counselor (PAC)); see PAC Annual Report for 2012 at https://foiাপac.ilag.gov/viewpdf.aspx?P=~/content/pdf/Public_Access_Counselor_Annual_Report_2012.pdf.

⁹ 105 ILCS 5/24-21.

¹⁰ Districts are required to have a policy on the distribution of the listed assignments. 23 Ill.Admin.Code §1.420(d).

Absent an individual or collective bargaining agreement, the board has unilateral discretion to assign or retain a teacher to or in an extracurricular duty. *Betebanner v. Bd. of Educ.*, 336 Ill.App. 448 (4th Dist. 1949); *Dist. 300 Educ. Assoc. v. Bd. of Educ.*, 31 Ill.App.3d 550 (2nd Dist. 1975); *Lewis v. Bd. of Educ.*, 181 Ill.App.3d 689 (5th Dist. 1989).

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.¹¹

Dismissal

The District will follow State law when dismissing a teacher. ¹²

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

105 ILCS 5/22-965(a), added by P.A. 103-46, ~~eff. 1-1-24 and amended by P.A. 103-564~~, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas. The law also requires ~~educators in these areas to obtain short-term approval if they are not licensed in the content area, or, if no short-term approval is available, they must meet criteria specified by ISBE, Id. at (b). Educators must obtain an endorsement in the area being taught prior to the end of the short-term approval period to continue the educator's employment for subsequent school years, professional educator licensure applicants to pass the licensure content area test for the content area the educator is assigned to teach or complete nine semester hours of coursework in the content area prior to the educator's employment start date, among other requirements. Id. at (b). In the alternative, educators do not need to be licensed, obtain short-term approval, or meet other ISBE requirements if they meet the requirements of Title 23 of the Illinois Administrative Code except for Section 1.710. Id. at (d). However, the law does not make clear whether the licensure requirements in 105 ILCS 5/22-95(b), added by P.A. 103-46, eff. 1-1-24, apply only to physical education, music, and visual arts. Consult the board attorney to determine the applicability of these provisions~~

¹¹ Optional. This subhead provides information to district employees and the community that 105 ILCS 5/14-1.09a prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed. Delete “5/14-20.65, 5/14-1.09a,” from the Legal References if the board deletes this subhead.

¹² All dismissal laws in the chart below were amended by the *Education Reform Acts*. 105 ILCS 5/24A-5.5, requires districts to develop and implement a local appeals process for unsatisfactory ratings issued to teachers under 105 ILCS 5/24A-5, amended by P.A.s 102-252, and 102-729. Districts must: (1) develop the process in cooperation with the bargaining unit or teachers, if applicable, and (2) include an assessment of the original rating by a panel of qualified evaluators agreed to by the PERA joint committee (105 ILCS 5/24A-4(b)).

| | |
|--|---|
| Non-tenure Teacher Discharge | 105 ILCS 5/24-11, amended by P.A.s 102-552 and 103-500. |
| Tenured and Non-tenure Teachers Reduction in Force | 105 ILCS 5/24-12(b), amended by P.A.s 103-398, eff. 1-1-24 , and 103-500, and (c) |
| Tenured Teacher Discharge Where Cause Remediable | 105 ILCS 5/24-12(d) (prior reasonable warning required), amended by P.A.s 102-708 and 103-354, eff. 1-1-24 . 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 102-708 and 103-354, eff. 1-1-24 . 105 ILCS 5/10-22.4 (general authority) |
| Tenured Teacher Discharge Where Cause Irremediable | 105 ILCS 5/24-12(d) (no prior warning required) amended by P.A.s 102-708 and 103-354, eff. 1-1-24 . 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 101-531, 101-643, and 102-708 and 103-354, eff. 1-1-24 . 105 ILCS 5/10-22.4 (general authority) |
| Tenured Teacher Discharge Failure to complete remediation plan with a rating of <i>Proficient or Excellent</i> | 105 ILCS 5/24A-5(m) (participation in remediation plan after unsatisfactory evaluation) 105 ILCS 5/24-12(d)(1) 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 102-708 and 103-354, eff. 1-1-24 . 105 ILCS 5/10-22.4 (general authority) |

Evaluation

The District’s teacher evaluation system will be conducted under the plan developed pursuant to State law. ¹³

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District’s teacher evaluation system.

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-965, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

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

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

| | |
|--|--|
| Tenured Teacher Discharge – Optional Alternative Evaluative Dismissal Process for PERA Evaluation Failure to complete remediation plan with a <i>Proficient</i> or better rating 105 ILCS 5/24A-2.5 | 105 ILCS 5/24-16.5(d) (provide written notice) 105 ILCS 5/24-16.5 (pre-remediation and remediation procedural mandates) 105 ILCS 5/24-16.5(e) and (f) (school board makes final decision with only PERA-trained board members participating in vote) |
| Tenured Teacher Discharge – <i>Unsatisfactory</i> PERA evaluation within 36 months of completing a remediation plan 105 ILCS 5/24A-2.5 | 105 ILCS 5/24A-5(n), amended by P.A. 102-252 (forego remediation and proceed to dismissal) 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A. 102-708. 105 ILCS 5/10-22.4 (general authority) |
| Educational Support Personnel Employees (non-licensed) | 105 ILCS 5/10-23.5, amended by P.A. 102-854. |
| Probationary Teacher (non-tenure teacher) | 105 ILCS 5/24-11, amended by P.A.s 102-552, 102-854, and 103-500. |

Various components of a RIF (e.g., impact and decision to RIF) and an evaluation plan (e.g., development, implementation, and impact) may be subject to mandatory collective bargaining. Central City Educ. Assoc. v. IELRB, 149 Ill.2d 496 (Ill. 1992).

105 ILCS 5/22-965, amended by PA 103-46, eff. 1-1-24, provides that in the event of a reduction in force, schools may follow the employee contract language for filling positions.

Teacher RIF procedures were changed by 105 ILCS 5/24-12(b), amended by P.A. 103-398 and 103-500, and (c). See *PERA Overview for School Board Members*, question 15, “What is the process for selecting teachers for a reduction in force/layoff (RIF)” at: www.iasb.com/law/PERAoverview.pdf.

State law does not prohibit a PERA joint committee from agreeing to put a teacher on a remediation plan if the teacher receives a second *needs improvement* (rather than *unsatisfactory*) rating after being on a professional development plan. Bd. of Educ. Rockford Public Sch. v. Rentsch, 212 N.E.3d 565 (Ill. App. Ct. 2nd Dist. 2022).

According to a binding opinion from the Ill. Public Access Counselor, a board must identify an employee by name in a motion to dismiss him or her. PAO 13-16. As this may be a significant change in practice with possible other legal consequences, a board should consult with the board attorney on this issue before dismissing an employee.

¹³ 105 ILCS 5/24A-5, amended by P.A.s 102-252, 102-729, and 103-85. Teacher evaluation plans are covered in *PERA Overview for School Board Members* at: www.iasb.com/law/PERAoverview.pdf.

Bylan

Educational Support Personnel

Compensatory Time-Off¹

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

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime.² An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime.³ If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.⁴

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

¹ The federal regulations implementing the Fair Labor Standards Act (FLSA) governs the use of *comp-time*. 29 C.F.R. §§553.21-553.28 and 553.50. See [sample](#) policy 5:35, *Compliance with the Fair Labor Standards Act*, for discussion of the FLSA. In order for a district to offer comp-time, it must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. 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. School officials should consult with the board attorney before adopting this policy.

The terms *comp-time* and *compensatory time-off* mean paid time-off that is earned and accrued by a non-exempt employee in lieu of overtime pay for over 40 hours worked in one workweek. Compensatory time-off in lieu of overtime pay must be at the premium rate of 1.5 hours of compensatory time for each hour of overtime worked (just as the monetary rate for overtime is calculated at 1.5 times the regular rate of pay). As a condition for using comp-time in lieu of overtime pay, the employer and employee must have an *agreement or understanding* before the work is performed. Further, the employee's decision to accept comp-time must be made freely. For employees represented by an exclusive bargaining agent, the agreement to use comp-time must be between the district and the bargaining agent.

For non-exempt employees who are not covered by a collective bargaining agreement, the *agreement or understanding* concerning comp-time must be between the district and employee. See [sample](#) exhibit 5:310-E, *Agreement to Receive Compensatory Time-Off*. If the district had a regular practice of comp-time before April 15, 1986, that is deemed an agreement. Notice to the non-exempt employees that comp-time will be given in lieu of overtime pay for overtime through bulletin board notices is sufficient to constitute an *agreement or understanding*, provided that the decision to accept compensatory time-off is made freely.

² This sample policy contains the maximum hours that the FLSA allows an employee to accumulate. It is a ceiling that an employee may hit several times, but never go over without using some of the time-off. A school board may forfeit flexibility and set this ceiling lower.

³ *Seasonal activities* include activities during periods of significantly increased demand, that are of a regular and recurring nature. A seasonal activity is not limited strictly to those operations that are very susceptible to changes in the weather. However, mere periods of short but intense activity do not make an employee's job seasonal. However, the 480 hour accrual limit will not apply to office personnel or other employees who may perform such seasonal activities only in emergency situations, even if they spend substantially all of their time in a particular workweek engaged in such activities.

⁴ The FLSA permits a board to require that employees reduce their accumulated compensatory time or face having their supervisor schedule the compensatory time-off for them. Christensen et al. v. Harris County et al., 529 U.S. 576 (2000). Such an optional provisions follows:

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations.⁵ The employee's supervisor must approve a request to use compensatory time-off.

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

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

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

Implementation

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

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

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

DRAFT

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

Notwithstanding the above and to avoid hardship to the District, an employee's supervisor may require the employee to reduce accumulated compensatory time, or schedule the compensatory time-off for the employee, so that the employee does not accumulate more than 75 hours of compensatory time, which represents compensation for 50 hours of overtime.

⁵ Optional.

five year

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program¹

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

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program²
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time³
- Graduation incentives program⁴
- Remediation program⁵

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.

² 105 ILCS 5/2-3.66, ~~amended by P.A. 100-465~~, authorizes the Ill. State Board of Education (ISBE) to award grants to school districts, educational service regions, and community college districts.

³ 105 ILCS 5/13B-1 ~~et seq.~~ Districts are not required to establish an alternative learning opportunities program. However, if they do, State law requires that the program "provide a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered curriculum, social programs, and supplemental social, health, and support services to improve the educational achievement of students at risk of academic failure." 105 ILCS 5/13B-20. The program must also meet the requirements in 105 ILCS 5/13B-45. Alternative learning opportunities programs "may include, without limitation, evening high school, in-school tutoring and mentoring programs, in-school suspension programs, high school completion programs to assist high school dropouts in completing their education, high school completion programs to allow students eligible for remote learning under Section 34-18.81 to complete their education while incarcerated in an institution or facility of the Department of Corrections, support services, parental involvement programs, and programs to develop, enhance, or extend the transition for students transferring back into the regular school program, an adult education program, or a post-secondary education program." 105 ILCS 5/13B-20.5 ~~amended by P.A. 102-966~~. See 105 ILCS 5/13B-25.10, as well as other requirements for general State aid and evidence-based funding (the statute references both types of funding), for additional requirements to receive State funds for creating this program.

⁴ Required by 105 ILCS 5/26-16, ~~amended by P.A. 100-465~~.

⁵ 105 ILCS 5/10-20.9a(b) requires remedial assistance for students who are not promoted to the next higher grade.

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she: ⁶

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

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

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

DRAFT

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

⁶Required by 105 ILCS 5/26-16, ~~amended by P.A. 100-465~~. Graduation incentives programs are entitled to claim general State aid and evidence-based funding (the statute references both types of funding). A district must ensure that its graduation incentives program receives supplemental general State aid, transportation reimbursements, and special education resources, if appropriate, for students enrolled in the program. 105 ILCS 5/26-2a defines *dropout* as “any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student’s death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country.”

Instruction

Education of Homeless Children ¹

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education.² A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act.³ The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. ⁴

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

¹ State and federal law control this policy's content. This sample policy contains the basic requirements of the Education for Homeless Children Act (105 ILCS 45/), as well as the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 *et seq.*). Other policies that are relevant to the education of homeless children are listed in the Cross References, e.g., school admissions and immunizations.

² For high school districts, delete "including a public pre-school education" at the end of the sentence.

³ Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)), *homeless children and youths* ~~(A)~~ means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of ~~section 42 U.S.C. §11302(a)(1)~~); and ~~(B)~~ includes:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C));
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

Note: Section §11434a(2) no longer includes children "awaiting foster care placement" within the definition of *homeless children and youths*.

Under the Education for Homeless Children Act (105 ILCS 45/1-5), *Homeless person, child, or youth* includes, but is not limited to, any of the following:

- (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode.
- (2) An individual who has a primary nighttime place of abode that is:
 - (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (C) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

See www.isbe.net/Pages/Homeless.aspx for helpful informational resources and training with regard to the education of homeless children in Illinois. See <https://nche.ed.gov/legislation/mckinney-vento/www2.ed.gov/programs/homeless/legislation.html> for the U.S. Dept. of Education's information about federal requirements.

⁴ 42 U.S.C. §11432(g)(l)(J)(ii).

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. ⁵

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.⁶ Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.⁷ The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.⁸ If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.⁹ Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. ¹⁰

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

⁵ 105 ILCS 45/1-10.

⁶ The first two sentences in this paragraph are required by 42 U.S.C. §11432(g)(7). 410 ILCS 535/25.3, ~~amended by P.A. 100-506~~, requires fees for certified copies of birth records be waived for individuals whose homeless status has been verified. A public school homeless liaison or school social worker may verify homeless status, in accordance with procedures established by the State Registrar of Vital Records. Id.

⁷ 42 U.S.C. §11432(g)(l)(j)(iii), 42 U.S.C. §11432(g)(4)(A), and 105 ILCS 45/1-15. The School Code and Education for Homeless Children Act permit school districts to use their State transportation funds to provide financial assistance to children who are homeless or who qualify as *at risk of becoming homeless* when: (1) the financial assistance is not in excess of the district's actual costs for providing the transportation to the student, and (2) the district is not otherwise claiming the expenditures through another State or federal grant. 105 ILCS 5/29-5 (transportation reimbursement), amended by P.A. 102-539, and 105 ILCS 45/1-17 (homeless assistance). A child is considered *at risk of becoming homeless* if the child's parent/guardian, other person who enrolls the child, or unaccompanied minor provides documented evidence that the child's living situation will no longer be fixed, regular, and adequate within eight weeks, resulting in the child becoming homeless. 105 ILCS 45/1-17(d). Prior to providing such financial assistance, a district must enter into a written housing plan with the parent/guardian, person who enrolled the child, or unaccompanied minor. Id. at 1-17(c). Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that results in housing being inadequate. Id. at 1-17(a). See sample administrative procedure 6:140-AP, Education of Homeless Children, f/n 1, for a discussion of issues that districts should consider in developing such plans.

⁸ Required by 42 U.S.C. §11432(g)(7)(C).

⁹ Required by 105 ILCS 45/1-25: 23 Ill.Admin.Code §1.241. The Ill. State Board of Education's *Homeless Dispute Resolution Procedures* (~~published September 2017 and updated December~~February 2024) are available at: www.isbe.net/Pages/Homeless.aspx.

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

¹⁰ Optional. 105 ILCS 45/1-25(a-5). As an alternative, a school board may omit this sentence or ~~use a permissive verb, such as, "...the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct....change the word "shall" to "may."~~ Any change required as a result of this review becomes effective at the close of the school year. Any person who knowingly or willfully presents false information in any review commits a Class C misdemeanor.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 45/, Education for Homeless Children Act.
[23 Ill.Admin.Code §1.241.](#)

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

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

DRAFT

five year

Instruction

Home and Hospital Instruction ¹

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.² Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services.³ Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse.⁴ Instructional or

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. The following State laws and ISBE rules govern homebound and hospital instruction: 105 ILCS 5/14-13.01 (reimbursement for home and hospital instruction along with factors to qualify for it); 105 ILCS 5/18-4.5 (reimbursement for home and hospital instruction); 105 ILCS 5/10-19.05(e), ~~added by P.A. 100-12~~ (an instructional session of one clock hour may be counted as ½ day of attendance, however, a student must receive four or more instructional clock hours to count as a full day of attendance); 23 Ill.Admin.Code §226.300 (home/hospital service for a special education student); 23 Ill.Admin.Code §1.520.

See ISBE guidance, *Home/Hospital Instruction and Reimbursement Questions and Answers* available at: www.isbe.net/Documents/Home-Hospital_OA.pdf.

² 105 ILCS 5/14-13.01, ~~amended by P.A. 100-443~~, defines the standards for determining when a student is eligible to receive home or hospital instruction. A student qualifies when a physician, physician assistant, or advanced practice registered nurse anticipates a student’s absence due to a medical condition. The law defines “ongoing intermittent basis” to mean a medical condition of such a nature and severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least two days at a time multiple times during the school year totaling at least 10 days or more of absences. ~~225 ILCS 65/50-10, amended by P.A. 100-513, revised the Nurse Practice Act to add registered to the definition of advanced practice registered nurse; accordingly, this policy reflects that change in terminology, even though Section 5/14-13.01 similarly has not been amended.~~

³ 105 ILCS 5/14-13.01(a-5), ~~amended by P.A. 100-443~~, requires that all students provide a written statement from a physician, physician assistant, or advanced practice registered nurse stating the existence of a medical condition, the impact on the child’s ability to participate in education, and the anticipated duration or nature of the child’s absence from school. However, ISBE rules at 23 Ill.Admin.Code §226.300 (students qualifying for special education services) and 23 Ill.Admin.Code §1.520 (students not qualifying for special education services) have not yet been amended to reflect that this written statement may come from a physician assistant or an advanced practice registered nurse; they still state that such a written statement must come from a physician. ISBE’s *Medical Certification for Home/Hospital Instruction* form, form 34-58, reflects that the written statement may come from a “physician licensed to practice medicine in all its branches, APRN, or PA.” Available at: www.isbe.net/Documents/Medical-certification-home-hospital-instruction.pdf.

A student with health needs may be protected by the Individuals with Disabilities Education Act (20 U.S.C. §1401(3) or Section 504 of the Rehabilitation Act (29 U.S.C. §794(a)).

⁴ 105 ILCS 5/14-13.01(a-5), ~~amended by P.A.s 100-443 and 100-863~~. There is no requirement that a student be absent from school for a minimum number of days before he or she qualifies for home or hospital instruction. 105 ILCS 5/14-13.01(a). The statute, ~~amended by P.A. 100-443~~, allows schools to begin home or hospital instruction upon receipt of a written statement from a physician, physician assistant, or advanced practice registered nurse but requires it to begin no later than five school days after receipt of the written statement.

Both 23 Ill.Admin.Code §§226.300(g) and 1.520(f) require home or hospital instructors to meet the requirements listed in 23 Ill.Admin.Code §1.610, i.e., proper licensure as required by ~~Section 21B-15 of the School Code~~ (105 ILCS 5/21B-15).

related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage. ⁵

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

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

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

DRAFT

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

⁵ 105 ILCS 5/10-22.6a, ~~amended by P.A. 100-443~~. Number (2) does not require a written statement from a physician, physician assistant, or advanced practice registered nurse.

five year

Students

Vandalism ¹

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. ²

LEGAL REF.: 740 ILCS 115/, [Parental Responsibility Law](#).

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

DRAFT

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 The Parental Responsibility Law makes parents/guardians of unemancipated minors who are 11 through 18 years of age liable for actual damages. Parents/guardians may be liable up to \$20,000 for the first act or occurrence of a willful or malicious act. If a pattern or practice of willful or malicious acts by a minor is found by a court to exist for another separate act or occurrence, parents/guardians may be liable up to \$30,000. 740 ILCS 115/5.



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

Dr. Scott Rowe
Superintendent

Date: August 8, 2024
To: Board of Education
From: Julie Laskowski
Subject: School Calendar 2025-2026

Background:

The calendar committee prepares the school calendar and fiscal calendar each year in the fall for Board approval.

Information:

The calendar for 2025-2026 starts school on Wednesday, August 13, 2025 and ends Friday, May 29, 2026. Graduation will be held Wednesday, May 20, 2026.

Recommendation:

The Administration is recommending approval of the 2025-2026 school calendars.

2025-26 FISCAL CALENDAR
July 1, 2025 – June 30, 2026
TOWNSHIP HIGH SCHOOL DISTRICT 214

Professional Learning Week for New Staff – August 4-8

| | | |
|--|-----------------------------|----------------------------|
| Independence Day | Thursday, July 3* observed | All Buildings Closed |
| Institute Day | Monday, August 11 | Students Not in Attendance |
| In-Service Day | Tuesday, August 12 | Students Not in Attendance |
| First Day of Classes | Wednesday, August 13 | |
| Open House, Evening | Thursday, August 28 | |
| Labor Day | Monday, September 1 | All Buildings Closed |
| Non-Attendance Day | Tuesday, September 23 | All Buildings Closed |
| Non-Attendance Day | Thursday, October 2 | All Buildings Closed |
| End of 1st Quarter | Friday, October 10 | |
| Institute Day | Monday, October 13 | Students Not in Attendance |
| First Day of Classes – 2nd Quarter | Tuesday, October 14 | |
| Non-Attendance Day | Wednesday, November 26 | All Buildings Closed |
| Thanksgiving Day | Thursday, November 27 | All Buildings Closed |
| Non-Attendance Day | Friday, November 28 | All Buildings Closed |
| End of 2nd Quarter/1st Semester | Friday, December 19 | |
| Winter Break Begins at Close of Classes | Friday, December 19 | |
| Christmas Eve | Wednesday, December 24 | All Buildings Closed |
| Christmas Day | Thursday, December 25 | All Buildings Closed |
| New Years Day | Thursday, January 1 | All Buildings Closed |
| Institute Day | Monday, January 5 | Students Not in Attendance |
| In-Service Day | Tuesday, January 6 | Students Not in Attendance |
| First Day of Classes – 3rd Quarter | Wednesday, January 7 | |
| Martin Luther King, Jr. Day | Monday, January 19 | All Buildings Closed |
| Presidents' Day | Monday, February 16 | All Buildings Closed |
| End of 3rd Quarter | Friday, March 13 | |
| First Day of Classes – 4th Quarter | Monday, March 16 | |
| Spring Break Begins at Close of Classes | Friday, March 20 | |
| Non-Attendance Day | Friday, April 3 | All Buildings Closed |
| Commencement Exercises | Wednesday, May 20 | |
| Memorial Day | Monday, May 25 | All Buildings Closed |
| Last Day of Classes | Friday, May 29 | |
| Juneteenth National Freedom Day | Friday, June 19 | All Buildings Closed |

Ten-month Educational Support Personnel are required to work 3 Institute/In-service Days (Dates TBD)

BOE Approved:

2025-26 FISCAL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214

Professional Learning Week for New Staff – August 4-8

Working Days / Holidays (Admin/Supv, ESP, CMA)

| Month | <u>WORKING DAYS</u> | | | <u>PAID HOLIDAYS/NON-ATTENDANCE DAYS</u> | | |
|--------------|---------------------|---------------------------|------------|--|---------------------------|------------|
| | 10 Mo. ESP | 12 Mo. ESP Admin/Supv. | CMA | 10 Mo. ESP | 12 Mo. ESP Admin/Supv. | CMA |
| July | 0 | 22 | 22 | -- | 1 | 1 |
| August | 15 | 21 | 21 | -- | -- | -- |
| September | 20 | 20 | 20 | 2 | 2 | 2 |
| October | 22 | 22 | 22 | 1 | 1 | 1 |
| November | 17 | 17 | 17 | 1 | 3 | 3 |
| December | 15 | 21 | 21 | 1 | 2 | 2 |
| January | 17 | 20 | 20 | 2 | 2 | 2 |
| February | 19 | 19 | 19 | 1 | 1 | 1 |
| March | 17 | 22 | 22 | -- | -- | -- |
| April | 21 | 21 | 21 | 1 | 1 | 1 |
| May | 20 | 20 | 20 | 1 | 1 | 1 |
| June | 0 | 21 | 21 | 0 | 0 | 0 |
| TOTAL | 183 | 246 | 246 | 10 | 14* | 14* |

NOTE:

- 1) Ten-month Educational Support Personnel are required to work 3 Institute/In-service days (Dates TBD).
- 2) Ten-month Educational Support Personnel are paid for a total of ten holidays/non-attendance days.

*Twelve-month Administrators, Supervisors, Educational Support Personnel, and Custodial Maintenance Personnel will have one (1) floating holiday to equal 15 paid holidays.

2025-2026 SCHOOL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214

| | | |
|--|----------------------------|----------------------------|
| Institute Day | Monday, August 11 | Students Not in Attendance |
| In-Service Day | Tuesday, August 12 | Students Not in Attendance |
| First Day of Classes – 1 st Quarter | Wednesday, August 13 | |
| Open House, Evening | Thursday, August 28 | |
| Labor Day | Monday, September 1 | All Buildings Closed |
| Non-Attendance Day | Tuesday, September 23 | All Buildings Closed |
| Non-Attendance Day | Thursday, October 2 | All Buildings Closed |
| End of 1st Quarter | Friday, October 10 | |
| | | |
| Institute Day | Monday, October 13 | Students Not in Attendance |
| First Day of Classes – 2 nd Quarter | Tuesday, October 14 | |
| Non-Attendance Day | Wednesday, November 26 | All Buildings Closed |
| Thanksgiving Day | Thursday, November 27 | All Buildings Closed |
| Non-Attendance Day | Friday, November 28 | All Buildings Closed |
| End of 2nd Quarter/1st Semester | Friday, December 19 | |
| Winter Break Begins at Close of Classes | Friday, December 19 | |
| | | |
| Institute Day | Monday, January 5 | Students Not in Attendance |
| In-Service Day | Tuesday, January 6 | Students Not in Attendance |
| First Day of Classes – 3 rd Quarter | Wednesday, January 7 | |
| Martin Luther King, Jr. Day | Monday, January 19 | All Buildings Closed |
| Presidents' Day, Non-Attendance Day | Monday, February 16 | All Buildings Closed |
| End of 3rd Quarter | Friday, March 13 | |
| | | |
| First Day of Classes – 4 th Quarter | Monday, March 16 | |
| Spring Break Begins at Close of Classes | Friday, March 20 | |
| Classes Resume After Spring Break | Monday, March 30 | |
| Non-Attendance Day | Friday, April 3 | All Buildings Closed |
| Commencement Exercises | Wednesday, May 20 | |
| Memorial Day | Monday, May 25 | All Buildings Closed |
| End of 2nd Semester/Last Day of Classes | Friday, May 29 | |

BOE Approved:

2025-26 SCHOOL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214

Professional Learning Week for New Staff – August 4-8

Pupil Attendance/Non-Attendance Days

| <u>Pupil Attendance Days</u> | | <u>Legal Holidays</u> | <u>Non-Attendance Days</u> | <u>Institute/In-Service Days</u> |
|-------------------------------------|-----|---|-----------------------------------|---|
| August | 13 | ----- | | August 11 August 12 |
| September | 20 | Labor Day (9/1) | September 23 | |
| October | 21 | ----- | October 2 | October 13 |
| November | 17 | Thanksgiving Day (11/27) | November 26 November 28 | |
| December | 15 | Christmas Day (12/25) | | |
| January | 17 | New Year's Day (1/1) Martin Luther King Day (1/19) | | January 5 January 6 |
| February | 19 | ----- | February 16 | |
| March | 17 | ----- | | |
| April | 21 | ----- | April 13 | |
| May | 20 | Memorial Day (5/25) | | |
| | 180 | 6 | 6 | 5 |

Total Number of Days for All Teachers - 185

1st Semester - 89 2nd Semester - 96

| | <u>Begin</u> | <u>End</u> | <u># of days</u> |
|----------------|---------------------|---------------------|-------------------------|
| First Quarter | Monday, August 11 | Friday, Oct. 10 | 42 days |
| Second Quarter | Monday, October 13 | Friday, December 19 | 47 days |
| Third Quarter | Monday, January 5 | Friday, March 13 | 48 days |
| Fourth Quarter | Monday, March 16 | Friday, May 29 | 48 days |

BOE Approved:



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

Dr. Scott Rowe
Superintendent

Date: August 8, 2024
To: Board of Education
From: Chris Uhle, Associate Superintendent
Subject: Snow Removal and Ice Control Services - Extension of Contract for 24-25 School Year

Summary

In September 2022 bids were solicited for the district's snow plowing and salting services for D214's six comprehensive high schools, Forest View Educational Center and the District property at 2123 S. Arlington Heights Road, for the 2022-2023 plow season with contract extension opportunities for the 2023-2024 and 2024-2025 school year. At that time both vendors stipulated a maximum of a 5% price increase could be considered for each year the contract is renewed.

In October of 2022 the Board of Education awarded the 2022-2023 snow removal and ice control services contract to The Langton Group for Buffalo Grove High School, Elk Grove High School, John Hersey High School, Rolling Meadows High School and Wheeling High School. Tovar Snow Professionals was awarded the contract for Prospect High School, Forest View Educational Center and the District Property at 2123 S. Arlington Heights Road. Both The Langton Group and Tovar Snow Professionals agreed to a contract extension at the same sites for the 2023-2024 snow season at a 0% increase.

Administrative Considerations

Operations contacted both vendors in May of 2024 to confirm interest in a contract extension and to discuss any needed price increase. The vendors confirmed the following:

- The Langton Group expressed an interest in a 1-year contract extension at an increase of 5% for the 2024-2025 snow season, at an approximate cost depending on the weather conditions. With costs based on snowfall amounts, totals from the 2023-2024 snow season of \$257,248 at a 5% increase of \$12,862 would result in an amount of \$270,110.
- Tovar Snow Professionals expressed an interest in a 1- year extension at an increase of 3% for the 2024-2025 snow season, at an approximate cost depending on the weather conditions. With costs based on snowfall amounts, totals from the 2023-2024 snow season of \$160,150 at a 3% increase of \$4,805 would result in an amount of \$164,955.

Recommended Action

In compliance with the terms of the public bid for snow removal and ice control services that were received on September 30, 2022, the administration recommends that the Board of Education extends the existing contract with The Langton Group at a 5% increase for the 2024-2025 and with Tovar Snow Professionals at a 3% increase for the 2024-2025 snow season. The total estimated amount (weather pending) of both contracts is \$435,065.



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

Dr. Scott Rowe
Superintendent

Date: August 8, 2024
To: Board of Education
From: Chris Uhle, Associate Superintendent
Subject: BGHS - East Fields Conversion - TIPS Cooperative Contract

Summary

The Phase 1 and Phase 2 BGHS field renovations include relocating the varsity baseball and softball fields. The varsity softball field will move from its current location to the North shelf, over the existing lower level baseball field. The relocation necessitates a conversion of the existing varsity softball field into a lower level baseball field. The repairs to the infield will include expanding the footprint, regrading and adding new sod. Additionally, a taller backstop is necessary to protect the players, spectators, and the condominium complex located directly behind the field from foul balls due to the conversion from softball to baseball. These changes will allow BGHS to have two separate fields on the east side of our property for under-level baseball and under-level softball practices. This project will be managed by the district utilizing a purchasing cooperative contract.

The cost estimate for the field repairs to convert the existing field into an under level baseball field is \$256,000.00.

Administrative Considerations

We are recommending the approval of the board, to move forward with the project to turn the BGHS under level softball field into an under level baseball field. We have received a quote from Midwest Field Solutions, who the district has worked with on other similar projects. Midwest Field Solutions is a member of the TIPS purchasing cooperative.

- TIPS contract: Midwest Field Solutions #23010401,

Recommended Action

It is recommend that the Board of Education authorize the administration to issue the purchase order to Midwest Field Solutions under the TIPS purchasing cooperative contract #23010401 in the amount of \$256,000.00.



BUFFALO GROVE HIGH SCHOOL
VARSITY SOFTBALL TO JV BASEBALL CONVERSION

TIPS CONTRACT #23010401

TRADES, LABOR AND MATERIALS

MISSION

At Midwest Field Solutions, we build and revitalize athletic field infrastructure with an emphasis on safety, playability, and customized solutions to ensure a better foundation for your athlete's development.

CHRIS NIELSEN

Business Development



Proposal – Acceptance

July 18, 2024

Buffalo Grove High School
1100 W Dundee
Buffalo Grove, IL 60089

We Propose the following:

Conversion of Varsity Softball Field to JV Baseball Field

Cost

- *Pricing herein reflects all line-item acceptance*
- *School staff responsible for watering*
- *Irrigation heads to be marked out by school staff*
- *Irrigation repairs to be billed at time and materials if needed*

1. Prepwork and Demo Existing Backstop and Fencing

- Remove in entirety and haul
- Clean out dugouts
- Port-o-Let restroom on site for duration of project

\$8000.00

2. Backstop Pole and Netting System and Black Vinyl Fencing

- (6) 10.75" OD x 50' L x .365 wall, Black, weather treated, heavy-duty steel poles
- 10' deep x 30" embedment, boring filled with 4,000 psi concrete to attain 40' AGL heights
- (5/16") 1 x 7 Galvanized steel guy strand cable will be secured to the top of each pole utilizing corresponding (8") galvanized oval eyebolts and (5/16") strand vises
- Vertical face cables will be installed on each pole
- Backstop Netting: (# 36) 1-3/4" Mesh, Nylon, black, weather treated, rope bordered on the square baseball netting will be secured to the cables utilizing spring loaded snaps and secured down to the backstop chain-link fence
- Replace existing fencing with new 8' Black Vinyl fencing approx. 150 linear feet
- Backstop fencing to be 32" tall and backstop netting to affix approx. 70 linear feet
- Each post set in concrete per manufacturer spec
- **Structural engineering stamp will be provided**

\$121500.00

3. Infield Sod and Sod Buffer Installation

- *Conserv FS to supply all top soil*
- Till and excavate 4" approx. 11000 sqft of existing clay skin area, infield, and out-of-play
- Regrade removed material on newly establish perimeter arc for baseball field
- Install approx. 180 tons of pulverized top soil
- Sod worked areas using Kentucky Blue grass big roll sod on infield and sod buffer
- Create batter's circle and walk-ups

\$39500.00

4. Outfield Sod Repairs

- *Conserv FS to supply all top soil*
- Till approx. 10750 sqft of abandoned ballfield in left field
- Install approx. 180 tons of pulverized top soil
- Sod worked areas using Kentucky Blue grass big roll sod

\$18500.00

5. Clay Skin Repairs

- *Conserv FS to supply all infield mix and conditioner*
- Scarify existing clay skin infield
- Install up to 75 tons of Quickpitch Infield Mix
- Re grade to allow water to shed off skin
- Finish grade and condition with 2 pallets of Heritage Red Conditioner

\$11250.00



- 7. Mound Construction, Home Plate Repairs and Infield Alignment**
**Mound built to 90' base specifications*
**Conserv FS to supply pitching rubber, plate, anchors, plugs, bases and mound clay*
- Construct pitching mound, batter's boxes, and catcher's box using 1 pallet of Mound Master clay bricks and 5 pallets of 5-Star Bagged mound clay
 - Build and slope mound to specification
 - Install new 4-way pitching rubber and new home plate
 - Establish correct home plate installation area based on existing foul poles
 - Upon establishing home plate location, coordinate pitching rubbers and base anchor locations
 - Install three new base anchors with base plugs and one new set of bases
- \$10250.00
- 6. Bullpen Installation - (1 Home - 1 Away)**
**Conserv FS to supply pitching rubber, plate, mound clay*
- Excavate and haul 4" turf for pitching and catching areas
 - Construct pitching mounds and home plate areas with 8 pallets of 5-star bagged mound clay
 - Installation of 2 new pitching rubbers and 2 new home plates in bullpens
 - 3rd base add 80 linear feet including 1 gate for access from bullpen to field – black vinyl
 - 3rd base add (2) 12 linear foot sections of fencing as backstops for pitcher and catcher - black vinyl
 - 1st base side add (2) 12 linear foot sections of fencing as backstops for pitcher and catcher – extending off the property line fence – galvanized
- \$22250.00
- 7. Batting Cage Repairs and Net Replacement**
- Remove existing netting and haul
 - Elevate and frame out base with timbers
 - Provide and install new turf on existing pad 21' x 63'
 - Provide and install new net and new hardware as needed for batting cage
- \$14750.00
- 8. Incidentals**
**Any additional work beyond \$10000.00 must be approved, in writing, prior to work commencing*
- These funds are to account for additional work needed
 - Up to and including (but not limited to) the following
 - Additional repairs to existing galvanized fencing
 - Landscaping improvements
 - Irrigation repairs
 - Softball field work and/or laser grading
 - Warning track and walkups from the end of each dugout and around backstop
- \$10000.00



This contract is for completing the job as described above.
 This proposal is valid for 30 days.
 All work is to be completed weather permitting.
 It is based on Midwest Field Solutions' (MFS') evaluation and does not include material increases or additional labor and materials which may be required, should unforeseen problems or adverse conditions arise after work has started, which includes any and all work stoppages/strikes.
 All employees can be paid at prevailing wage.
 Deposit required upon approval of contract before work will commence.
 This contract is based on the assumption that the job site is built according to normal construction standards - in the event any unforeseen circumstances or conditions should exist, there may be delayed lead times and/or additional charges to complete work. Any accessibility restraints and/or material staging requirements may incur additional fuel and labor surcharges. This proposal reflects material and labor estimates at date of proposal.
 Site meeting consultations must be schedule in advance.
 MFS' production schedule is based upon signed contract agreements with required deposit in the order received. It is the customer's responsibility at the time of contract execution to ensure MFS' production lead times meet customer's project deadline expectations.
 MFS is not liable for unavoidable dust/silt, noise, exhaust, fumes, vapor, and material staging associated with this project.
 If it is necessary for MFS to work on/access a neighboring property, it is assumed customer has obtained permission and it has been granted.
 If the city, village, or local municipality requires additional work that is not covered under our scope of work on the contract, customer understands there may be additional charges.
 MFS reserves the right to cancel contract, restore jobsite, and refund deposit if unknown factors or conditions are discovered over course of installation.
 This contract is based upon input from the customer, it is possible there may be additional issues on this jobsite that are not included in the scope of work quoted herein.
 MFS will be allowed to reference this contract/jobsite, customer branding/logos, and have the ability to take photographs/video recordings in use for promotional purposes.
 No action may be maintained against MFS for an amount greater than the amount paid to MFS under this agreement.
 Contract is subject to the approval of the president of Midwest Field Solutions.
 Customer will be billed upon completion with a due date within 10 business days.
 Any payments past due 30 days subject to 5% interest in addition to collections cost and attorney fees.

| | |
|--|--------------------|
| Total | \$256000.00 |
| Deposit/Material Staging | \$88250.00 |
| Progress payment upon installation of poles and netting | \$67750.00 |
| Progress payment upon grade work completion before sod install | \$50000.00 |
| Total due upon completion | \$50000.00 |

| | | | | |
|---------------------|---------------|---|--------------|------------|
| By: | Chris Nielsen |  | Date: | 07/18/2024 |
| Accepted By: | | | Date: | |

www.midwestfieldsolutions.com



TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S GOEBBERT RD
ARLINGTON HEIGHTS, IL 60005



ACCOUNTS PAYABLE LISTING

CHECKS DATED August 8, 2024

BOARD APPROVAL DATE August 8, 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: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 10 Education

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769548 | 08/08/2024 | Accurate Biometrics Inc. | \$1,450.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769550 | 08/08/2024 | Adolph Kiefer & Assocs | \$25.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769553 | 08/08/2024 | Alert Services Inc | \$231.09 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769554 | 08/08/2024 | Allegro Apparel & Plaques | \$70.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769558 | 08/08/2024 | AMERICAN WATER POLO | \$914.08 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769559 | 08/08/2024 | Amita GlenOaks School - Pleasant Ridge | \$21,754.90 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769561 | 08/08/2024 | Amplyus | \$497.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769563 | 08/08/2024 | Anderson Lock Company Ltd | \$9,348.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769565 | 08/08/2024 | Apple Computer, Inc | \$62,455.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769566 | 08/08/2024 | Appraisal Associates | \$6,596.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769569 | 08/08/2024 | Arthur J Gallagher Risk | \$46,500.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769571 | 08/08/2024 | Avx Restaurant Inc | \$1,100.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769573 | 08/08/2024 | B & H Photo Video Inc | \$400.95 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769575 | 08/08/2024 | BEST IMAGE GRAPHICS | \$947.89 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769580 | 08/08/2024 | Broken Wagon Bison | \$260.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769582 | 08/08/2024 | BSN Sports | \$72,106.36 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769584 | 08/08/2024 | Camelot Therapeutic School LLC | \$13,371.68 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769585 | 08/08/2024 | Canal Corridor Association | \$407.75 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769587 | 08/08/2024 | Carolina Biological Supply | \$2,017.82 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769588 | 08/08/2024 | CASAS COMPREHENSIVE ADULT STUDENT ASSESS | \$1,050.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769589 | 08/08/2024 | Castle Chevrolet North Llc | \$86.40 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769590 | 08/08/2024 | CDW GOVERNMENT INC - 2 | \$49,678.69 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769591 | 08/08/2024 | Cengage Learning Inc | \$78,416.22 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 10 Education

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|--------------|---------|---------|---------|--------------------------|------------|-----------|
| 769592 | 08/08/2024 | Center For Autism & Related Disorders | \$2,278.32 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769593 | 08/08/2024 | Change Academy at Lake of the Ozarks LLC | \$15,172.89 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769594 | 08/08/2024 | Chicago Classic Coach Llc | \$9,908.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769597 | 08/08/2024 | City of Rolling Meadows | \$1,741.14 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769598 | 08/08/2024 | Clay King.Com | \$41.02 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769599 | 08/08/2024 | College Board - AP Tests & Memb Fees | \$2,150.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769600 | 08/08/2024 | COLUMBIA COLLEGE CHICAGO | \$775.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769601 | 08/08/2024 | Comcast | \$6.30 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769602 | 08/08/2024 | Comcast Cable | \$104.85 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769603 | 08/08/2024 | Commonwealth Edison | \$20.09 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769607 | 08/08/2024 | Cove School | \$58,725.68 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769608 | 08/08/2024 | COZEN O'CONNOR | \$3,000.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769609 | 08/08/2024 | Cr Promotions Inc | \$917.75 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769610 | 08/08/2024 | Crown Trophy | \$102.45 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769612 | 08/08/2024 | DATA PROCESSING DESIGN INC | \$16.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769614 | 08/08/2024 | Dell Computers | \$117,130.86 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769615 | 08/08/2024 | DON CONGDON ASSOCIATES INC | \$100.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769617 | 08/08/2024 | E-Ling Lou | \$90.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769618 | 08/08/2024 | Eagle Ridge Resort & Spa | \$800.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769619 | 08/08/2024 | ED-RED | \$5,350.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769620 | 08/08/2024 | Edge Sports Apparel Llc | \$620.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769621 | 08/08/2024 | edu Business Solutions, Inc. | \$7,557.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

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From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 10 Education

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769622 | 08/08/2024 | EMBRACE EDUCATION | \$2,427.90 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769624 | 08/08/2024 | EMPIRACAL RESOLUTION INC | \$1,800.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769625 | 08/08/2024 | Evanston/Skokie School Dist 65 | \$82,030.53 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769626 | 08/08/2024 | Fabbrinis Flowers Inc | \$680.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769627 | 08/08/2024 | Felicity Schools Llc | \$20,508.80 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769629 | 08/08/2024 | First To the Finish | \$355.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769630 | 08/08/2024 | Fix This! Musical Instrument Repair, Inc | \$1,380.13 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769631 | 08/08/2024 | Flinn Scientific Inc | \$1,134.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769632 | 08/08/2024 | Franczek Pc | \$11,159.10 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769634 | 08/08/2024 | Giant Steps | \$13,264.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769635 | 08/08/2024 | Global Payments Inc | \$5,820.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769636 | 08/08/2024 | Golf Team Products, Inc. | \$840.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769639 | 08/08/2024 | Graphic 14 Inc. | \$3,428.80 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769642 | 08/08/2024 | Graybar Electric Co Inc | \$4,235.01 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769645 | 08/08/2024 | HEWLETT PACKARD FINANCIAL SERVICES | \$66,656.86 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769646 | 08/08/2024 | High 5 Print Wear Inc | \$6,669.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769648 | 08/08/2024 | Hinckley Springs | \$93.91 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769649 | 08/08/2024 | Hodges Loizzi Eisenhammer Rodick & Kohn | \$2,101.45 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769650 | 08/08/2024 | Htp America Inc | \$12,805.77 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769651 | 08/08/2024 | IL ASSN OF SCHOOL ADMINISTRATORS (IASA) | \$2,725.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769657 | 08/08/2024 | Illinois Music Educators (Ilmea) | \$30.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

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From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 10 Education

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|--------------|---------|---------|---------|--------------------------|------------|-----------|
| 769658 | 08/08/2024 | ILLINOIS PRINCIPALS ASSOCIATION | \$689.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769659 | 08/08/2024 | Inn Partners Lc | \$197.93 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769660 | 08/08/2024 | J W Pepper & Son Inc | \$67.65 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769661 | 08/08/2024 | Jeanne Elledge | \$550.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769663 | 08/08/2024 | Joseph Cunniff | \$175.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769664 | 08/08/2024 | Journeyed.Com Inc | \$17,557.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769665 | 08/08/2024 | Kaeser & Blair Inc | \$366.44 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769666 | 08/08/2024 | KARLEEN J RICHTER | \$2,162.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769669 | 08/08/2024 | Knowbe4 Inc | \$19,196.26 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769670 | 08/08/2024 | Kriha Boucek LLC | \$501.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769673 | 08/08/2024 | Lake County High Schools Technology Camp | \$7,706.27 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769674 | 08/08/2024 | Lake Zurich H.S. | \$500.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769676 | 08/08/2024 | Learning Effects Inc | \$29,694.20 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769677 | 08/08/2024 | Levato Group | \$1,204.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769678 | 08/08/2024 | Lincoln Electric Co | \$31,648.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769679 | 08/08/2024 | LOW VOLTAGE SOLUTIONS INC | \$59,042.08 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769681 | 08/08/2024 | MARYVILLE ACADEMY | \$130,492.60 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769682 | 08/08/2024 | MCGRAW HILL, LLC | \$7,500.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769684 | 08/08/2024 | Metro Prep | \$60,910.20 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769687 | 08/08/2024 | MICHELLE KASS ASSOCIATES | \$650.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769689 | 08/08/2024 | MOODLE US LLC | \$7,162.80 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769692 | 08/08/2024 | Mutual Target Associates | \$4,788.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769696 | 08/08/2024 | Neuro Educational Specialists | \$2,100.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

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Fiscal Year: 2024-2025

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Fund: 10 Education

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|--------------|---------|---------|---------|--------------------------|------------|-----------|
| 769697 | 08/08/2024 | NeuroRestorative | \$12,557.16 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769698 | 08/08/2024 | Nexus - Onarga Family Healing | \$22,450.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769701 | 08/08/2024 | Northlight Color Digital Printing Soluti | \$6,876.26 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769703 | 08/08/2024 | Oconomowoc Residential Programs Inc | \$43,503.54 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769704 | 08/08/2024 | Office Depot Inc | \$564.65 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769707 | 08/08/2024 | Performance Health Supply Inc | \$2,082.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769708 | 08/08/2024 | PERLA MARTINEZ | \$1,297.30 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769710 | 08/08/2024 | Petrarca, Gleason, Boyle & Izzo, LLC | \$200.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769712 | 08/08/2024 | Pompei Bakery Ltd | \$966.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769714 | 08/08/2024 | Postmaster - Arlington Heights | \$350.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769715 | 08/08/2024 | Powerschool Group LLC | \$104,428.26 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769718 | 08/08/2024 | Proliteracy Worldwide | \$169.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769719 | 08/08/2024 | Proshred Security | \$2,290.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769720 | 08/08/2024 | Quinlan And Fabish Music Co Inc | \$1,084.23 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769722 | 08/08/2024 | Rosewood | \$2,749.42 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769726 | 08/08/2024 | Scholastic - Magazines | \$186.78 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769727 | 08/08/2024 | School Health Corporation | \$831.23 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769728 | 08/08/2024 | School Nurse Supply Inc | \$507.17 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769729 | 08/08/2024 | School Specialty Llc | \$409.30 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769730 | 08/08/2024 | SCHWARZE, JANICE | \$6,500.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769731 | 08/08/2024 | Seal of Illinois | \$10,775.10 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769733 | 08/08/2024 | Shred First Inc | \$670.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769734 | 08/08/2024 | Signs By Tomorrow | \$1,904.19 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

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From Date: 08/08/2024

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To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 10 Education

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769736 | 08/08/2024 | SMART Center | \$600.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769737 | 08/08/2024 | SPECIAL EDUCATION SERVICES | \$5,419.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769738 | 08/08/2024 | Stahls Id Direct | \$450.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769741 | 08/08/2024 | Sue Garcia Fitness Inc | \$279.18 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769742 | 08/08/2024 | Sunbelt Staffing Llc | \$1,362.60 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769743 | 08/08/2024 | Sunburst Sportswear | \$5,972.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769744 | 08/08/2024 | SWAY MEDICAL INC | \$7,000.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769745 | 08/08/2024 | The Artina Group | \$1,144.82 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769746 | 08/08/2024 | The Athletic Equipment Source | \$3,672.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769747 | 08/08/2024 | Thomson Reuters | \$1,220.67 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769748 | 08/08/2024 | TRANSLATELIVE LLC | \$4,998.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769751 | 08/08/2024 | Uncharted Learning Nfp | \$65,400.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769754 | 08/08/2024 | UNIVERSITY OF ARKANSAS AT LITTLE ROCK | \$700.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769755 | 08/08/2024 | Usa Buttons Inc | \$333.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769756 | 08/08/2024 | Verizon Wireless | \$902.66 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769758 | 08/08/2024 | Vex Robotics | \$18,718.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769760 | 08/08/2024 | Visual Image Photography Inc | \$660.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769761 | 08/08/2024 | Waist Up Imprinted Sportswear, Llc | \$3,316.03 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769762 | 08/08/2024 | Warehouse Direct | \$157.99 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Total Checks for Fund: 131 Total Amount: \$1,566,959.41

Fund: 20 Operations & Maintenance

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|-------------------------|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769547 | 08/08/2024 | A & J Sewer Service Inc | \$17,880.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

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Fiscal Year: 2024-2025

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Fund: 20 Operations & Maintenance

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---------------------------------|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769549 | 08/08/2024 | Addison Building Material Co | \$655.79 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769551 | 08/08/2024 | AHW LLC | \$727.90 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769555 | 08/08/2024 | ALTA MATERIAL HANDLING | \$12,750.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769560 | 08/08/2024 | Amperage Electrical Supply Inc. | \$90.10 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769562 | 08/08/2024 | Anderson Elevator | \$3,040.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769563 | 08/08/2024 | Anderson Lock Company Ltd | \$3,902.23 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769564 | 08/08/2024 | Anderson Pest Control | \$4,315.55 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769567 | 08/08/2024 | Aqua Pure Enterprises Inc | \$5,718.55 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769570 | 08/08/2024 | At&T Mobility | \$243.54 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769574 | 08/08/2024 | BELFOR PROPERTY RESTORATION | \$16,654.70 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769576 | 08/08/2024 | Bone Roofing Supply Inc | \$118.01 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769577 | 08/08/2024 | Bornquist Inc | \$5.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769579 | 08/08/2024 | Brightly Software Inc. | \$7,760.57 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769581 | 08/08/2024 | Brucker Company | \$9,224.15 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769583 | 08/08/2024 | Calumet Paint & Wallpaper Inc | \$600.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769586 | 08/08/2024 | Canopy Enterprises Inc | \$15,700.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769590 | 08/08/2024 | CDW GOVERNMENT INC - 2 | \$4,960.45 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769595 | 08/08/2024 | Chicago Communications, Llc | \$3,424.50 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769604 | 08/08/2024 | Cook County Farm Bureau | \$20.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769605 | 08/08/2024 | Cornerstone Energy Group Inc | \$2,879.60 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769611 | 08/08/2024 | Cs2 Design Group Llc | \$2,925.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769613 | 08/08/2024 | Davey Tree Expert Co | \$869.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769616 | 08/08/2024 | Dreisilker Elec Motors Inc | \$424.28 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

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To Voucher: 1093

Fund: 20 Operations & Maintenance

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769623 | 08/08/2024 | Emium Lighting LLC | \$480.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769628 | 08/08/2024 | Field Turf Usa Inc | \$1,075.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769633 | 08/08/2024 | Frank P Cooney Co Inc | \$13,394.02 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769637 | 08/08/2024 | Grainger | \$2,817.95 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769640 | 08/08/2024 | GRAPHICS USA 1 | \$12,555.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769641 | 08/08/2024 | Grassroots Landscape Specialities, Inc. | \$315.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769642 | 08/08/2024 | Graybar Electric Co Inc | \$3,611.83 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769643 | 08/08/2024 | Green Associates Inc | \$1,679.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769647 | 08/08/2024 | Hilti Inc | \$282.60 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769652 | 08/08/2024 | Il Office of the State Fire Marshal | \$630.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769654 | 08/08/2024 | ILLCO | \$272.57 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769655 | 08/08/2024 | Illinois Dept of Agriculture | \$120.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769656 | 08/08/2024 | Illinois Dept of Agriculture | \$120.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769662 | 08/08/2024 | Johnson Floor Company Inc | \$41,633.86 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769667 | 08/08/2024 | Kele Inc | \$2,978.97 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769668 | 08/08/2024 | Kimball Midwest, Inc. | \$22.62 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769671 | 08/08/2024 | L & W Supply Corp | \$1,662.62 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769672 | 08/08/2024 | Lab Development LLC | \$2,821.93 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769675 | 08/08/2024 | Language Line Services Inc | \$2,582.53 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769680 | 08/08/2024 | MACCARB INC | \$1,025.33 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769683 | 08/08/2024 | MCWILLIAMS ELECTRIC CO INC | \$11,560.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769685 | 08/08/2024 | Michael Wagner & Sons Inc | \$1,564.42 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769686 | 08/08/2024 | Michaels Uniform Co | \$928.02 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 20 Operations & Maintenance

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769690 | 08/08/2024 | MOUNT PROSPECT PAINT | \$5,677.83 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769691 | 08/08/2024 | Mulch Center | \$1,410.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769693 | 08/08/2024 | National Decorating Service Inc | \$2,400.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769694 | 08/08/2024 | NATIONAL LIFT TRUCK INC | \$823.22 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769695 | 08/08/2024 | Neuco Inc | \$2,056.68 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769699 | 08/08/2024 | NORTHERN POWER WASHING LLC | \$6,553.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769700 | 08/08/2024 | Northern Tool & Equipment Company, Inc. | \$112.49 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769702 | 08/08/2024 | O'Reilly Auto Parts | \$542.21 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769705 | 08/08/2024 | Partition Pros | \$9,559.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769706 | 08/08/2024 | PEPPER ENVIRONMENTAL TECHNOLOGIES INC | \$25,419.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769709 | 08/08/2024 | PETE THE PAINTER INC | \$22,090.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769711 | 08/08/2024 | Pioneer Athletics | \$7,893.37 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769713 | 08/08/2024 | Porter Pipe & Supply | \$2,126.99 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769716 | 08/08/2024 | PRAGER MOVING & STORAGE CO | \$4,800.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769717 | 08/08/2024 | Prismatec Inc | \$1,900.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769721 | 08/08/2024 | RAMBOLL AMERICAS ENGINEERING SOLUTIONS | \$6,382.71 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769723 | 08/08/2024 | RST Inc | \$2,260.14 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769724 | 08/08/2024 | Ryder Transportations Services | \$1,926.19 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769725 | 08/08/2024 | SCARAVELLE COMPANY INC | \$4,525.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769732 | 08/08/2024 | Service Sanitation | \$24,920.99 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769735 | 08/08/2024 | SIMPLEK | \$2,346.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769739 | 08/08/2024 | Stanton Mechanical Inc | \$5,800.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Fund: 20 Operations & Maintenance

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|-----------------------------|-------------|---------|---------|---------|--------------------------|------------|-----------|
| 769740 | 08/08/2024 | Str Partners Llc | \$10,180.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769749 | 08/08/2024 | TURFIX LLC | \$4,000.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769752 | 08/08/2024 | UNITED GMG | \$1,440.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769753 | 08/08/2024 | United Parcel Service | \$173.17 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769756 | 08/08/2024 | Verizon Wireless | \$1,403.92 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769757 | 08/08/2024 | Veterans Floors Inc | \$4,925.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769759 | 08/08/2024 | Villa Park Office Equipment | \$5,200.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769762 | 08/08/2024 | Warehouse Direct | \$9,632.88 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769763 | 08/08/2024 | World Security & Control | \$7,194.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Total Checks for Fund: 78 Total Amount: \$404,695.98

Fund: 40 Transportation

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---------------------------------|--------------|---------|---------|---------|--------------------------|------------|-----------|
| 769546 | 08/08/2024 | 303 Taxi | \$6,288.80 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769552 | 08/08/2024 | Al Warren Oil Co | \$24,291.98 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769556 | 08/08/2024 | American Taxi Dispatch Inc | \$1,826.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769557 | 08/08/2024 | AMERICAN TIRE DISTRIBUTORS INC. | \$2,082.63 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769578 | 08/08/2024 | Brex Solutions, Inc. | \$484,247.10 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769638 | 08/08/2024 | Grand Prairie Transit Elk Grove | \$239,532.28 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769653 | 08/08/2024 | IL Tollway | \$2,566.83 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769688 | 08/08/2024 | Midwest Transit Equipment Inc | \$370.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769702 | 08/08/2024 | O'Reilly Auto Parts | \$1,136.72 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769750 | 08/08/2024 | TYLER TECHNOLOGIES INC | \$107.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Check:

To Check:

From Voucher: 1093

To Voucher: 1093

Total Checks for Fund: 10 Total Amount: \$762,449.34
Fund: 60 Capital Projects

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|------------------------------------|--------------|---------|---------|---------|--------------------------|------------|-----------|
| 769568 | 08/08/2024 | Arcon Associates | \$1,766.25 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769572 | 08/08/2024 | B & F Construction Code Serv | \$1,825.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769596 | 08/08/2024 | CHICAGOLAND POOL MANAGEMENT INC | \$191,135.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769606 | 08/08/2024 | Correct Digital Displays Inc | \$49,864.00 | 1093 | Printed | Expense | <input type="checkbox"/> | | |
| 769644 | 08/08/2024 | Henricksen And Co Inc | \$27,685.83 | 1093 | Printed | Expense | <input type="checkbox"/> | | |

Total Checks for Fund: 5 Total Amount: \$272,276.08

Total Amount: \$3,006,380.81

End of Report

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S GOEBBERT RD
ARLINGTON HEIGHTS, IL 60005



ACCOUNTS PAYABLE LISTING

EFT LISTING DATED August 8, 2024

BOARD APPROVAL DATE August 8, 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: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

Account: 444-371-9

| Fund: | 10 | Education | | | | | | |
|-------|------------|-------------------------------|----------|---------|---------------|------|--------------------------|----------|
| | Date | Payee | Amount | Voucher | Status | Type | Paid? | Pay Date |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$83.56 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$77.18 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$202.56 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$15.96 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$41.76 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$75.98 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$16.66 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$15.50 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$5.02 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$16.87 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$11.69 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$7.38 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$62.97 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$4.30 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| | 08/08/2024 | Amazon Capital Services, Inc. | \$62.38 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|---------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$49.78 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.66 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.35 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$17.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$20.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.59 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$31.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$26.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$26.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.48 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$33.12 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|---------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$46.33 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$63.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$18.78 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$30.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$41.56 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.44 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$4.37 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$79.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.03 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$18.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$21.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$55.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.44 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.32 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$57.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$22.32 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$31.15 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$46.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$71.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$27.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$129.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$2.42 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$54.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$37.64 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$122.28 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$132.75 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$118.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$93.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$88.27 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$29.07 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$27.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$89.88 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$496.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$60.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.79 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$10.56 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$39.58 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.68 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$29.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$51.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$131.30 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$234.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$23.47 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$22.71 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$87.10 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$18.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.90 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.44 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.36 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.16 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.15 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024 **To Date:** 08/08/2024
From Voucher: 1094 **To Voucher:** 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$29.67 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$53.94 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$72.48 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$59.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$44.85 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$28.57 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$22.56 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$23.15 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$17.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$599.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Jewel Food Store | \$31.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Jewel Food Store | \$79.84 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Jewel Food Store | -\$1.76 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024 **To Date:** 08/08/2024
From Voucher: 1094 **To Voucher:** 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$35.86 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$94.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$186.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$68.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$55.85 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.75 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.36 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.93 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$20.72 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$20.66 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$10.39 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.05 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.62 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$24.48 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$18.08 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$65.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$54.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$38.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$499.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$113.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$23.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$89.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$115.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$339.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$135.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$518.24 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$179.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|--------------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.54 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$88.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$98.78 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | NSSEO | \$12,550.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | NSSEO | \$304,184.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$359.40 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$111.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$71.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$827.54 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$59.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$17.90 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$40.75 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$16.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$43.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$139.78 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$390.64 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$104.52 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|-----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$99.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$588.93 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$35.43 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$47.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.94 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$52.36 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$20.76 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$46.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$23.87 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$46.32 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$110.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | -\$110.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$24.94 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.53 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$4.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$81.30 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$35.51 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$79.40 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$22.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$123.29 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$33.59 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$38.55 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$73.08 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$129.90 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$17.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$139.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$49.69 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$3.55 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.47 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$41.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024 **To Date:** 08/08/2024
From Voucher: 1094 **To Voucher:** 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$265.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$124.78 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.39 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$26.19 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.67 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.55 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$10.62 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$55.38 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.18 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$4.23 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.91 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$32.59 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$32.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.84 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.86 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.79 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.68 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$123.13 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$43.61 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.85 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$54.46 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$32.73 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$998.04 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$44.67 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$99.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$129.90 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$993.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024 **To Date:** 08/08/2024
From Voucher: 1094 **To Voucher:** 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$43.56 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$299.90 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.45 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$68.59 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.53 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$9.77 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.20 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$24.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$68.60 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Jewel Food Store | \$27.96 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$248.64 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Jewel Food Store | \$98.69 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$51.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.38 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024 **To Date:** 08/08/2024
From Voucher: 1094 **To Voucher:** 1094

| | | | | | |
|------------|-------------------------------|---------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.03 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$41.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$47.49 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$52.40 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.49 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.82 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$10.44 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.17 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$18.16 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.79 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.38 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$22.24 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$52.46 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.49 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$70.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$11.18 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$32.15 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|-------------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$119.97 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$8.19 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$23.40 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$94.52 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$24.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$35.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$16.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$271.84 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | NSSEO | \$58,498.74 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$263.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$20.60 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$87.95 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$26.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.77 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$12.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$10.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$21.76 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$10.45 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$179.80 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$244.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$384.72 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$386.86 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$16.23 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.32 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.39 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$140.10 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$27.28 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$39.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$799.50 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$163.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$5.60 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$223.92 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$249.75 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024 **To Date:** 08/08/2024
From Voucher: 1094 **To Voucher:** 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$47.89 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$470.36 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$24.52 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$13.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.46 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$22.00 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$15.90 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$7.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$14.63 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$17.49 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$45.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$18.78 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$4.26 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$35.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | -\$22.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | |
|------------|-------------------------------|----------|------|------------------|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | -\$65.64 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$369.99 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$557.69 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$799.52 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$33.74 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$146.98 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$17.21 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$27.68 | 1094 | Posted to G/L AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$23.39 | 1094 | Posted to G/L AP | <input type="checkbox"/> |

| | | | |
|-----------------|-----|---------------|--------------|
| Total for Fund: | 348 | Total Amount: | \$399,380.50 |
|-----------------|-----|---------------|--------------|

Fund: 20 Operations & Maintenance

| Date | Payee | Amount | Voucher | Status | Type | Paid? | Pay Date |
|------------|-------------------------------------|-----------|---------|------------------|------|--------------------------|----------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$19.99 | 1094 | Posted to G/L AP | | <input type="checkbox"/> | |
| 08/08/2024 | Amazon Capital Services, Inc. | \$926.25 | 1094 | Posted to G/L AP | | <input type="checkbox"/> | |
| 08/08/2024 | Amazon Capital Services, Inc. | \$140.90 | 1094 | Posted to G/L AP | | <input type="checkbox"/> | |
| 08/08/2024 | Amazon Capital Services, Inc. | -\$299.00 | 1094 | Posted to G/L AP | | <input type="checkbox"/> | |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$490.40 | 1094 | Posted to G/L AP | | <input type="checkbox"/> | |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$107.86 | 1094 | Posted to G/L AP | | <input type="checkbox"/> | |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| Date | Description | Amount | Voucher | Posting | AP | AP |
|------------|-------------------------------------|------------|---------|---------------|----|--------------------------|
| 08/08/2024 | Amazon Capital Services, Inc. | \$95.80 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$108.80 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$1,797.60 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$1,099.95 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$79.99 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$139.98 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$6.95 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$25.99 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$172.48 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$50.80 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$6,289.66 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$194.92 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$142.60 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$298.65 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$67.88 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$53.71 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$26.45 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$30.30 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

| | | | | | | |
|------------|-------------------------------------|----------|------|---------------|----|--------------------------|
| 08/08/2024 | HDSupply Facilities Maintenance Ltd | \$782.50 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |
| 08/08/2024 | Amazon Capital Services, Inc. | \$69.99 | 1094 | Posted to G/L | AP | <input type="checkbox"/> |

Total for Fund: 26 Total Amount: \$12,921.40

Fund: 40 Transportation

| Date | Payee | Amount | Voucher | Status | Type | Paid? | Pay Date |
|------------|-------|-------------|---------|---------------|------|--------------------------|----------|
| 08/08/2024 | NSSEO | \$30,084.59 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |

Total for Fund: 1 Total Amount: \$30,084.59

Fund: 60 Capital Projects

| Date | Payee | Amount | Voucher | Status | Type | Paid? | Pay Date |
|------------|------------------------|--------------|---------|---------------|------|--------------------------|----------|
| 08/08/2024 | Pepper Construction Co | \$411,144.65 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| 08/08/2024 | Pepper Construction Co | \$31,791.90 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| 08/08/2024 | Pepper Construction Co | \$279,507.26 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| 08/08/2024 | Pepper Construction Co | \$754,817.37 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| 08/08/2024 | Pepper Construction Co | \$445,452.03 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| 08/08/2024 | Pepper Construction Co | \$131,752.60 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |
| 08/08/2024 | Pepper Construction Co | \$463,126.11 | 1094 | Posted to G/L | AP | <input type="checkbox"/> | |

Total for Fund: 7 Total Amount: \$2,517,591.92

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 08/08/2024

To Date: 08/08/2024

From Voucher: 1094

To Voucher: 1094

Total Amount: \$2,959,978.41

End of Report

Township High School District 214 - Board of Education

Out of District Personnel Report

August 8th 2024

Out of District Co-Curricular

| Position | Location | Name | Salary | Effective Date |
|--------------------------------------|-----------------------------|-------------------|---------------|-----------------------|
| Co-Curr Marching Band Assistant | Buffalo Grove High School | Andolfi, Amanda | \$2,847.50 | 8/9/2024 |
| Co-Curr Media/Broadcast | John Hersey High School | Prokes, Gary | \$9,428.00 | 8/9/2024 |
| Co-Curr Marching Band Assistant | Prospect High School | Bilbrey, Lauren M | \$2,847.50 | 8/9/2024 |
| Co-Curr Musical Production Assistant | Wheeling High School | Camargo, Veronica | \$4,328.00 | 8/9/2024 |
| Co-Curr Asst Girls Cross Country | Prospect High School | Hopper, Ryan | \$2,980.50 | 8/9/2024 |
| Co-Curr Asst Girls Water Polo | Prospect High School | Lutz, Claire | \$5,961.00 | 8/9/2024 |
| Co-Curr Marching Band Assistant | Rolling Meadows High School | Maciel, Brianna L | \$2,164.00 | 8/9/2024 |
| Co-Curr Forensics Assistant | Wheeling High School | Little, Hunter | \$2,043.75 | 8/9/2024 |
| Co-Curr Forensics Assistant | Wheeling High School | Roberts, Abby | \$2,043.75 | 8/9/2024 |
| T & L Co-Curr Robotics Asst Coach | FVEC/ District | Beedy, James | \$10,112.00 | 8/9/2024 |
| T & L Co-Curr Robotics Head Coach | FVEC/ District | Koch, Mark | \$12,908.00 | 8/9/2024 |
| | | | | |
| | | | | |

**Township High School District 214 - Board of Education
Personnel Transaction Report
August 8, 2024**

Educational Support Personnel 2024-2025

| Change | Location | Name | Salary | Hours | Effective Dates |
|--|----------|--------------------|---------|-------|--------------------------------|
| Resignation (From: Campus Safety) | JHHS | Batican Altan | | | July 29, 2024 |
| Job Placement Specialist (From: Temporary and Grant. Funded) | FVEC | Donald Braaten | \$26.62 | 37.5 | August 12, 2024 |
| Resignation (From: Instructional Assistant - Student Services) | PHS | Lindsay Craig | | | July 24, 2024 |
| Resignation (From: Instructional Assistant - EL) | EGHS | Abisai Diaz | | | July 30, 2024 |
| Administrative Assistant II - District (From: 37.5 hours) | FVEC | Helen Hunt | \$27.09 | 40 | August 5, 2024 |
| Resignation (From: Job Placement Specialist) | FVEC | Eric Kemp | | | August 11, 2024 |
| Resignation (From: Instructional Assistant - Student Services) | JHHS | Elvira Muhamedagic | | | August 1, 2024 |
| Instructional Assistant - EL (From: PHS) | SS/INA | Michelle Rodriguez | \$26.62 | 37.5 | August 12, 2024 - May 30, 2025 |
| Resignation (From: Instructional Assistant - Student Services) | SS/INA | Carlos Talamantes | | | August 1, 2024 |

| New | Location | Name | Salary | Hours | Effective Date |
|--|----------|-------------------------|---------|-------|-------------------|
| Campus Safety | RMHS | Christopher Alamo | \$24.06 | 40 | August 12, 2024 |
| Technology Assistant - Help Desk | JHHS | Paul Endre | \$26.04 | 40 | August 12, 2024 |
| Division Assistant | RMHS | Kristina Gorby | \$24.06 | 37.5 | August 12, 2024 |
| Instructional Assistant - Student Services | WHS | Angelina Graff | \$25.08 | 37.5 | August 12, 2024 |
| Campus Safety | PHS | Erik Hammerstrom | \$24.06 | 40 | August 12, 2024 |
| Division Assistant | EGHS | Robert Hartwig | \$24.06 | 25 | September 2, 2024 |
| Division Assistant | PHS | Christine Johnston | \$24.06 | 25 | August 12, 2024 |
| Instructional Assistant - Student Services | EGHS | Katie McElheny | \$25.08 | 37.5 | August 12, 2024 |
| Division Assistant | BGHS | Felicia Ross | \$24.06 | 15 | August 12, 2024 |
| Campus Safety | EGHS | Alexander Ruvalcaba | \$24.06 | 25 | August 12, 2024 |
| Instructional Assistant - Student Services | PHS | Virginia Santiago | \$25.08 | 37.5 | August 12, 2024 |
| Pre School Assistant | BGHS | Hailey Sullivan | \$25.08 | 17.5 | August 12, 2024 |
| Instructional Assistant - Student Services | JHHS | Chistopher VanGrondelle | \$25.08 | 25 | August 12, 2024 |
| Instructional Assistant - Student Services | BGHS | Cory Wilks | \$25.08 | 25 | August 12, 2024 |

Temporary and Grant Funded Personnel 2024-2025

| Position | Location | Name | Salary | Hours | Effective Dates |
|--|----------|-----------------------|---------|-------|---------------------------------|
| Student Success Coach | FVEC | Phil Holmes | \$25.08 | 40 | August 12, 2024 - June 30, 2025 |
| Instructional Assistant - Student Services | PHS | John Kus | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| Instructional Assistant - Student Services | SS/TAFV | Maria D. Lopez | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| Instructional Assistant - Student Services | WHS | Anthony Manicke | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| Instructional Assistant - Student Services | SS/liife | Jennifer Nation-Bondi | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| Instructional Assistant - Student Services | JHHS | Cassidy Murphy | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| Instructional Assistant - Student Services | JHHS | Julian Rocha | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| Job Placement Specialist | FVEC | Karin Schmit | \$25.08 | 37.5 | August 12, 2024 - May 30, 2025 |
| AVID Assistant | WHS | Kristina Staletovic | \$24.06 | | August 12, 2024 - May 30, 2025 |
| AVID Assistant | WHS | Nikoleta Staletovic | \$25.53 | | August 12, 2024 - May 30, 2025 |

**Education Association and Administrative/Supervisory Personnel Report
August 8, 2024**

ADMINISTRATORS/SUPERVISORS

| Position | Location | Name | Salary | Effective Date |
|---------------------------------|-----------------|----------------|---------------|-----------------------|
| Division Head of Math & Science | EGHS | Callie Tillett | \$136,000 | August 9, 2024 |

| Voluntary Retirement Program | Location | Name | Effective Date |
|-------------------------------------|-----------------|---------------|--|
| School Nutrition Services Manager | JHHS | Anette Terzic | Change in date from June 30, 2026 to June 30, 2025 |

EDUCATION ASSOCIATION

| Position | Location | Name | Salary | Effective Date |
|-----------------------|-----------------|------------------|---------------|-----------------------|
| 0.6 Special Education | EGHS | Nicholas Hagins | \$44,040.00 | August 12, 2024 |
| 1.0 CTE | EGHS | David Fitzgerald | \$63,276.00 | August 12, 2024 |