



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

FEBRUARY 26, 2019

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, February 26, 2019 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

- A. Call to Order and Roll Call
Time: 2 Hours 10 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Approval of Minutes 3
Time: 5 Minutes
- E. Consent Agenda
Time: 5 Minutes
 - 1. Approval of Bills 12
 - 2. Approval of School Donations 54
 - 3. Approval of Employment Actions 55
 - 4. Approval of Press Policies 2nd Reading 66
 - 5. Approval of Amended Articles of Agreement with the ELC 130
- F. Action Items
- G. Discussion Items
Time: 1 Hour
 - 1. Draft Staffing Plan 2019-2020 145
 - 2. Daniel Wright Facility Improvement Project 148
 - 3. Board Goals 157
- H. Information
Time: 30 Minutes
 - 1. Board Representatives Committee Updates
 - 2. Written Department Updates
 - a. Business Office 158
 - 1) Treasurer's Report 177
 - 2) Enrollment 184

3) Copier Replacement	186
b. Facilities	187
c. Curriculum and Instruction, Student Services, Technology and Assessment	188
3. Superintendent's Informational Report	191
4. IASB Lake Division Dinner Meeting	213
I. Old Business/New Business	
J. Community Participation	
K. Executive Session	
Time: 30 Minutes	
L. Adjournment	



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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, January 15, 2019

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular meeting on Tuesday, January 15, 2019 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Chris Curtis
Malathy Dwaraknath
Marissa Grossenbach
Michael Odongo
Liang Yang

Absent: None

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum & Instruction
RJ Bialk, Director of Technology & Assessment
Dr. Gina Finaldi, Director of Student Services
Scott Gaunky, Director of Facilities
Margaret Van Duch, District Communications Coordinator
Ann Hofmeier, Principal Laura B. Sprague School
Thomas Herion, Assistant Principal Daniel Wright Junior High School
Melody Littlefair, Assistant Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 6

Press: 0

Staff: 7

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:01 p.m.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Celebrating Success

Mrs. Littlefair introduced Ms. Healy, Learning Behavior Specialist, and Ms. Funk, Social Worker, along with students in the Intensive Instructional Program. Ms. Healy and Mrs. Funk implemented a new program last year that fused curricular goals and life skills goals and created a self-service drinks system in the staff lounge. Students applied their instructional learning of supply and demand to manage the class business while providing a new amenity of the staff lounge. This year, the program grew and the students took on a new challenge, The Snack Cart. Again, Ms. Healy and Mrs. Funk developed another instructional challenge that would again fuse curricular goals and life skills goals, with the addition of social skills. In this venture, students work, interact and collaborate with peers and staff. Students in the program were present to answer questions from the Board and share their experiences. The Board thanked students and staff for the exciting presentation.

Approval of Minutes

Motion by Mr. Odongo, seconded by Mrs. Dwaraknath, to approve the minutes of the December 18, 2018 meeting.

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

Consent Agenda

Motion by Mr. Curtis, seconded by Mrs. Harper the Board approve the following items on the Consent Agenda:

Approval of Bills
 Approval of Donations
 Approval of Employment Actions
 Approval of Independent Contractor Agreement
 Approval of Destruction of Executive Session Recordings
 Approval of Semi-annual Review of Executive Session Minutes

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

Action Items

1. Approval of School Calendar 2019-2020

Motion by Mr. Curtis, seconded by Mrs. Yang, the Board approve the school calendar for the 2019-2020 school year.

Dr. Warren noted the calendar was adjusted to reflect recent changes in the number of days students must attend school.

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

Discussion Items

1. Curriculum and Instruction Goals Update

Mrs. Reynolds provided a review and update of the Curriculum and Instruction Department goals for the 2018-2019 school year.

2. Amended Articles of Agreement with the Exceptional Learners' Collaborative (ELC)

Dr. Warren discussed changes in how federal IDEA funds are provided to special education cooperatives, and the adjustment for the member districts to receive and distribute those funds. The Amended Articles of Agreement with the ELC will come for Board approval this year.

3. Daniel Wright Facility Improvement Project

Mr. Palbicke provided an update of the core planning committee meetings for the improvement project at Daniel Wright Junior High School.

Information

Board Representatives Committee Update

Board members provided verbal reports of the PTO and LFF meetings they attended.

Departmental Updates

Discussions were held on December enrollment, and the construction manager for the facility project.

Superintendent Report

Dr. Warren provided his Superintendent report.

Old Business/New Business

No business was brought forward.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. Harper, seconded by Mr. Odongo, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

The Board moved into Executive Session at 7:54 p.m.

Open Session

The Board reconvened to Open Session at 8:22 p.m.

Discussion was held of gathering bus rider data from the Transportation Department, Music Boosters fees, and the graduation date conflict with the Outdoor Ed Program.

Adjournment

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, to adjourn.

Voice Vote: All ayes. No nays. Motion carried.

The meeting adjourned at 8:46 p.m.

President Board of Education

Secretary Board of Education

DRAFT

Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, January 15, 2019

An Executive Session of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, January 15, 2019, in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President

Kate Harper, Vice President

Chris Curtis

Malathy Dwaraknath

Marissa Grossenbach

Michael Odongo

Liang Yang

Absent: None

Also present:

Dr. Scott Warren, Superintendent

Norma Taylor, Board Secretary

Executive Session convened at 8:02 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Personnel

Dr. Warren and the Board discussed Anthony Mendoza's performance as Director of Transportation.

Open Session

Motion by Mrs. Dwaraknath, seconded by Mrs. Harper, to return to Open Session.

Voice Vote: All ayes. No nays. Motion carried.

The meeting reconvened to Open Session at 8:22 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, February 6, 2019

The Board of Education of Lincolnshire-Prairie View School District 103 held its Committee of the Whole meeting on Wednesday, February 6, 2019 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Malathy Dwaraknath
Marissa Grossenbach
Michael Odongo

Absent: Chris Curtis
Liang Yang

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum & Instruction
RJ Bialk, Director of Technology & Assessment
Dr. Gina Finaldi, Director of Student Services
Scott Gaunky, Director of Facilities
Jill Mau, Principal Half Day School
Laura Delagrange, Assistant Principal Half Day School
Michelle Blackley, Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 6

Press: 0

Staff: 4

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:03 p.m.

Pledge of Allegiance

Celebrating Success

Mrs. Mau introduced a member of Stevenson High School's Key Club, a service organization with that provides support in the community. Their theme for November was *Understanding Cultural Differences*. Members of Key Club met with some students at Half Day School to experience various cultures through crafting. They enjoyed Chinese calligraphy, Japanese origami, and Mexican papel cagado. Half Day students shared their experiences learning about the various cultures through crafts.

Community Participation

There was no community participation at this time.

Discussion Items

1. Enrollment Projections

Mr. Palbicke reviewed enrollment projections by the District's demographer as well as internal projections. Discussion was held of residential development and other criteria used in developing the projections.

2. Press Policy 1st Reading

The Board reviewed updated policies presented for review. Discussion was held of the policies and will come to the Board for approval at the 2nd reading at the next meeting.

3. Daniel Wright Facility Improvement Project

Mrs. van Gerven provided a review of the work of the recent Core Planning Committee meeting. They have recently learned of information from the village engineer about storm water management. The committee will continue to work through the process in planning.

4. Solar Project Discussion

Dr. Warren and Mr. Gaunky discussed a new solar option for both Sprague and Half Day Schools. Discussion was held and the Board was amicable to a more detailed presentation from the company making the proposal. A presentation will be held at a future Board meeting.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, the Board go into Executive Session to discuss probable or imminent litigation.

Roll Call: Ayes: Dwaraknath, Grossenbach, Harper, Odongo, van Gerven. Nays: None. Abstain: None. Motion carried.

The Board moved into Executive Session at 7:45 p.m.

Open Session

The Board reconvened to Open Session at 8:04 p.m.

Adjournment

Motion by Mrs. Dwaraknath, seconded by Mrs. Harper, to adjourn.

Voice Vote: All ayes. No nays. Motion carried.

The meeting adjourned at 8:04 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES
Tuesday, February 6, 2019

An Executive Session of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Wednesday, February 6, 2019, in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Malathy Dwaraknath
Marissa Grossenbach
Michael Odongo

Absent: Chris Curtis
Liang Yang

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 7:53 p.m. to discuss probable or imminent litigation.

Probable or Imminent Litigation

Dr. Warren informed the Board of a letter received from Djuro Jovic's attorney threatening litigation to recover developer impact fees submitted to the District in 2008 for property located at 20 Westminster in Lincolnshire. Dr. Warren reviewed the history of this request that has come before the Board previously, and the guidance he received from the District's attorney. The Board discussed this particular case and the timeline of Mr. Jovic's previous requests.

Open Session

Motion by Mrs. Harper, seconded by Mrs. Grossenbach, to return to Open Session.

Voice Vote: All ayes. No nays. Motion carried.

The meeting reconvened to Open Session at 8:03 p.m.

President Board of Education

Secretary Board of Education

Bills Payable (Fund Summary)

Printed: 2/21/2019 10:00 AM
Lincolnshire-Prairie View SD #103

Fund Code	Description	Amount
10	Education Fund	266,293.48
20	Oper, Build, & Maint Fund	131,962.02
40	Transportation Fund	9,006.30
Report Total		<u><u>\$407,261.80</u></u>

Bills Payable by Account

Printed: 2/21/2019 10:08 AM
Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10-1100-392							
Education Fund							
	03988	LEARNING.COM	EASY TECH K-8	2	3,500.00		0
					Total:	<u>\$3,500.00</u>	
					Fund: 10	<u>\$3,500.00</u>	
					Account: 10-1100-392	<u>\$3,500.00</u>	
10-1100-420							
Education Fund							
	01005	DON JOHNSTON INCORPORATED	TEXTBOOKS	2	754.92		0
					Total:	<u>\$754.92</u>	
	01981	HEINEMANN	TEXTBOOKS	2	217.80		0
					Total:	<u>\$217.80</u>	
					Fund: 10	<u>\$972.72</u>	
					Account: 10-1100-420	<u>\$972.72</u>	
10-1111-230							
Education Fund							
	04753	DONENBERG, MALLORY	TUITION REIMBURSEMENT	2	840.00		0
					Total:	<u>\$840.00</u>	
					Fund: 10	<u>\$840.00</u>	
					Account: 10-1111-230	<u>\$840.00</u>	
10-1111-410							
Education Fund							
	02110	AMAZON	SP SUPPLIES - GENERAL K-2	2	16.25		0
			SP SUPPLIES - GENERAL K-2	2	16.25		0
					Total:	<u>\$32.50</u>	
	01589	Elbaum, Susan	SP SUPPLIES - GENERAL K-2	2	17.29		0
					Total:	<u>\$17.29</u>	
	03468	Schreurs, Peter J.	SP SUPPLIES - GENERAL K-2	2	250.00		0

Bills Payable by Account

Printed: 2/21/2019 10:08 AM
Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:	<u>\$250.00</u>	
					Fund: 10	<u>\$299.79</u>	
					Account: 10-1111-410	<u>\$299.79</u>	
10-1111-414							
Education Fund							
03135	Kahn, Eleanor B.	CLASSROOM PROJECT SUPPLIES		2	58.65		0
					Total:	<u>\$58.65</u>	
00869	Lindell, Lisa	BOOK CERTIFICATES		2	62.50		0
					Total:	<u>\$62.50</u>	
03468	Schreurs, Peter J.	CLASSROOM PROJECT SUPPLIES		2	358.78		0
					Total:	<u>\$358.78</u>	
03366	Spurrier, Jessica	CLASSROOM PROJECT SUPPLIES		2	69.93		0
					Total:	<u>\$69.93</u>	
					Fund: 10	<u>\$549.86</u>	
					Account: 10-1111-414	<u>\$549.86</u>	
10-1111-417							
Education Fund							
02110	AMAZON	ENG. LANG. ARTS SUPPLIES		2	64.15		0
					Total:	<u>\$64.15</u>	
00869	Lindell, Lisa	LIBRARY BOOKS		2	93.00		0
					Total:	<u>\$93.00</u>	
03468	Schreurs, Peter J.	ENG. LANG. ARTS SUPPLIES		2	92.00		0
		ENG. LANG. ARTS SUPPLIES		2	175.00		0
					Total:	<u>\$267.00</u>	
					Fund: 10	<u>\$424.15</u>	
					Account: 10-1111-417	<u>\$424.15</u>	
10-1111-418							
Education Fund							

Bills Payable by Account

Printed: 2/21/2019 10:08 AM
Lincolnshire-Prairie View SD #103

Account Number		Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
		03468	Schreurs, Peter J.	MATH SUPPLIES	2	103.87		0
						Total:	<u>\$103.87</u>	
						Fund: 10	<u>\$103.87</u>	
						Account: 10-1111-418	<u>\$103.87</u>	
10-1111-419								
Education Fund								
		02110	AMAZON	SP SUPPLIES - OTHER	2	118.48		0
				SP SUPPLIES - OTHER	2	173.88		0
						Total:	<u>\$292.36</u>	
		00999	BINDER, STACY	SP SUPPLIES - OTHER	2	32.44		0
						Total:	<u>\$32.44</u>	
		03852	CLEAR IMPACT	SP SUPPLIES - OTHER	2	349.75		0
						Total:	<u>\$349.75</u>	
15			04731	INTERNATIONAL THOUGHT LEADERS NETWORK, LSP SUPPLIES - OTHER	2	116.26		0
						Total:	<u>\$116.26</u>	
						Fund: 10	<u>\$790.81</u>	
						Account: 10-1111-419	<u>\$790.81</u>	
10-1112-225								
Education Fund								
		01647	OWENS, PAMELA	RETIREE INS COVERING SEPT - JAN	2	2,443.86		0
						Total:	<u>\$2,443.86</u>	
						Fund: 10	<u>\$2,443.86</u>	
						Account: 10-1112-225	<u>\$2,443.86</u>	
10-1112-230								
Education Fund								
		04017	LaBelle, Kelsey L	TUITION REIMBURSEMENT	2	2,350.00		0
						Total:	<u>\$2,350.00</u>	
						Fund: 10	<u>\$2,350.00</u>	

Bills Payable by Account

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Account: 10-1112-230					<u>\$2,350.00</u>		
10-1112-410							
Education Fund							
02110	AMAZON	HD SUPPLIES - GENERAL 3-5	2	139.30			0
		HD SUPPLIES - GENERAL 3-5	2	214.94			0
		HD SUPPLIES - GENERAL 3-5	2	73.98			0
				Total:	<u>\$428.22</u>		
00097	SCHOOL SPECIALTY	Substitute Folders	2	63.30			0
		HD SUPPLIES - GENERAL 3-5	2	30.99			0
				Total:	<u>\$94.29</u>		
				Fund: 10	<u>\$522.51</u>		
Account: 10-1112-410					<u>\$522.51</u>		
10-1112-411							
Education Fund							
00097	SCHOOL SPECIALTY	ART SUPPLIES	2	2,101.82			0
				Total:	<u>\$2,101.82</u>		
				Fund: 10	<u>\$2,101.82</u>		
Account: 10-1112-411					<u>\$2,101.82</u>		
10-1112-415							
Education Fund							
01050	Gagamov, Jaime	SCIENCE SUPPLIES	2	26.98			0
				Total:	<u>\$26.98</u>		
				Fund: 10	<u>\$26.98</u>		
Account: 10-1112-415					<u>\$26.98</u>		
10-1112-419							
Education Fund							
03852	CLEAR IMPACT	HD SUPPLIES - OTHER	2	349.75			0
				Total:	<u>\$349.75</u>		
				Fund: 10	<u>\$349.75</u>		

Bills Payable by Account

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Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Account: 10-1112-419					<u>\$349.75</u>		
10-1120-225							
Education Fund							
	01463	BAHCALL, AMY	RETIREE INSURANCE COVERING DEC - JAN	2	1,221.92		0
					Total:	<u>\$1,221.92</u>	
	01106	TRAXLER, SUE	RETIREE INSURANCE COVERING JULY - DEC	2	1,832.94		0
					Total:	<u>\$1,832.94</u>	
					Fund: 10	<u>\$3,054.86</u>	
Account: 10-1120-225					<u>\$3,054.86</u>		
10-1120-230							
Education Fund							
	04346	Ingratta, Salvatore L	TUITION REIMBURSEMENT	2	714.00		0
					Total:	<u>\$714.00</u>	
17	04364	Maloni, Rebecca E	TUITION REIMBURSEMENT	2	840.00		0
					Total:	<u>\$840.00</u>	
	04368	Yan, Katie	TUITION REIMBURSEMENT	2	840.00		0
					Total:	<u>\$840.00</u>	
					Fund: 10	<u>\$2,394.00</u>	
Account: 10-1120-230					<u>\$2,394.00</u>		
10-1120-390							
Education Fund							
	04457	THE SEWING SOURCE	6 SEWING MACHINES REPAIRED DW	2	144.00		0
					Total:	<u>\$144.00</u>	
					Fund: 10	<u>\$144.00</u>	
Account: 10-1120-390					<u>\$144.00</u>		
10-1120-410							
Education Fund							
	00381	SCHOLASTIC MAGAZINES	DW SUPPLIES - GENERAL 6-8	2	181.50		0

Bills Payable by Account

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 Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:		
					<u>\$181.50</u>		
	00097	SCHOOL SPECIALTY	SEE ATTACHED- \$250 KRICKERT	2	132.13		0
			SEE ATTACHED- \$250 KSNOWDEN	2	82.68		0
			DW SUPPLIES - GENERAL 6-8	2	329.24		0
			SEE ATTACHED- \$250 JRUETH	2	217.11		0
			DW SUPPLIES - GENERAL 6-8	2	248.17		0
			DW SUPPLIES - GENERAL 6-8	2	213.33		0
			DW SUPPLIES - GENERAL 6-8	2	189.63		0
			DW SUPPLIES - GENERAL 6-8	2	119.17		0
			DW SUPPLIES - GENERAL 6-8	2	229.38		0
			DW SUPPLIES - GENERAL 6-8	2	41.80		0
			DW SUPPLIES - GENERAL 6-8	2	247.81		0
			DW SUPPLIES - GENERAL 6-8	2	92.06		0
			PO 12842	2	53.22		0
			SEE ATTACHED- \$250 SKODROS	2	38.70		0
					Total:		
					<u>\$2,234.43</u>		
18	02402	Vincent, Erinn	TEACHER SUPPLY	2	20.00		0
					Total:		
					<u>\$20.00</u>		
					Fund: 10		
					<u>\$2,435.93</u>		
					Account: 10-1120-410		
					<u>\$2,435.93</u>		
10-1120-411							
Education Fund							
	01946	BLICK ART MATERIALS	SEE ATTACHED LGETTLEMEN	2	863.72		0
					Total:		
					<u>\$863.72</u>		
	01826	NASCO	CREATIVE ART SUPPLIES	2	81.68		0
					Total:		
					<u>\$81.68</u>		
					Fund: 10		
					<u>\$945.40</u>		
					Account: 10-1120-411		
					<u>\$945.40</u>		
10-1120-413							
Education Fund							

Bills Payable by Account

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 Lincolnshire-Prairie View SD #103

Account Number		Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10-1120-415		00539	LEARNING RESOURCES	SPANISH SUPPLIES	2	139.95		0
						Total:	<u>\$139.95</u>	
						Fund: 10	<u>\$139.95</u>	
						Account: 10-1120-413	<u>\$139.95</u>	
10-1120-415		00251	CAROLINA BIOLOGICAL SUPPLY	SCIENCE SUPPLIES	2	759.04		0
						Total:	<u>\$759.04</u>	
						Fund: 10	<u>\$759.04</u>	
						Account: 10-1120-415	<u>\$759.04</u>	
10-1120-419		03852	CLEAR IMPACT	DW SUPPLIES - OTHER	2	349.75		0
						Total:	<u>\$349.75</u>	
						Fund: 10	<u>\$349.75</u>	
						Account: 10-1120-419	<u>\$349.75</u>	
10-1150-410-1		03938	APPLE	GENERAL SUPPLIES - SP	2	100.00		0
						Total:	<u>\$100.00</u>	
						Fund: 10	<u>\$100.00</u>	
						Account: 10-1150-410-1	<u>\$100.00</u>	
10-1190-390		00104	ADLAI E STEVENSON HIGH SCHOOL	CONCERTS FOR HD 12/19	2	432.50		0
				CONCERT FOR HD 12/18	2	472.50		0
						Total:	<u>\$905.00</u>	
						Fund: 10	<u>\$905.00</u>	

Bills Payable by Account

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 Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Account: 10-1190-390					<u>\$905.00</u>		
10-1190-410-2							
Education Fund							
03467	QUINLAN & FABISH MUSIC	SUPPLIES - HD		2	5.00		0
Total:					<u>\$5.00</u>		
Fund: 10					<u>\$5.00</u>		
Account: 10-1190-410-2					<u>\$5.00</u>		
10-1190-414							
Education Fund							
04584	QUINLAN & FABISH	SUPPLIES - STUDENT PAID		2	9.85		0
Total:					<u>\$9.85</u>		
Fund: 10					<u>\$9.85</u>		
Account: 10-1190-414					<u>\$9.85</u>		
10-1190-640							
Education Fund							
00927	NIMCO	ART HILDEBRAND MUSIC INVITE DW		2	65.00		0
Total:					<u>\$65.00</u>		
Fund: 10					<u>\$65.00</u>		
Account: 10-1190-640					<u>\$65.00</u>		
10-1190-700							
Education Fund							
04584	QUINLAN & FABISH	DW MARIMBA MALLETS BAND		2	26.99		0
Total:					<u>\$26.99</u>		
Fund: 10					<u>\$26.99</u>		
Account: 10-1190-700					<u>\$26.99</u>		
10-1200-225							
Education Fund							
01064	Weinstein, Loretta	REIMB RETIREE INSURANCE covering JULY - JAN		2	4,276.72		0

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Account Number		Vendor Name	Description	Batch #	Amount	Check Date	Check #
Vendor #							
					Total:		
						<u>\$4,276.72</u>	
					Fund: 10	<u>\$4,276.72</u>	
					Account: 10-1200-225	<u>\$4,276.72</u>	
10-1200-314							
Education Fund							
03358		CUSTOM SOLUTIONS	1/19 CONSULTANTS	2	5,306.58		0
					Total:	<u>\$5,306.58</u>	
02537		HEARTLAND HEALTH OUTREACH CCIS	12/18 INTERP SPANISH	2	12.25		0
			12/18 INTERP SP SPANISH/JAPANESE	2	327.51		0
			1/19 SP INTERP POLISH	2	164.43		0
					Total:	<u>\$504.19</u>	
					Fund: 10	<u>\$5,810.77</u>	
					Account: 10-1200-314	<u>\$5,810.77</u>	
10-1200-410							
Education Fund							
02110		AMAZON	SUPPLIES - GENERAL	2	28.98		0
					Total:	<u>\$28.98</u>	
00147		CDW GOVERNMENT	SUPPLIES - GENERAL	2	463.80		0
					Total:	<u>\$463.80</u>	
03727		TEACHERS PAY TEACHERS	SEE ATTACHED	2	171.91		0
					Total:	<u>\$171.91</u>	
00712		ULINE	SUPPLIES - GENERAL	2	322.00		0
					Total:	<u>\$322.00</u>	
					Fund: 10	<u>\$986.69</u>	
					Account: 10-1200-410	<u>\$986.69</u>	
10-1500-392							
Education Fund							
02711		LECHNER & SONS	2/4 SERVICE AGREEMENTS - TOWELS	2	150.48		0

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02711	LECHNER & SONS	01/07 SERVICE AGREEMENTS - TOWELS	2	150.48		0
		SERVICE AGREEMENTS - TOWELS 1/14	2	150.48		0
		8/27 SERVICE AGREEMENTS - TOWELS	2	150.48		0
		8/27 SERVICE AGREEMENTS - TOWELS	2	150.48		0
		2/11 SERVICE AGREEMENTS - TOWELS	2	150.48		0
				Total:	<u>\$902.88</u>	
				Fund: 10	<u>\$902.88</u>	
				Account: 10-1500-392	<u>\$902.88</u>	
10-1500-414						
Education Fund						
00242	ANDERSON LOCK	300 COMBINATION PADLOCK	2	1,572.00		0
				Total:	<u>\$1,572.00</u>	
				Fund: 10	<u>\$1,572.00</u>	
				Account: 10-1500-414	<u>\$1,572.00</u>	
10-1550-410						
Education Fund						
00251	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES	2	45.41		0
				Total:	<u>\$45.41</u>	
04446	GUOQIANG, QIAN	SUPPLIES SCIENCE OLYMPIAD	2	62.37		0
				Total:	<u>\$62.37</u>	
04456	NIE, JOANNE	SCIENCE OLYMPIAD	2	121.98		0
				Total:	<u>\$121.98</u>	
04783	RAJESH, KARTHINI	SCIENCE OLYMPIAD ROLLER COASTER	2	320.71		0
				Total:	<u>\$320.71</u>	
				Fund: 10	<u>\$550.47</u>	
				Account: 10-1550-410	<u>\$550.47</u>	
10-1912-670						
Education Fund						
00393	ARLYN SCHOOL	REVISED JAN TUITION BILL	2	909.47		0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:	<u>\$909.47</u>	
	04671	CAMELOT EDUCATION	01/19 TUITION	2	2,717.10		0
					Total:	<u>\$2,717.10</u>	
	01185	CLASSROOM CONNECTION	12/18 TUITION M. CALDWELL	2	5,708.78		0
			FEB TUITION M. CALDWELL	2	7,747.63		0
					Total:	<u>\$13,456.41</u>	
	00030	COVE SCHOOL, THE	01/19 TUITION E. MANDEL	2	3,671.64		0
			10/18 TUITION E. MANDEL	2	5,769.72		0
					Total:	<u>\$9,441.36</u>	
	01931	NORTHERN SUBURBAN SPECIAL EDUCATION DISTARBOR AND NSAE TUITION		2	36,199.35		0
					Total:	<u>\$36,199.35</u>	
					Fund: 10	<u>\$62,723.69</u>	
					Account: 10-1912-670	<u>\$62,723.69</u>	
10-2110-410							
Education Fund							
	00586	WESTERN PSYCHOLOGICAL SERVICES	SUPPLIES	2	68.00		0
					Total:	<u>\$68.00</u>	
					Fund: 10	<u>\$68.00</u>	
					Account: 10-2110-410	<u>\$68.00</u>	
10-2140-314							
Education Fund							
	02676	BERCOS EDUCATIONAL CONSULTING	DEC/JAN MILEAGE	2	48.50		0
			DEC/JAN HOURS	2	487.50		0
					Total:	<u>\$536.00</u>	
	04770	BUILDING BLOCKS FOR KIDS SUCCESS	1/19 OCCUPATIONAL THERAPY	2	1,800.00		0
					Total:	<u>\$1,800.00</u>	
	03575	EXCEPTIONAL LEARNERS COLLABORATIVE	LUNCH DUTY HD	2	1,070.80		0
			12/18 PHYSICAL THERAPY	2	449.25		0

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					Total:	<u>\$1,520.05</u>	
	04752	RONI BEN-YOSEPH	12/6 - 1/24 YOGA THERAPEUTICS SP	2	540.00		0
					Total:	<u>\$540.00</u>	
					Fund: 10	<u>\$4,396.05</u>	
					Account: 10-2140-314	<u>\$4,396.05</u>	
10-2140-410							
Education Fund							
	00926	NCS PEARSON	SUPPLIES	2	150.50		0
			SUPPLIES	2	50.00		0
					Total:	<u>\$200.50</u>	
					Fund: 10	<u>\$200.50</u>	
					Account: 10-2140-410	<u>\$200.50</u>	
10-2150-314							
Education Fund							
	01857	SPEECH PATH SPECIALISTS	1/19 SPEECH/LANGUAGE	2	9,664.00		0
			12/18 SPEECH/LANGUAGE	2	8,056.00		0
					Total:	<u>\$17,720.00</u>	
					Fund: 10	<u>\$17,720.00</u>	
					Account: 10-2150-314	<u>\$17,720.00</u>	
10-2190-410							
Education Fund							
	00744	Lapin, Heather L.	SUPPLIES	2	59.44		0
					Total:	<u>\$59.44</u>	
	01320	Ligdas, Ioana	HOT CHOCOLATE FUNDRAISER	2	136.25		0
					Total:	<u>\$136.25</u>	
	04766	ODORICA, CECILIA	SUPPLIES	2	113.00		0
					Total:	<u>\$113.00</u>	
	02787	Toomey, Amanda	WRIGHTWAY CLUB BLIND BOX	2	230.58		0

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					Total:	<u>\$230.58</u>	
					Fund: 10	<u>\$539.27</u>	
					Account: 10-2190-410	<u>\$539.27</u>	
10-2192-390							
Education Fund							
	03844	Herion, Thomas F	OUTDOOR EDUCATION MILEAGE	2	122.96		0
					Total:	<u>\$122.96</u>	
	03517	Littlefair, Melody A.	OUTDOOR EDUCATION MILEAGE	2	122.96		0
					Total:	<u>\$122.96</u>	
	04351	Marquis, Eleanor C	OUTDOOR EDUCATION TRAVEL	2	122.96		0
					Total:	<u>\$122.96</u>	
	04784	PASTORI, MARISSA	OUTDOOR EDUCATION MILEAGE	2	125.96		0
					Total:	<u>\$125.96</u>	
25	04140	Phillips, Julia D	OUTDOOR EDUCATION TRAVEL	2	122.96		0
					Total:	<u>\$122.96</u>	
	01909	Wechselberger, Jill	OUR DOOR EDUCATION MILEAGE	2	122.96		0
					Total:	<u>\$122.96</u>	
					Fund: 10	<u>\$740.76</u>	
					Account: 10-2192-390	<u>\$740.76</u>	
10-2192-410							
Education Fund							
	01909	Wechselberger, Jill	SUPPLIES	2	81.13		0
					Total:	<u>\$81.13</u>	
					Fund: 10	<u>\$81.13</u>	
					Account: 10-2192-410	<u>\$81.13</u>	
10-2210-312							
Education Fund							
	00062	LAKE COUNTY EDUCATIONAL SERVICES	MAP J. ARROYO 5/2	2	60.00		0

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Account Number						
Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
00062	LAKE COUNTY EDUCATIONAL SERVICES	MAP S. ELBAUM 5/2	2	100.00		0
				Total:	<u>\$160.00</u>	
01207	RICKERT, KRISTINE	BALLOONS FOR PMSC SHOWCASE	2	43.91		0
				Total:	<u>\$43.91</u>	
03004	Wylie, Christie	INNOVATION CONF FLIGHT AND CONF	2	263.40		0
				Total:	<u>\$263.40</u>	
				Fund: 10	<u>\$467.31</u>	
				Account: 10-2210-312	<u>\$467.31</u>	
10-2210-314						
Education Fund						
04561	COMPUTER LOGIC GROUP, INC	TECH - LOGICAL ONLINE REPORT	2	4,000.00		0
				Total:	<u>\$4,000.00</u>	
				Fund: 10	<u>\$4,000.00</u>	
				Account: 10-2210-314	<u>\$4,000.00</u>	
10-2210-410						
Education Fund						
00088	QUILL	SUPPLIES - GENERAL	2	160.47		0
				Total:	<u>\$160.47</u>	
00097	SCHOOL SPECIALTY	CREDIT MEMO	2	(16.00)		0
				Total:	<u>(\$16.00)</u>	
				Fund: 10	<u>\$144.47</u>	
				Account: 10-2210-410	<u>\$144.47</u>	
10-2211-312						
Education Fund						
04449	Carmody, Katherine J	ISHA NATIONAL CONVENTION	2	74.77		0
				Total:	<u>\$74.77</u>	
				Fund: 10	<u>\$74.77</u>	
				Account: 10-2211-312	<u>\$74.77</u>	

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10-2211-314							
Education Fund							
	02236	URBAN GATEWAYS	PTO 4\11 VOICES OF CHGO POETRY	2	500.00		0
					Total:	<u>\$500.00</u>	
					Fund: 10	<u>\$500.00</u>	
					Account: 10-2211-314	<u>\$500.00</u>	
10-2211-390-2							
Education Fund							
	02246	Abrego, Christine	1/23 1/25 TRAVEL REIMBURSEMENT KINDERGARTEN INTERV	2	57.00		0
					Total:	<u>\$57.00</u>	
	00157	Fencl, Nancy J.	MIDWEST CLINIC	2	51.40		0
			MILEAGE MIDWEST CLINIC	2	39.60		0
					Total:	<u>\$91.00</u>	
	01544	Orals, Pamela	ORFF NATIONAL CONF 11/7 MILEAGE	2	382.80		0
					Total:	<u>\$382.80</u>	
					Fund: 10	<u>\$530.80</u>	
					Account: 10-2211-390-2	<u>\$530.80</u>	
10-2211-490							
Education Fund							
	00097	SCHOOL SPECIALTY	OTHER SUPPLIES - PTO	2	1,448.95		0
					Total:	<u>\$1,448.95</u>	
	04762	WORLDWIDE SPORT SUPPLY	OTHER SUPPLIES - PTO	2	889.90		0
					Total:	<u>\$889.90</u>	
					Fund: 10	<u>\$2,338.85</u>	
					Account: 10-2211-490	<u>\$2,338.85</u>	
10-2211-492							
Education Fund							
	01981	HEINEMANN	TITLE II SUPPLIES	2	1,415.70		0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:	<u>\$1,415.70</u>	
					Fund: 10	<u>\$1,415.70</u>	
					Account: 10-2211-492	<u>\$1,415.70</u>	
10-2215-410							
Education Fund							
02110	AMAZON	SUPPLIES		2	72.04		0
		SUPPLIES		2	82.99		0
					Total:	<u>\$155.03</u>	
01211	KAPLAN EARLY LEARNING CO	SUPPLIES		2	68.83		0
					Total:	<u>\$68.83</u>	
00215	LAKESHORE LEARNING MATERIALS	SUPPLIES		2	172.47		0
					Total:	<u>\$172.47</u>	
04774	LEE & LOW BOOKS INC.	SUPPLIES		2	101.93		0
					Total:	<u>\$101.93</u>	
00088	QUILL	COUPON COD EQL2GFT63 APPLIED		2	(20.00)		0
		ECR4KIDS PUPPET THEATER (MODEL # ELR0693)		2	365.38		0
					Total:	<u>\$345.38</u>	
00181	SWEET, KERRY	SUPPLIES STAFF TEAM BUILDING		2	145.43		0
					Total:	<u>\$145.43</u>	
02846	WOODWIND & BRASSWIND	YAMAHA CLAVINOVA CONSOLE BENCH ROSEWOOD		2	3,499.00		0
		GROVER PRO S-BR TAMBOURINE		2	69.00		0
					Total:	<u>\$3,568.00</u>	
					Fund: 10	<u>\$4,557.07</u>	
					Account: 10-2215-410	<u>\$4,557.07</u>	
10-2220-225							
Education Fund							
00616	ZORC, RENEE	RETIREE INSURANCE JUN - AUG		2	659.80		0
					Total:	<u>\$659.80</u>	

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Fund: 10	<u>\$659.80</u>	
					Account: 10-2220-225	<u>\$659.80</u>	
10-2220-314							
Education Fund							
04788	APRIL HENRY	DW AUTHOR VISIT		2	3,500.00		0
					Total:	<u>\$3,500.00</u>	
					Fund: 10	<u>\$3,500.00</u>	
					Account: 10-2220-314	<u>\$3,500.00</u>	
10-2220-410-3							
Education Fund							
02110	AMAZON	SUPPLIES - GENERAL DW		2	42.15		0
					Total:	<u>\$42.15</u>	
					Fund: 10	<u>\$42.15</u>	
					Account: 10-2220-410-3	<u>\$42.15</u>	
10-2220-430-1							
Education Fund							
03212	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - SP		2	493.11		0
					Total:	<u>\$493.11</u>	
					Fund: 10	<u>\$493.11</u>	
					Account: 10-2220-430-1	<u>\$493.11</u>	
10-2220-430-2							
Education Fund							
03212	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - HD		2	567.10		0
		LIBRARY BOOKS - HD		2	31.37		0
		LIBRARY BOOKS - HD		2	2,492.13		0
					Total:	<u>\$3,090.60</u>	
					Fund: 10	<u>\$3,090.60</u>	
					Account: 10-2220-430-2	<u>\$3,090.60</u>	
10-2220-430-3							

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Education Fund							
	03212	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - DW	2	469.15		0
			LIBRARY BOOKS - DW	2	885.65		0
			LIBRARY BOOKS - DW	2	582.73		0
				Total:	<u>\$1,937.53</u>		
				Fund: 10	<u>\$1,937.53</u>		
				Account: 10-2220-430-3	<u>\$1,937.53</u>		
10-2310-318							
Education Fund							
	03415	ENGLER CALLAWAY BAASTEN & SRAGA	1/19 LEGAL SERVICES	2	418.00		0
				Total:	<u>\$418.00</u>		
	00783	SCARIANO HIMES & PETRARCA	1/19 LEGAL SERVICES	2	589.05		0
				Total:	<u>\$589.05</u>		
				Fund: 10	<u>\$1,007.05</u>		
				Account: 10-2310-318	<u>\$1,007.05</u>		
10-2310-392							
Education Fund							
	03551	ALICE TRAINING INSTITUTE	K12 ELEARNING USERS	2	350.00		0
			ELEARNING SUPPORT 1/1/19 - 12/31/19	2	5,250.00		0
				Total:	<u>\$5,600.00</u>		
	04757	BLACKBOARD INC.	Initial Term with Blackboard, Inc	2	10,000.00		0
				Total:	<u>\$10,000.00</u>		
	02719	ECRA GROUP	ECRISS FINAL INSTALLMENT	2	18,198.00		0
				Total:	<u>\$18,198.00</u>		
				Fund: 10	<u>\$33,798.00</u>		
				Account: 10-2310-392	<u>\$33,798.00</u>		
10-2310-410							
Education Fund							
	04777	LAKE FOREST SUNSET	SUPPLIES	2	41.32		0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:	<u>\$41.32</u>	
	02716	QUEST FOOD MANAGEMENT SERVICES	2ND HALF PAID BY A. MENDOZA	2	145.00		0
			CPR CLASS DINNER	2	63.00		0
					Total:	<u>\$208.00</u>	
					Fund: 10	<u>\$249.32</u>	
					Account: 10-2310-410	<u>\$249.32</u>	
10-2330-332							
Education Fund							
	01234	GELLER, LAURA	2/19 ISHA NATIONAL CONVENTION	2	74.77		0
					Total:	<u>\$74.77</u>	
					Fund: 10	<u>\$74.77</u>	
					Account: 10-2330-332	<u>\$74.77</u>	
10-2330-410							
Education Fund							
	02110	AMAZON	SMEAD AFILE FOLDERS #14934 2 INCH	2	113.55		0
					Total:	<u>\$113.55</u>	
					Fund: 10	<u>\$113.55</u>	
					Account: 10-2330-410	<u>\$113.55</u>	
10-2330-640							
Education Fund							
	01532	LARSON, SUE	AMERICAN OCCUPATIONAL THERAPY ASSOC DUES	2	225.00		0
					Total:	<u>\$225.00</u>	
					Fund: 10	<u>\$225.00</u>	
					Account: 10-2330-640	<u>\$225.00</u>	
10-2410-225							
Education Fund							
	04186	TANDET, SUSAN	RETIREE INSURANCE - COVERING JAN	2	1,346.94		0
					Total:	<u>\$1,346.94</u>	

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					Fund: 10	<u>\$1,346.94</u>	
					Account: 10-2410-225	<u>\$1,346.94</u>	
10-2410-332							
Education Fund							
03844	Herion, Thomas F	TRAVEL 1/17 DIGITAL THREAT ASSESSMENT CONF	2	50.81			0
					Total:	<u>\$50.81</u>	
					Fund: 10	<u>\$50.81</u>	
					Account: 10-2410-332	<u>\$50.81</u>	
10-2410-410-1							
Education Fund							
04345	Hofmeier, Ann L	SUPPLIES - SP	2	109.83			0
					Total:	<u>\$109.83</u>	
00088	QUILL	OFFICE SUPPLIES-SEE ATTACHED	2	88.80			0
					Total:	<u>\$88.80</u>	
					Fund: 10	<u>\$198.63</u>	
					Account: 10-2410-410-1	<u>\$198.63</u>	
10-2410-410-2							
Education Fund							
01271	GRAPHIC 14	SUPPLIES - HD	2	146.90			0
		RETURN	2	(78.84)			0
					Total:	<u>\$68.06</u>	
					Fund: 10	<u>\$68.06</u>	
					Account: 10-2410-410-2	<u>\$68.06</u>	
10-2410-640							
Education Fund							
00164	ILLINOIS PRINCIPALS ASSOCIATION	IPA DUES	2	395.00			0
					Total:	<u>\$395.00</u>	
					Fund: 10	<u>\$395.00</u>	

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Account: 10-2410-640					<u>\$395.00</u>		
10-2520-312							
Education Fund							
02865	Murphy, Carey	IASPA CONF TRAVEL 1/24	2	48.12			0
				Total:	<u>\$48.12</u>		
				Fund: 10	<u>\$48.12</u>		
Account: 10-2520-312					<u>\$48.12</u>		
10-2520-392							
Education Fund							
00184	SPECIALIZED DATA SYSTEMS	WEB HOSTING	2	3,800.00			0
				Total:	<u>\$3,800.00</u>		
				Fund: 10	<u>\$3,800.00</u>		
Account: 10-2520-392					<u>\$3,800.00</u>		
10-2520-410							
Education Fund							
04311	POSTAL SOURCE	SUPPLIES INK CARTRIDGE	2	245.95			0
				Total:	<u>\$245.95</u>		
00088	QUILL	SUPPLIES	2	146.63			0
				Total:	<u>\$146.63</u>		
				Fund: 10	<u>\$392.58</u>		
Account: 10-2520-410					<u>\$392.58</u>		
10-2540-325							
Education Fund							
02095	GENESIS TECHNOLOGIES	RENTAL OF COPY EQUIPMEN 10/5 - 11/4	2	2,823.23			0
03398		RENTAL OF COPY EQUIPMENT	2	4,231.31			0
02095		RENTAL OF COPY EQUIPMEN 2/5 - 3/4	2	2,172.34			0
		RENTAL OF COPY EQUIPMEN 10/5 - 11/4	2	700.00			0
				Total:	<u>\$9,926.88</u>		
01604	RICOH AMERICAS	RENTAL OF COPY EQUIPMENT	2	430.00			0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:		
					<u>\$430.00</u>		
	02810	RICOH USA	ADDITIONAL COPIES DW	2	170.18		0
			ADDITIONAL COPIES DW	2	351.92		0
					Total:		
					<u>\$522.10</u>		
					Fund: 10		
					<u>\$10,878.98</u>		
					Account: 10-2540-325		
					<u>\$10,878.98</u>		
10-2540-341							
Education Fund							
	01945	AT&T ONENET	01/19 TELEPHONE 103 CLUB	2	1.44		0
			02/19 TELEPHONE 103 CLUB	2	47.27		0
					Total:		
					<u>\$48.71</u>		
	03321	COMCAST	TELEPHONE 01/19	2	3,781.71		0
					Total:		
					<u>\$3,781.71</u>		
34	04721	T- MOBILE	TELEPHONE	2	61.12		0
					Total:		
					<u>\$61.12</u>		
					Fund: 10		
					<u>\$3,891.54</u>		
					Account: 10-2540-341		
					<u>\$3,891.54</u>		
10-2540-465							
Education Fund							
	03511	CONSTELLATION ENERGY SERVICES	NATURAL GAS 10/18	2	12,069.45		0
					Total:		
					<u>\$12,069.45</u>		
					Fund: 10		
					<u>\$12,069.45</u>		
					Account: 10-2540-465		
					<u>\$12,069.45</u>		
10-2540-466							
Education Fund							
	03464	CONSTELLATION ENERGY SERVICES	12/18 ELECTRICITY	2	3,665.28		0
			ELECTRICITY 12/31 - 1/31	2	3,671.47		0
			12/18 ELECTRICITY	2	9,888.53		0
			1/3 - 2/4 ELECTRICITY	2	9,910.46		0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
	03464	CONSTELLATION ENERGY SERVICES	1/2 - 2/1 ELECTRICITY	2	3,808.08		0
				Total:	<u>\$30,943.82</u>		
				Fund: 10	<u>\$30,943.82</u>		
				Account: 10-2540-466	<u>\$30,943.82</u>		
10-2630-640							
Education Fund							
	00072	NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATMEMBERSHIP M. VAN DUCH		2	285.00		0
				Total:	<u>\$285.00</u>		
				Fund: 10	<u>\$285.00</u>		
				Account: 10-2630-640	<u>\$285.00</u>		
10-2640-392							
Education Fund							
	02328	FRONTLINE TECHNOLOGIES	APPLICANT TRACKING 3/14/19 - 3/13/20	2	2,000.00		0
				Total:	<u>\$2,000.00</u>		
				Fund: 10	<u>\$2,000.00</u>		
				Account: 10-2640-392	<u>\$2,000.00</u>		
10-2660-319							
Education Fund							
	03852	CLEAR IMPACT	DW TV MOUNT	2	478.07		0
			HD CAFE FLOOR BOX	2	500.00		0
				Total:	<u>\$978.07</u>		
	04172	TELCOM INNOVATIONS GROUP	REPAIR SERVICES	2	97.50		0
				Total:	<u>\$97.50</u>		
				Fund: 10	<u>\$1,075.57</u>		
				Account: 10-2660-319	<u>\$1,075.57</u>		
10-2660-392							
Education Fund							
	04665	LEVEL DATA, INC.	Prorated from January 1, 2019	2	(1,000.00)		0
			State Data Validation Suite	2	2,000.00		0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:	<u>\$1,000.00</u>	
					Fund: 10	<u>\$1,000.00</u>	
					Account: 10-2660-392	<u>\$1,000.00</u>	
10-2660-410							
Education Fund							
	02110	AMAZON	SUPPLIES - GENERAL	2	55.01		0
			SUPPLIES - GENERAL TECH	2	344.31		0
					Total:	<u>\$399.32</u>	
	03938	APPLE	IPADS	2	2,940.00		0
					Total:	<u>\$2,940.00</u>	
	00147	CDW GOVERNMENT	SUPPLIES - GENERAL	2	375.40		0
			ELITED DISPLAY	2	471.66		0
			SUPPLIES - GENERAL	2	375.40		0
					Total:	<u>\$1,222.46</u>	
	03852	CLEAR IMPACT	HD EQUIPMENT PURCHASE	2	349.75		0
					Total:	<u>\$349.75</u>	
	03347	RJ FURNITURE	FURNITURE TECHNOLOGY	2	1,675.00		0
					Total:	<u>\$1,675.00</u>	
					Fund: 10	<u>\$6,586.53</u>	
					Account: 10-2660-410	<u>\$6,586.53</u>	
10-3500-312							
Education Fund							
	00719	BRYANT, ROBYNN	STAFF MEETING DINNER	2	108.70		0
					Total:	<u>\$108.70</u>	
					Fund: 10	<u>\$108.70</u>	
					Account: 10-3500-312	<u>\$108.70</u>	
10-3500-410							
Education Fund							

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Account Number		Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
		02110	AMAZON	SUPPLIES	2	249.46		0
				SUPPLIES	2	53.41		0
						Total:	<u>\$302.87</u>	
		00719	BRYANT, ROBYNN	SUPPLIES	2	63.73		0
		00330	PERFORMANCE FOOD SERVICE	D103 SNACK	2	932.40		0
				D103 SNACK	2	1,805.26		0
						Total:	<u>\$2,737.66</u>	
		01335	Wolin, Robin	SUPPLIES	2	52.52		0
						Fund: 10	<u>\$3,156.78</u>	
						Account: 10-3500-410	<u>\$3,156.78</u>	
10-403								
37 Education Fund								
		00095	SCHOOL DISTRICT 103 ACTIVITY ACCOUNT	JANUARY YEARBOOK TRANSFER	2	635.00		0
		02193	SCHOOL DISTRICT 103 MUSIC BOOSTERS	TRANSFER BOX TOP MONEY	2	962.30		0
						Fund: 10	<u>\$1,597.30</u>	
						Account: 10-403	<u>\$1,597.30</u>	
20-2540-319								
Oper, Build, & Maint Fund								
		02624	ACCO BRANDS USA	REPAIR SERVICES LAMINATOR SP	2	375.52		0
				LAMINATOR REPAIR 1/29	2	980.00		0
						Total:	<u>\$1,355.52</u>	
		00119	ERNIES WRECKER SERVICE	REPAIR SERVICES	2	265.76		0
						Fund: 20	<u>\$1,621.28</u>	

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Account: 20-2540-319					<u>\$1,621.28</u>		
20-2540-322							
Oper, Build, & Maint Fund							
02352	ICE SNOW REMOVAL & LANDSCAPE	DISTRICT LANDSCAPE		2	3,710.50		0
					Total:	<u>\$3,710.50</u>	
					Fund: 20	<u>\$3,710.50</u>	
Account: 20-2540-322					<u>\$3,710.50</u>		
20-2540-329							
Oper, Build, & Maint Fund							
04786	BILTMORE REFRIGERATION SERVICE	DW DOOR GASKETS		2	337.03		0
					Total:	<u>\$337.03</u>	
03326	E.T.PADDOCK ENTERPRISES	HD BASKETBALL BACKBOARD PADS		2	753.00		0
		INDOOR BLEACHER REPAIR SP		2	913.00		0
					Total:	<u>\$1,666.00</u>	
02720	ESSCOE	DW DOOR REPAIR		2	380.00		0
		SP DOOR REPAIR		2	310.00		0
					Total:	<u>\$690.00</u>	
03065	GENERAL MECHANICAL SERVICES	BOILER DW		2	3,619.30		0
		RTU DIAGNOSE DW		2	700.00		0
		RTU REPAIR DW		2	3,104.77		0
		DW NO HEAT		2	1,712.81		0
		DW RTU		2	1,025.31		0
					Total:	<u>\$10,162.19</u>	
04782	J & R LOCK & SAFE, INC.	KEYS		2	16.00		0
		LOCK REPAIR		2	439.00		0
		SP DOOR LATCH		2	236.00		0
					Total:	<u>\$691.00</u>	
02990	KELLEY LANDSCAPE & PATIO	SALT DELIVERY		2	387.50		0
					Total:	<u>\$387.50</u>	

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Account Number						
Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
03411	LINCOLNSHIRE, VILLAGE OF	ELEVATOR CERTIFICATE HD	2	110.00		0
		FALSE ALARM	2	50.00		0
				Total:	<u>\$160.00</u>	
				Fund: 20	<u>\$14,093.72</u>	
				Account: 20-2540-329	<u>\$14,093.72</u>	
20-2540-410-1						
Oper, Build, & Maint Fund						
03107	CINTAS	CUSTODIAL SUPPLIES	2	251.93		0
		CUSTODIAL SUPPLIES SP	2	48.53		0
		CUSTODIAL SUPPLIES SP	2	48.53		0
		CUSTODIAL SUPPLIES SP	2	130.91		0
		CUSTODIAL SUPPLIES SP	2	(127.97)		0
		CUSTODIAL SUPPLIES SP	2	127.97		0
				Total:	<u>\$479.90</u>	
02592	FILTER SERVICES	CUSTODIAL SUPPLIES	2	549.80		0
				Total:	<u>\$549.80</u>	
02648	NETWORK SERVICES	CUSTODIAL SUPPLIES SP	2	447.36		0
		CUSTODIAL SUPPLIES	2	305.25		0
		DW SUPPLIES	2	3,416.90		0
				Total:	<u>\$4,169.51</u>	
01282	NORTH AMERICAN	CUSTODIAL SUPPLIES	2	192.00		0
				Total:	<u>\$192.00</u>	
				Fund: 20	<u>\$5,391.21</u>	
				Account: 20-2540-410-1	<u>\$5,391.21</u>	
20-2540-410-2						
Oper, Build, & Maint Fund						
00190	BATTERIES PLUS	BUILDING SUPPLIES	2	43.90		0
		BUILDING SUPPLIES	2	25.98		0
		BUILDING SUPPLIES	2	27.36		0
		BUILDING SUPPLIES	2	46.45		0

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
20-2540-500							
Oper, Build, & Maint Fund							
	04547	DRAPERY CONNECTION	HD SHADES	2	497.50		0
					Total:		
					<u>\$497.50</u>		
	03065	GENERAL MECHANICAL SERVICES	SP VRF REPAIRS	2	26,965.00		0
					Total:		
					<u>\$26,965.00</u>		
	02722	KRAUSE ELECTRICAL	DW GYM ACCESS POINT WIRING	2	6,615.83		0
			ELECTRICAL ISSUE SP	2	3,328.00		0
					Total:		
					<u>\$9,943.83</u>		
	00812	RASCO MASON CONTRACTORS	DW TUCK POINTING PROJECT	2	4,460.41		0
					Total:		
					<u>\$4,460.41</u>		
	04778	SUPPLYWORKS	HD LIGHTING PROJECT	2	3,971.00		0
					Total:		
					<u>\$3,971.00</u>		
4	04583	WOLD ARCHITECTS AND ENGINEERS	30 % SCHEMATIC DESIGN	2	28,067.40		0
1			HD LIGHTING	2	7,836.35		0
			DW JH ADD AND RENOS	2	21,236.99		0
					Total:		
					<u>\$57,140.74</u>		
					Fund: 20		
					<u>\$102,978.48</u>		
					Account: 20-2540-500		
					<u>\$102,978.48</u>		
40-2550-319							
Transportation Fund							
	00139	MIDWEST TRANSIT EQUIPMENT	WO: 768 B1 ROAD SERVICE CALL	2	60.00		0
			WO: 825 B23 STROBE LIGHT RPLCD	2	549.45		0
			WO: 828 B9 LOF, ECM, DEF TNK	2	484.45		0
			WO: 748 B20 CRSSOVR MIRROR CRACKED	2	170.93		0
			WO: 651 B7 ESPAR HEATER	2	169.82		0
			WO: 768 B1 RIVETS, DRVR SD MIRROR	2	139.71		0
			WO: 770 BUS 27	2	10.00		0
			WO: 855 B20 TRANS OIL FILTER LIGHT RESET	2	63.60		0
			WO: 668 B20 LOOSE BUMPER	2	104.94		0

Bills Payable by Account

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Account Number		Vendor Name	Description	Batch #	Amount	Check Date	Check #
Vendor #							
					Total:		
						<u>\$1,752.90</u>	
					Fund: 40	<u>\$1,752.90</u>	
					Account: 40-2550-319	<u>\$1,752.90</u>	
40-2550-331							
Transportation Fund							
01698		CITICARE TRANSPORTATION	SPED TRANSPORT 1/1/19 - 1/31/19	2	3,019.90		0
					Total:	<u>\$3,019.90</u>	
					Fund: 40	<u>\$3,019.90</u>	
					Account: 40-2550-331	<u>\$3,019.90</u>	
40-2550-392							
Transportation Fund							
03391		BUS BULLETIN	BUSBULLETIN ANNUAL SUBSCRIPTION	2	1,796.00		0
					Total:	<u>\$1,796.00</u>	
					Fund: 40	<u>\$1,796.00</u>	
					Account: 40-2550-392	<u>\$1,796.00</u>	
40-2550-410							
Transportation Fund							
00088		QUILL	OFFICE SUPPLIES	2	81.99		0
			OFFICE SUPPLIES	2	105.62		0
			OFFICE SUPPLIES	2	92.69		0
			OFFICE SUPPLIES	2	39.18		0
			OFFICE SUPPLIES	2	13.98		0
			OFFICE SUPPLIES	2	89.36		0
			OFFICE SUPPLIES	2	52.99		0
			OFFICE SUPPLIES	2	26.90		0
			OFFICE SUPPLIES	2	17.99		0
			OFFICE SUPPLIES	2	168.26		0
					Total:	<u>\$688.96</u>	
					Fund: 40	<u>\$688.96</u>	
					Account: 40-2550-410	<u>\$688.96</u>	

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Account Number		Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
40-2550-700								
Transportation Fund								
	00147	CDW GOVERNMENT	KEYBOARDS A. MENDOZA	2		1,748.54		0
					Total:	<u>\$1,748.54</u>		
					Fund: 40	<u>\$1,748.54</u>		
					Account: 40-2550-700	<u>\$1,748.54</u>		
					Grand Total	<u>\$407,261.80</u>		

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Paid Accounts Payable by Check Number

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 Expense on Date: 1/1/2019 to 1/31/2019

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-2690-220	NIHIP	MEDICAL INSURANCE - ED	119		1/14/19	1/1/19	90114001	249,898.20	10-2690-220
	10-2690-221		LIFE/LTD INSURANCE - ED	119		1/14/19	1/1/19	90114001	3,452.35	10-2690-221
	10-435		DENTAL INSURANCE PAYABLE	119		1/14/19	1/1/19	90114001	7,457.22	10-430
	10-2690-221		LIFE/LTD INSURANCE - ED	119		1/14/19	1/1/19	90114001	925.65	10-2690-221
	20-2540-220		MEDICAL INSURANCE - O&M	119		1/14/19	1/1/19	90114001	15,246.87	20-2540-220
	20-2540-221		LIFE/LTD INSURANCE - O&M	119		1/14/19	1/1/19	90114001	83.60	20-2540-221
	20-435		DENTAL INSURANCE PAYABLE	119		1/14/19	1/1/19	90114001	733.30	20-430
	40-2550-220		MEDICAL INSURANCE - TRANS	119		1/14/19	1/1/19	90114001	23,758.27	40-2550-220
	40-2550-221		LIFE/LTD INSURANCE - TRANS	119		1/14/19	1/1/19	90114001	144.40	40-2550-221
	40-435		DENTAL INSURANCE PAYABLE	119		1/14/19	1/1/19	90114001	1,169.84	40-430
	40-2550-221		LIFE/LTD INSURANCE - TRANS	119		1/14/19	1/1/19	90114001	434.35	40-2550-221
	10-2320-225		RETIREE INSURANCE	119		1/14/19	1/1/19	90114001	1,826.96	10-2320-225
	10-2210-225		RETIREE INSURANCE	119		1/14/19	1/1/19	90114001	827.26	10-2210-225
	10-2520-225		RETIREE INSURANCE	119		1/14/19	1/1/19	90114001	827.26	10-2520-225
	20-2540-221		LIFE/LTD INSURANCE - O&M	119		1/14/19	1/1/19	90114001	146.00	20-2540-221
									Total	<u>306,931.53</u>
									Report Total	<u><u>\$306,931.53</u></u>

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Paid Accounts Payable by Check Number

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 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/2019 to 1/31/2019

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
N/A	20-2540-325	MASTERCARD CORPORATE CLI	EXTRA STORAGE SPACE RENTAL	1901	12851	1/22/19	1/1/19	100645	177.00	20-2540-325
N/A	20-2540-500		RESTAURANT SUPPLY CREDIT RETUI	1901	12851	1/22/19	1/1/19	100645	(2,179.89)	20-2540-500
N/A	20-2540-410-2		LOWES CREDIT TAX REMOVED	1901	12851	1/22/19	1/1/19	100645	(15.42)	20-2540-410
N/A	20-2540-325		EXTRA SPACE STORAGE	1901	12851	1/22/19	1/1/19	100645	175.00	20-2540-325
N/A	20-2540-410-2		FOUNDATION BUILDING SUPPLIES CI	1901	12851	1/22/19	1/1/19	100645	307.20	20-2540-410
N/A	20-2540-325		EXTRA SPACE STORAGE	1901	12851	1/22/19	1/1/19	100645	299.00	20-2540-325
N/A	20-2540-325		EXTRA SPACE STORAGE	1901	12851	1/22/19	1/1/19	100645	270.00	20-2540-325
N/A	20-2540-500		CITY ELECTRIC SUPPLY REPLACEME	1901	12851	1/22/19	1/1/19	100645	3,808.80	20-2540-500
N/A	20-2540-410-1		GIUSEPPE'S PIZZA STAFF TRAINING	1901	12851	1/22/19	1/1/19	100645	68.24	20-2540-410
N/A	20-2540-410-2		SHOP SUPPLIES	1901	12851	1/22/19	1/1/19	100645	41.09	20-2540-410
N/A	20-2540-410-3		HOME DEPOT RACHET STRAPS	1901	12851	1/22/19	1/1/19	100645	239.70	20-2540-410
N/A	20-2540-410-1		STRAWBERRY FIELD POWER OUTAG	1901	12851	1/22/19	1/1/19	100645	40.66	20-2540-410
N/A	20-2540-640		ILLINOIS IASBO DUES	1901	12851	1/22/19	1/1/19	100645	1,170.00	20-2540-640
N/A	20-2540-640		SPORTS TURF MANGERS ASSOCIATI	1901	12851	1/22/19	1/1/19	100645	130.00	20-2540-640
N/A	20-2540-312		AMAERICAN AIRLINES FEE	1901	12851	1/22/19	1/1/19	100645	66.99	20-2540-312
N/A	20-2540-410-2		LOWES SUPPLY STORAGE CABINET	1901	12851	1/22/19	1/1/19	100645	208.12	20-2540-410
N/A	10-403		KOHL'S - STUDENT COUNCIL DW	1901	12852	1/22/19	1/1/19	100645	755.86	10-403
N/A	10-403		KOHL'S - STUDENT COUNCIL DW	1901	12852	1/22/19	1/1/19	100645	573.19	10-403
N/A	10-403		KOHL'S - STUDENT COUNCIL DW	1901	12852	1/22/19	1/1/19	100645	1,156.70	10-403
N/A	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	1901	12853	1/22/19	1/1/19	100645	567.08	20-2540-410
N/A	20-2540-410-1		AMAZON	1901	12853	1/22/19	1/1/19	100645	159.90	20-2540-410
N/A	20-2540-410-2		ROBERT BROOKE & ASSCO. DOOR P	1901	12853	1/22/19	1/1/19	100645	251.80	20-2540-410
N/A	10-2320-410		SAMS CLUB ADMINISTRATION SUPPL	1901	12853	1/22/19	1/1/19	100645	193.34	10-2320-410
N/A	20-2540-410-1		SAMS CLUB SODA	1901	12855	1/22/19	1/1/19	100645	38.23	20-2540-410
N/A	20-2540-410-1		SAMS CLUB SODA	1901	12855	1/22/19	1/1/19	100645	37.62	20-2540-410
N/A	20-2540-410-4		KOHL'S UNIFORM PANTS	1901	12856	1/22/19	1/1/19	100645	85.78	20-2540-410
N/A	20-2540-410-1		SAM CLUB SODA	1901	12856	1/22/19	1/1/19	100645	58.62	20-2540-410
N/A	20-2540-410-2		MENARDS SHOP SUPPLIES	1901	12856	1/22/19	1/1/19	100645	157.60	20-2540-410
N/A	10-2660-410		Cue Robot - Coding Development @ HD	1901	12857	1/22/19	1/1/19	100645	699.93	10-2660-410
N/A	10-2660-319		Apple Store - Laptop Repair	1901	12857	1/22/19	1/1/19	100645	475.59	10-2660-319

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N/A	10-2660-392		Calendly LLC - DigitalCalendar 4 Tech C	1901	12857	1/22/19	1/1/19	100645	40.00	10-2660-392
N/A	10-2660-410		OnTheHub - Parallels software for DataA	1901	12857	1/22/19	1/1/19	100645	39.99	10-2660-410
N/A	10-2410-410-3		WALMART- SUBSTITUTE BKFST THEF	1901	12858	1/22/19	1/1/19	100645	18.74	10-2410-410
N/A	10-2410-312		HILTON FOOD MBLACKLEY	1901	12858	1/22/19	1/1/19	100645	8.12	10-2410-312
N/A	10-2410-312		THE ITALIAN KITCHEN MBLACKLEY FI	1901	12858	1/22/19	1/1/19	100645	61.83	10-2410-312
N/A	10-2410-312		TAXI SVC SUN TAXI CONFERENCE ME	1901	12858	1/22/19	1/1/19	100645	99.25	10-2410-312
N/A	10-2410-312		GAYLORD TEXAN-FOOD MBLACKLEY	1901	12858	1/22/19	1/1/19	100645	11.04	10-2410-312
N/A	10-2410-312		GAYLORD TEXAN-HOTEL MBLACKLEY	1901	12858	1/22/19	1/1/19	100645	330.74	10-2410-312
N/A	10-2410-410-3		WALMART-MICROWAVE GLUTEN FRE	1901	12858	1/22/19	1/1/19	100645	42.88	10-2410-410
N/A	10-1550-332		FFMODELS-SCIENCE OLYMPIAD LSO	1901	12858	1/22/19	1/1/19	100645	11.00	10-1550-332
N/A	10-2410-410-1		SAM'S CLUB-SPRAGUE SUPPLIES	1901	12858	1/22/19	1/1/19	100645	91.54	10-2410-410
N/A	10-2410-410-3		QUILL-OFFICE SUPPLIES	1901	12858	1/22/19	1/1/19	100645	53.35	10-2410-410
N/A	10-2410-312		HILTON DFW CONFERENCE MBLACKI	1901	12858	1/22/19	1/1/19	100645	190.97	10-2410-312
N/A	10-2410-410-3		QUILL-OFFICE SUPPLIES MBLACKLE)	1901	12858	1/22/19	1/1/19	100645	26.99	10-2410-410
N/A	10-2410-410-3		PANERA-SUBSTITUTE BKFST THERIC	1901	12858	1/22/19	1/1/19	100645	37.62	10-2410-410
N/A	10-2410-410-3		HALF DAY BREWERY-HOLIDAY PART)	1901	12858	1/22/19	1/1/19	100645	683.42	10-2410-410
N/A	10-2410-410-3		AMAZON-HOT CHOC. CART-MBLACKL	1901	12858	1/22/19	1/1/19	100645	11.05	10-2410-410
N/A	10-1550-332		QUALITY INN-SCIENCE OLYMPIAD ER	1901	12858	1/22/19	1/1/19	100645	89.00	10-1550-332
N/A	10-1120-410		WALMART-CODORICA TEACHER SUP	1901	12858	1/22/19	1/1/19	100645	52.62	10-1120-410
N/A	10-2410-312		DIGITAL THREAT TRAINING MBLACKL	1901	12858	1/22/19	1/1/19	100645	399.00	10-2410-312
N/A	10-1550-640		MATH COUNTS REGISTRATION NNUS	1901	12858	1/22/19	1/1/19	100645	300.00	10-1550-640
N/A	10-2410-410-3		SCHOOL SPECIALTY-LAMINATE OFFIK	1901	12858	1/22/19	1/1/19	100645	67.64	10-2410-410
N/A	10-2130-410-3		SCHOOL HEALTH NURSE AED PADS	1901	12858	1/22/19	1/1/19	100645	221.95	10-2130-410
N/A	10-1550-332		QUALITY INN-SCIENCE OLYMPIAD LS	1901	12858	1/22/19	1/1/19	100645	89.00	10-1550-332
N/A	10-2410-312		HILTON DFW CONFERENCE JMAU	1901	12858	1/22/19	1/1/19	100645	190.97	10-2410-312
N/A	10-1120-410		WALMART-TEACHER SUPPLIES HHUF	1901	12858	1/22/19	1/1/19	100645	83.18	10-1120-410
N/A	10-1550-332		QUALITY INN-SCIENCE OLYMPIAD BU	1901	12858	1/22/19	1/1/19	100645	178.00	10-1550-332
N/A	10-2410-312		WALAAL CORP. MBLACKLEY CAB COI	1901	12858	1/22/19	1/1/19	100645	28.75	10-2410-312
N/A	10-2410-312		HILTON BONNIE & CLYDE FOOD MBL	1901	12858	1/22/19	1/1/19	100645	48.17	10-2410-312
N/A	10-2410-312		MAINSTREET BISTRO FOOD MBLACK	1901	12858	1/22/19	1/1/19	100645	68.45	10-2410-312

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N/A	10-2410-312		HILTON BONNIE CLYDES MBLACKLEY	1901	12858	1/22/19	1/1/19	100645	38.48	10-2410-312
N/A	10-2410-410-3		MARIANO'S SUBSTITUTE BKFST THE	1901	12858	1/22/19	1/1/19	100645	26.72	10-2410-410
N/A	10-2410-410-3		QUILL OFFICE SUPPLIES	1901	12858	1/22/19	1/1/19	100645	198.87	10-2410-410
N/A	10-2310-410		SAMS CLUB-STAFF HOLIDAY BREAKF	1901	12859	1/22/19	1/1/19	100645	115.23	10-2310-410
N/A	10-2310-410		DAILY HERALD SUBSCRIPTION	1901	12859	1/22/19	1/1/19	100645	43.20	10-2310-410
N/A	10-2310-410		SUNSET FOODS-STAFF HOLIDAY BRE	1901	12859	1/22/19	1/1/19	100645	39.84	10-2310-410
N/A	10-2310-410		SUNSET FOODS-BOE SNACKS 12.4.20	1901	12859	1/22/19	1/1/19	100645	41.38	10-2310-410
N/A	10-2310-410		STEVENSON-SODEXO ORDER ADMIN	1901	12859	1/22/19	1/1/19	100645	294.24	10-2310-410
N/A	10-2310-410		PARTY CITY-STAFF HOLIDAY BREAKF	1901	12859	1/22/19	1/1/19	100645	17.94	10-2310-410
N/A	10-2310-410		LOWES-SPACE HEATERS FOR SPRAC	1901	12860	1/22/19	1/1/19	100645	559.72	10-2310-410
N/A	10-2320-312		AASA-CONFERENCE S.WARREN	1901	12860	1/22/19	1/1/19	100645	925.00	10-2320-312
N/A	10-2210-312		GOOSE ISLAND-LUNCH DURING CON	1901	12864	1/22/19	1/1/19	100645	18.92	10-2210-312
N/A	10-2210-312		GAYLORD-BEVERAGE DURING CONF	1901	12864	1/22/19	1/1/19	100645	3.52	10-2210-312
N/A	10-2210-312		GAYLORD-BEVERAGE DURING CONF	1901	12864	1/22/19	1/1/19	100645	5.14	10-2210-312
N/A	10-2210-312		LOVE SHACK-DINNER DURING CONF	1901	12864	1/22/19	1/1/19	100645	34.76	10-2210-312
N/A	10-2210-312		GAYLORD-BEVERAGE DURING CONF	1901	12864	1/22/19	1/1/19	100645	5.36	10-2210-312
N/A	10-2210-312		GAYLORD-HOTEL FOR CONFERENCE	1901	12864	1/22/19	1/1/19	100645	771.57	10-2210-312
N/A	10-2210-312		CAFE ZUPAS-LUNCHES SERVED FOR	1901	12864	1/22/19	1/1/19	100645	110.17	10-2210-312
N/A	10-2660-410		Apple - App Purchases - Felt Board	1901	12865	1/22/19	1/1/19	100645	29.80	10-2660-410
N/A	10-2660-410		Apple - App Purchases - ArtStudio	1901	12865	1/22/19	1/1/19	100645	933.75	10-2660-410
N/A	10-2660-312		PD - Illinois Computing Educators - Berte	1901	12865	1/22/19	1/1/19	100645	200.00	10-2660-312
N/A	20-2540-329		ANDERSON PEST CONTROL - DISTRI	1901	12866	1/22/19	1/1/19	100645	152.82	20-2540-329
N/A	10-2540-341		AT & T - TELEPHONE	1901	12866	1/22/19	1/1/19	100645	14,390.62	10-2540-341
N/A	20-2540-329		TYCO - ALARM MONITORING DW	1901	12866	1/22/19	1/1/19	100645	183.58	20-2540-329
N/A	10-2540-321		WASTE MANAGEMENT - SP	1901	12866	1/22/19	1/1/19	100645	258.12	10-2540-321
N/A	10-2540-321		WASTE MANAGEMENT - HD	1901	12866	1/22/19	1/1/19	100645	344.86	10-2540-321
N/A	20-2540-341		VERIZON - CELL PHONE O & M	1901	12866	1/22/19	1/1/19	100645	240.53	20-2540-341
N/A	40-2550-341		VERIZON - CELL PHONE TRANS	1901	12866	1/22/19	1/1/19	100645	79.43	40-2550-341
N/A	10-2540-341		TDS - LONG DISTANCE	1901	12866	1/22/19	1/1/19	100645	2,223.63	10-2540-341
N/A	10-2540-321		WASTE MANAGEMENT - DW	1901	12866	1/22/19	1/1/19	100645	334.41	10-2540-321

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N/A	10-2520-342		MAILFINANCE - POSTAGE MACHINE	1901	12866	1/22/19	1/1/19	100645	1,092.27	10-2520-342
N/A	10-1112-410		AMAZON- FLASH DRIVES COMPUTER	1901	12867	1/22/19	1/1/19	100645	45.98	10-1112-410
N/A	10-2410-410-2		SAMS CLUB CANDY FOR STAFF MEE	1901	12867	1/22/19	1/1/19	100645	26.13	10-2410-410
N/A	10-1112-419		AMAZON- MAU BOOK ORDERED WHI	1901	12867	1/22/19	1/1/19	100645	11.00	10-1112-419
N/A	10-1112-419		AMAZON-EVERDAY SEL IN ELEMENT	1901	12867	1/22/19	1/1/19	100645	64.36	10-1112-419
N/A	10-1500-410		AMAZON- FITNESS POSTERS FOR P.I	1901	12867	1/22/19	1/1/19	100645	59.98	10-1500-410
N/A	10-2410-410-2		SAMS CLUB - LOUNGE SUPPLIES	1901	12867	1/22/19	1/1/19	100645	95.64	10-2410-410
N/A	10-1112-414		AMAZON - 3RD GR CLASS PRJ -MOD	1901	12867	1/22/19	1/1/19	100645	101.63	10-1112-414
N/A	10-1112-410		QUILL - LABELS 2 BOXES	1901	12867	1/22/19	1/1/19	100645	76.18	10-1112-410
N/A	10-1112-414		DOLLAR TREE - GLASS PLATES FOR	1901	12867	1/22/19	1/1/19	100645	361.62	10-1112-414
N/A	10-2410-410-2		DISCOUNT MUGS- HOLIDAY STAFF GI	1901	12867	1/22/19	1/1/19	100645	504.69	10-2410-410
N/A	10-1112-410		AMAZON-BATHROOM PASSES FOR M	1901	12867	1/22/19	1/1/19	100645	17.32	10-1112-410
N/A	10-2410-410-2		PORTILLOS CAKES- CONFERENCES	1901	12867	1/22/19	1/1/19	100645	58.47	10-2410-410
N/A	10-1112-415		AMAZON - TUBING INSULATION 4TH C	1901	12867	1/22/19	1/1/19	100645	130.86	10-1112-415
48	10-1120-411		MARIANO`S-COOKING	1901	12861	1/22/19	1/1/19	100645	5.96	10-1120-411
	10-1120-411		MARIANO`S-COOKING	1901	12861	1/22/19	1/1/19	100645	14.44	10-1120-411
	10-1120-411		MARIANO`S-COOKING	1901	12861	1/22/19	1/1/19	100645	497.01	10-1120-411
	10-1120-411		CORNINGWARE CORELLE	1901	12861	1/22/19	1/1/19	100645	55.00	10-1120-411
	10-1120-411		WALGREENS	1901	12861	1/22/19	1/1/19	100645	16.15	10-1120-411
	10-1120-411		MARIANO`S-COOKING	1901	12861	1/22/19	1/1/19	100645	14.96	10-1120-411
	40-2550-329		HOME DEPOT - SNOW SHOVELS WM	1901	12862	1/22/19	1/1/19	100645	191.02	40-2550-329
	40-2550-410		SAM`S CLUB - KITCHEN SUPPLIES	1901	12862	1/22/19	1/1/19	100645	82.82	40-2550-410
	40-2550-329		POMPS TIRES- WO: 811, 812, 806, 788	1901	12862	1/22/19	1/1/19	100645	6,039.22	40-2550-329
	40-2550-329		LAKESIDE - WO: 817 B13	1901	12862	1/22/19	1/1/19	100645	1,191.85	40-2550-329
	40-2550-329		LAKESIDE - WO: 816 B4	1901	12862	1/22/19	1/1/19	100645	288.56	40-2550-329
	40-2550-410		PUPIL TRANS SAFETY INST- PHYS AC	1901	12862	1/22/19	1/1/19	100645	315.27	40-2550-410
	40-2550-329		HOME DEPOT - TARPS/BUNGEE CORI	1901	12862	1/22/19	1/1/19	100645	35.21	40-2550-329
	40-2550-410		APPLE AWARDS - RETIREMENT PLAQ	1901	12862	1/22/19	1/1/19	100645	75.35	40-2550-410
	40-2550-329		A PARTS WAREHOUSE - SNOW BROC	1901	12862	1/22/19	1/1/19	100645	310.50	40-2550-329
	40-2550-410		FORESTER - EMPLOYEE UNIFORMS -	1901	12862	1/22/19	1/1/19	100645	1,153.60	40-2550-410

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	40-2550-329		LAKESIDE - WO: 804 B10	1901	12862	1/22/19	1/1/19	100645	325.77	40-2550-329
	40-2550-390		IL TOLL WAY	1901	12862	1/22/19	1/1/19	100645	250.00	40-2550-390
	40-2550-410		LOGO SPORTS WEAR-UNIFORMS FO	1901	12862	1/22/19	1/1/19	100645	32.81	40-2550-410
	40-2550-329		UNITY BUS PARTS (ITEM RETURNED)	1901	12862	1/22/19	1/1/19	100645	88.97	40-2550-329
	40-2550-410		SAMS CLUB - RETIREMENT CELEBRA	1901	12862	1/22/19	1/1/19	100645	32.04	40-2550-410
	40-2550-329		AVERY - FIRE EXTINGUISHER INSPEC	1901	12862	1/22/19	1/1/19	100645	43.34	40-2550-329
	40-2550-410		CROWN TROPHY- ENGRAVE FOR RE	1901	12862	1/22/19	1/1/19	100645	12.00	40-2550-410
	40-2550-329		DELFS GARAGE - WO: 763, 805, 796	1901	12862	1/22/19	1/1/19	100645	674.64	40-2550-329
	40-2550-410		FORESTER - UNIFORM WINTER NEW	1901	12862	1/22/19	1/1/19	100645	41.95	40-2550-410
	40-2550-410		U NAME IT - EMRDRY FOR UNIFORMS	1901	12862	1/22/19	1/1/19	100645	309.69	40-2550-410
	40-2550-329		UNITY BUS PARTS (CREDIT)	1901	12862	1/22/19	1/1/19	100645	(88.97)	40-2550-329
	10-1200-410		KEYGUARD-ASSISTIVE TECHNOLOG	1901	12863	1/22/19	1/1/19	100645	58.45	10-1200-410
	10-2150-410		NSS-ONLINE KAURFMAN PROTOCOL	1901	12863	1/22/19	1/1/19	100645	71.10	10-2150-410
	10-2150-410		NSS-EVALUATION & TREATMENT SPE	1901	12863	1/22/19	1/1/19	100645	304.03	10-2150-410
	10-2211-312		NIU-ISHA CONFERENCE REED	1901	12863	1/22/19	1/1/19	100645	255.00	10-2211-312
	10-2211-312		NIU-ISHA CONFERENCE CARMODY	1901	12863	1/22/19	1/1/19	100645	380.00	10-2211-312
	10-2211-312		NIU-ISHA CONFERENCE GELLER	1901	12863	1/22/19	1/1/19	100645	380.00	10-2211-312
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	1901	12854	1/22/19	1/1/19	100645	13.97	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	1901	12854	1/22/19	1/1/19	100645	56.35	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	1901	12854	1/22/19	1/1/19	100645	32.86	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	1901	12854	1/22/19	1/1/19	100645	44.82	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	1901	12854	1/22/19	1/1/19	100645	18.88	20-2540-410
	10-2211-491		NAT'L LOUIS-READING RECOVERY PI	1901	12868	1/22/19	1/1/19	100645	1,170.00	10-2211-490
	10-2211-390-2		TRAVELOCITY-LODGING FOR 4, PROI	1901	12868	1/22/19	1/1/19	100645	1,029.92	10-2211-390
	10-2211-390-2		TRAVELOCITY-LODGING FOR 1, PROI	1901	12868	1/22/19	1/1/19	100645	257.48	10-2211-390
	10-2211-390-2		TRAVELOCITY-CANCELED LODGING I	1901	12868	1/22/19	1/1/19	100645	(257.48)	10-2211-390
	10-2211-390-2		ASCD--INSTITUTIONAL MEMBERSHIP	1901	12868	1/22/19	1/1/19	100645	1,085.00	10-2211-390
	10-2210-640		ACTFL-MEMERSHIP DUES/RENEWAL	1901	12868	1/22/19	1/1/19	100645	45.00	10-2210-640
	10-1100-420		DRAMATIC PUBLISHING-2 SCRIPTS S	1901	12868	1/22/19	1/1/19	100645	28.10	10-1100-420
	10-1100-392		IXL-25 ADDT'L STUDENT LICENSES	1901	12868	1/22/19	1/1/19	100645	214.00	10-1100-392

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Paid Accounts Payable by Check Number

Printed: 2/21/2019 10:04 AM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/2019 to 1/31/2019

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-2211-390-2		PEAKAY CAB SERVICE-TRAVEL FOR F	1901	12868	1/22/19	1/1/19	100645	42.00	10-2211-390
	10-2220-410-3		SCHOOL SPECIALTY-DATE STAMP DV	1901	12868	1/22/19	1/1/19	100645	15.66	10-2220-410
	10-2210-640		ACTFL-MEMBERSHIP RENEWAL/DUE:	1901	12868	1/22/19	1/1/19	100645	45.00	10-2210-640
	10-2211-390-1		BER-PROF DEV. REGISTRATION E.BC	1901	12868	1/22/19	1/1/19	100645	269.00	10-2211-390
	10-2210-312		GAYLORD TEXAN-MEALS FOR PROF.	1901	12868	1/22/19	1/1/19	100645	66.29	10-2210-312
	10-2210-312		GAYLORD TEXAN-BEVERAGE FOR PF	1901	12868	1/22/19	1/1/19	100645	4.28	10-2210-312
	10-2210-312		ESPARZA`S-MEALS DURING PROF. D	1901	12868	1/22/19	1/1/19	100645	76.90	10-2210-312
	10-2211-491		PAYPAL-THE MARSHALL MEMO SUBS	1901	12868	1/22/19	1/1/19	100645	50.00	10-2211-490
	10-2211-314		MOBILE ED-SP CULTURAL EVENTS A:	1901	12868	1/22/19	1/1/19	100645	597.50	10-2211-314
	10-2211-390-2		GAYLORD TEXAN-PROF DEV LODGIN	1901	12868	1/22/19	1/1/19	100645	769.40	10-2211-390
	10-1100-392		MICROSOFT-1-YR MINECRAFT RENE)	1901	12868	1/22/19	1/1/19	100645	318.75	10-1100-392
	10-2220-410-3		DEMCO-DW LIBRARY SUPPLIES	1901	12868	1/22/19	1/1/19	100645	34.05	10-2220-410
	10-2210-312		GAYLORD TEXAN-MEALS FOR PROF.	1901	12868	1/22/19	1/1/19	100645	69.37	10-2210-312
									Total	<u>58,415.57</u>
Report Total									<u><u>\$58,415.57</u></u>	

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Paid Accounts Payable by Check Number

Printed: 2/21/2019 10:02 AM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/2019 to 1/31/2019

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
N/A	10-3500-390	TASTE BUDS KITCHEN	Void D103 CLUB FIELD TRIP 1/7/19	9007		1/7/19	1/7/19	10561	(2,000.00)	10-3500-390
								Total	(2,000.00)	
	10-1500-319	BAKOTA, DAN	REFEREES 12/12	181228		1/2/19	1/1/19	10564	52.00	10-1500-319
								Total	52.00	
	10-1500-319	FLATEBO, PETE	REFEREES 12/12	181228		1/2/19	1/1/19	10565	52.00	10-1500-319
								Total	52.00	
N/A	10-3500-390	TASTE BUDS KITCHEN	D103 CLUB FIELD TRIP 1/7/19	8007		1/7/19	1/7/19	10566	1,400.00	10-3500-390
								Total	1,400.00	
N/A	10-1200-410	CHRISTINE ERICKSON PETTY C	GUIDED PETTY CASH 12/14 - 1/12 CBI	190111		1/14/19	1/1/19	10567	443.06	10-1200-410
								Total	443.06	
N/A	10-1120-415	Hafner, Anthony	SCIENCE SUPPLIES	190111		1/14/19	1/1/19	10568	169.33	10-1120-415
								Total	169.33	
N/A	10-1500-410	IESA	CHESS FEES STATE TOURNAMENT	190111		1/14/19	1/1/19	10569	90.00	10-1500-410
								Total	90.00	
N/A	10-1500-319	PAGANO, NICOLAS	REFEREES WRESTLING 1/29	190111		1/14/19	1/1/19	10570	65.00	10-1500-319
								Total	65.00	
N/A	10-1500-319	PETERSEN, ERIC	REFEREES WRESTLING 1/24	190111		1/14/19	1/1/19	10571	65.00	10-1500-319
								Total	65.00	
N/A	10-1112-410	Powell, Sharyn	CLASSROOM SUPPLY	190111		1/14/19	1/1/19	10572	250.00	10-1112-410
								Total	250.00	
21494	10-2211-314	URBAN GATEWAYS	PTO AMAZING SCIENCE OF MAGIC	190111		1/14/19	1/1/19	10573	450.00	10-2211-314
								Total	450.00	
N/A	10-1500-319	WIESNETH, JOHN	REFEREES 1/15 WRESTLING	190111		1/14/19	1/1/19	10574	65.00	10-1500-319
								Total	65.00	
N/A	10-1120-414	BOWLERO	DEPOSIT 7TH GRADE YEAR END CEL	1901016		1/16/19	1/1/19	10575	1,956.00	10-1120-414
								Total	1,956.00	
N/A	10-1500-319	BURZA, DON	Void REFEREES VOLLEYBALL 1/23	1901016		1/16/19	1/1/19	10576	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	GRAY, SHELLEY	Void REFEREES VOLLEYBALL 1/24	1901016		1/16/19	1/1/19	10577	52.00	10-1500-319

Paid Accounts Payable by Check Number

Printed: 2/21/2019 10:02 AM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/2019 to 1/31/2019

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	52.00	
N/A	10-1500-319	KORDA, DONNA	Void REFEREES VOLLEYBALL 1/24	1901016		1/16/19	1/1/19	10578	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	LOGUE, NANCY	Void REFEREES VOLLEYBALL 1/28	1901016		1/16/19	1/1/19	10579	52.00	10-1500-319
N/A	10-1500-319		Void REFEREES VOLLEYBALL 1/31	1901016		1/16/19	1/1/19	10579	52.00	10-1500-319
								Total	104.00	
N/A	10-1500-319	PRESLEY, DARRYL	REFEREES VOLLEYBALL 1/23	1901016		1/16/19	1/1/19	10580	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	PREUSS, LES	REFEREES VOLLEYBALL 1/28	1901016		1/16/19	1/1/19	10581	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	SAUNDERS, MARK	REFEREES	1901016		1/16/19	1/1/19	10582	52.00	10-1500-319
								Total	52.00	
25716267	10-2220-430-2	SCHOLASTIC READING CLUB	PO 12562 CK#26093 LOST	1901016		1/16/19	1/1/19	10583	100.00	10-2220-430
								Total	100.00	
N/A	10-2410-225	TANDET, SUSAN	RETIREE INSURANCE short paid for JA	1901016		1/16/19	1/1/19	10584	1,098.66	10-2410-225
								Total	1,098.66	
N/A	10-1500-640	TWIN GROVES MIDDLE SCHOOL	WRESTLING ENTRY	1901016		1/16/19	1/1/19	10585	175.00	10-1500-640
								Total	175.00	
N/A	10-1500-319	BOES, NANCY	REFEREES VOLLEYBALL 2/5	180123		1/23/19	1/1/19	10586	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	BURZA, DON	REFEREES VOLLEYBALL 2/14	180123		1/23/19	1/1/19	10587	52.00	10-1500-319
								Total	52.00	
N/A	10-3500-390	PANAGIOTAROS, CYNTHIA	D103 FIELD TRIP 1/21	180123		1/23/19	1/1/19	10588	930.00	10-3500-390
								Total	930.00	
N/A	10-1500-319	GRAY, SHELLEY	Void REFEREES VOLLEYBALL 2/11	180123		1/23/19	1/1/19	10589	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	KORDA, DONNA	Void REFEREES VOLLEYBALL 2/11	180123		1/23/19	1/1/19	10590	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	LOGUE, NANCY	Void REFEREES VOLLEYBALL 2/5	180123		1/23/19	1/1/19	10591	52.00	10-1500-319
N/A	10-1500-319		Void REFEREES VOLLEYBALL 2/7	180123		1/23/19	1/1/19	10591	52.00	10-1500-319

Paid Accounts Payable by Check Number

Printed: 2/21/2019 10:02 AM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/2019 to 1/31/2019

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	104.00	
N/A	10-1500-319	LOGUE, NANCY	Void REFEREES VOLLEYBALL 2/21	180123		1/23/19	1/1/19	10592	52.00	10-1500-319
								Total	52.00	
N/A	10-1112-410	Mau, Jill	CONFERENCE IN DALLAS	180123		1/23/19	1/1/19	10593	603.48	10-1112-410
								Total	603.48	
696714	10-1190-490	MUSIC THEATRE INTERNATIONAL	ROYALTY ACTORS BOOK	180123	12802	1/23/19	1/1/19	10594	83.50	10-1190-490
								Total	83.50	
N/A	10-1500-319	NATHAN, FRANK	REFEREES VOLLEYBALL 2/19	180123		1/23/19	1/1/19	10595	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	PANAGIOTAROS, CYNTHIA	REFEREES 2/21	180123		1/23/19	1/1/19	10596	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	PANAGIOTAROS, CYNTHIA	REFEREES VOLLEYBALL 2/14	180123		1/23/19	1/1/19	10597	52.00	10-1500-319
								Total	52.00	
N/A	10-1500-319	PRESLEY, DARRYL	REFEREES VOLLEYBALL 2/7	180123		1/23/19	1/1/19	10598	52.00	10-1500-319
								Total	52.00	
504600203224	10-2310-640	SAMS CLUB/SYNCB	ANNUAL MEMBERSHIP FEES	180123		1/23/19	1/1/19	10599	285.00	10-2310-640
								Total	285.00	
N/A	10-1500-319	SAUNDERS, MARK	Void REFEREES VOLLEYBALL 2/19	180123		1/23/19	1/1/19	10600	52.00	10-1500-319
								Total	52.00	
N/A	40-2550-464	SHELL	FUEL TRANS 12/18	180123		1/23/19	1/1/19	10601	9,018.61	40-2550-464
N/A	20-2540-464		FUEL O & M 12/18	180123		1/23/19	1/1/19	10601	310.57	20-2540-464
								Total	9,329.18	
								Report Total	<u><u>\$16,702.21</u></u>	



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2019
Re: January 2019 Donations

During January 2019, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
PTO	2600.93	Run for Fun (Kodros)
PTO	304.72	E4E Grant (Jones)
Benevity Comm. Impact Fund	95.20	Sprague

Recommendation:

We recommend approval by the Board of Education to accept the donations with gratitude for the donor's' generosity.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 21, 2019
Re: Approval of Employment

It is recommended that the Board accept and approve the employment of the following employee:

Lisa Maddox, to fill the fifth grade leave of absence April to the end of the school year.

Beth Kuhr, to fill the first grade leave of absence from March to the end of the school year.

Approval of Employment

Staff Members Placement on Master Contract

Lisa Maddox, to fill LOA of Lauren Tartamella, 5th grade teacher, for a prorated salary of \$10,874.53.

Beth Kuhr, to fill the LOA of Peter Schreurs, 1st grade teacher, for a prorated salary of \$16,558.94.



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

5th Grade LOA
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Maddox, Lisa	BA	1	1	\$10,874.53 * Prorated

AGREEMENT MADE THIS **26th DAY OF February, 2019** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Lisa Maddox
hereinafter called the TEACHER*
WITNESSETH

A. EMPLOYMENT:

1. The BOARD hereby employs **Lisa Maddox** as a legally qualified teacher, who holds a valid teaching certificate issued by the Illinois State Teacher Certification Board, with such powers and duties in that connection as may be fixed by the BOARD in this contract and in its policies, rules, and regulations. The employee shall work the days specified in the attached calendar.
2. The BOARD shall pay to the TEACHER a salary of **\$10,874.53 * Prorated** for the term commencing **April 8, 2019** in equal installments twice a month for a period of **two months (4 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

1. The TEACHER agrees to devote effort to the development and implementation of the educational program of the BOARD.
2. The TEACHER shall be required to fulfill all requirements as specified in the Board Policy Handbook and the rules and regulations of The School Code of Illinois as from time to time in effect.
3. The TEACHER shall keep an accurate register of the daily attendance for each assigned pupil enrolled in the school, and shall make such other reports and keep records as required by the laws of the State of Illinois, the BOARD, or the administration.
4. The TEACHER shall be responsible for and deemed to have knowledge of all the rules, regulations, and policies established by the BOARD, and shall carry out duties prescribed therein. Copies of the Board Policy Handbook shall be available in each school office and school library.

C. MASTER CONTRACT:

The TEACHER agrees to be bound by the Master Contract and acknowledges receipt of a copy thereof.

D. TERMINATION:

1. In the event the TEACHER violates any of the provisions of this contract, or fails to perform the services and duties required of him/her, or violates the rules and regulations of the BOARD, or otherwise gives cause for his/her discharge, this contract shall be terminated, subject to the provisions of the School Code of Illinois. Rights of due process shall be granted where applicable.
2. In the event the TEACHER shall be dismissed by the BOARD or shall have his/her certificate suspended, revoked, or canceled by the Regional Superintendent of Schools or the State Teachers' Certification Board, the TEACHER shall not be entitled to receive any compensation from and after the date of such dismissal, suspension, revocation, or cancellation.

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

Part-time teachers are required to attend each full-day District institute day; they are responsible to conduct parent-teacher conferences in an amount of time proportionate with their FTE equivalent, although it does not necessarily have to be on the designated days (by mutual agreement with the building principal and/or supervisor). Part-time employees are not required, but are invited, to come to a staff meeting if it falls on a day or time when they are not required to be in attendance. They are, however, responsible for the content of the meetings. Part-time teachers who are not scheduled to work on early-release days are invited to attend these events. This information will be included in the staff assignment letters which are prepared by the Business Office.

F. NOTICE:

All notices under this contract shall be deemed properly served if given in writing and served upon the TEACHER and the President of the BOARD personally or by certified mail, return receipt requested, addressed to the party as set forth in this contract, or at such other address as may be hereinafter furnished by the TEACHER in writing.

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **26th day of February, 2019**.

President, Board of Education

I accept the contract tendered me in the foregoing and agree to all terms, conditions, and requirements therein set forth.

Teacher

Street

City State Zip

Date

LISA MADDOX

4956 N. Western Avenue, Unit 1S, Chicago, IL 60625 · (847) 558-3188
LisaMaddox34@gmail.com

Dedicated teacher with a passion for education and an unwavering commitment to optimizing student and school success

Creative Lesson Planning
Familiar with Classroom Technology
Small Group and Team Teaching
Manage a Differentiated Classroom
Asset Based, Child Centered Learning
Daily 5 Literacy
Reinforce Behavior Plans
Experience teaching general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.
Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors.
Established positive relationships with students, parents, fellow teachers and school administrators/staff.

EXPERIENCE

8/18 – 11/18

FOURTH GRADE TEACHER, NORTHBROOK GLENVIEW DISTRICT 30

Long-Term Leave for fourth grade classroom.

2/18 – 6/18

FIFTH GRADE TEACHER, LINCOLNSHIRE-PRAIRIE VIEW DISTRICT 103

Long-Term Leave for fifth grade classroom.

10/17 – 12/17

SECOND GRADE TEACHER, SOLOMON SCHECHTER DAY SCHOOL

Long-Term Leave for second grade classroom.

8/12 – 12/15

TEACHER ASSOCIATE, LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

Teacher Associate in Grades K-4, both in the IIP Classroom and in the gen ed classroom. Provide support for students with a wide range of needs and abilities.

6/14 – 7/15

SUMMER SCHOOL TEACHER, LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

Summer School Teacher teaching computer and iPad skills and applications for Grades 5-8.

8/08 – 6/12

SUBSTITUTE TEACHER, LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

8/11 – 6/12

SUBSTITUTE TEACHER, STEVENSON HIGH SCHOOL, DISTRICT 125

EDUCATION

DECEMBER 1987

B.A. ELEMENTARY EDUCATION, NORTHEASTERN ILLINOIS UNIVERSITY

Graduated with High Honors, Minor in Social Science

CERTIFICATION

Current IL Type 03 Standard Certificate for
Grades K-9, Self-Contained Classroom

Highly Qualified status per NCLB

☐☐ Endorsement for Middle School and Junior High
Social Studies



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

1st Grade LOA
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Kuhr, Beth	BA	1	1	\$16,558.94 *Prorated

AGREEMENT MADE THIS **26th DAY OF February, 2019** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Beth Kuhr
hereinafter called the TEACHER*
W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Beth Kuhr** as a legally qualified teacher, who holds a valid teaching certificate issued by the Illinois State Teacher Certification Board, with such powers and duties in that connection as may be fixed by the BOARD in this contract and in its policies, rules, and regulations. The employee shall work the days specified in the attached calendar.
2. The BOARD shall pay to the TEACHER a salary of **\$16,558.94 *Prorated** for the term commencing **March 15, 2019** in equal installments twice a month for a period of **four months (7 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER’S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

1. The TEACHER agrees to devote effort to the development and implementation of the educational program of the BOARD.
2. The TEACHER shall be required to fulfill all requirements as specified in the Board Policy Handbook and the rules and regulations of The School Code of Illinois as from time to time in effect.
3. The TEACHER shall keep an accurate register of the daily attendance for each assigned pupil enrolled in the school, and shall make such other reports and keep records as required by the laws of the State of Illinois, the BOARD, or the administration.
4. The TEACHER shall be responsible for and deemed to have knowledge of all the rules, regulations, and policies established by the BOARD, and shall carry out duties prescribed therein. Copies of the Board Policy Handbook shall be available in each school office and school library.

C. MASTER CONTRACT:

The TEACHER agrees to be bound by the Master Contract and acknowledges receipt of a copy thereof.

D. TERMINATION:

1. In the event the TEACHER violates any of the provisions of this contract, or fails to perform the services and duties required of him/her, or violates the rules and regulations of the BOARD, or otherwise gives cause for his/her discharge, this contract shall be terminated, subject to the provisions of the School Code of Illinois. Rights of due process shall be granted where applicable.
2. In the event the TEACHER shall be dismissed by the BOARD or shall have his/her certificate suspended, revoked, or canceled by the Regional Superintendent of Schools or the State Teachers' Certification Board, the TEACHER shall not be entitled to receive any compensation from and after the date of such dismissal, suspension, revocation, or cancellation.

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

Part-time teachers are required to attend each full-day District institute day; they are responsible to conduct parent-teacher conferences in an amount of time proportionate with their FTE equivalent, although it does not necessarily have to be on the designated days (by mutual agreement with the building principal and/or supervisor). Part-time employees are not required, but are invited, to come to a staff meeting if it falls on a day or time when they are not required to be in attendance. They are, however, responsible for the content of the meetings. Part-time teachers who are not scheduled to work on early-release days are invited to attend these events. This information will be included in the staff assignment letters which are prepared by the Business Office.

F. NOTICE:

All notices under this contract shall be deemed properly served if given in writing and served upon the TEACHER and the President of the BOARD personally or by certified mail, return receipt requested, addressed to the party as set forth in this contract, or at such other address as may be hereinafter furnished by the TEACHER in writing.

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **26th day of February, 2019.**

President, Board of Education

I accept the contract tendered me in the foregoing and agree to all terms, conditions, and requirements therein set forth.

Teacher

Street

City State Zip

Date

EDUCATION

- National Louis University**, Wheeling, IL 2010-2012
 Master of Arts in Teaching: June 2012
 Emphasis: Elementary Education /GPA: 4.0
- Eastern Illinois University**, Charleston, IL 1988-1990
 Bachelor of Arts in Communications: August, 1990
 (Minor: Business Administration)

CERTIFICATIONS

- Illinois Initial Certificate, Type 03, Elementary Education/ PEL # 930002

TEACHING AND RELATED EXPERIENCE

- **SUBSTITUTE TEACHING**, Grades K-5
 - Libertyville School District 70 2012 - 2018
 - Kildeer Countryside CCSD 96 2013 - 2019
 - Long Term Substitute** August - September 2017
 - Prairie Elementary School 2nd Grade
 - Arlington Heights School District 25 2015 - 2019
 - Aptakisic-Tripp School District 102 2016 - 2019
 - Lincolnshire Prairie View 2016 - 2019
- **STUDENT TEACHING**, 4th grade Spring, 2012
 - Booth Tarkington Elementary School, Wheeling, IL
 - › Highly diverse student population
 - › Daily lesson plan differentiation for Gifted, IEP and ESL learners
 - › Integrated technology in lesson planning
 - › Prepared and taught Social Studies unit for the Constitution, integrating cross curriculum standards, authentic lesson planning and technology
 - › Taught a historical fiction literary novel unit, **Fighting Ground**, by Avi
 - › Facilitated both narrative and expository writer's workshops
 - › Engaged students in the exploration of owl pellets during Science Ecology Unit
 - › Initiated a first-time parent newsletter, **Tarkington Times**, authored by students
- ELE 510 • Practicum II Preclinical Experience Winter 2012
 - 4th Grade / Booth Tarkington Elementary School, Wheeling, IL
 - › Taught students using manipulative approaches in mathematics/*Everyday Math*
 - › Conducted small group guided reading lessons/*StoryTown* Reading Program
 - › Tutored students one on one
 - › Utilized cooperative learning in groups
 - › Assisted with teacher editing of student writing samples
- ELE 500 • Practicum I Preclinical Experience Fall 2010
 - 2nd Grade / Prairie Elementary School, Buffalo Grove, IL

It would be my hope for my future students to remember Mrs. Kuhr with the following quote:

“Mrs. Kuhr inspired me to reach my full potential.

I always felt she saw something in me that sometimes I didn’t realize until we found it together.”

ADDITIONAL EXPERIENCE

- **Deerfield Bank and Trust**, Deerfield, IL April 2010 – July 2016
Personal Banking Officer
 - › Certified MONEY SMART instructor-national financial curriculum
 - › Youth presenter at local libraries: Indian Trails / Deerfield Public Library
 - › Trained newly hired staff members in multiple roles
 - › Educating and advising clients about financial options
 - › Maintaining current knowledge of latest changes to federal regulations
 - › Flexible acclimation to computer financial product upgrades and enhancements
 - › Follow up with customers on needs/inquiries
 - › Accurate document preparation and meticulous record-keeping
 - › Ongoing personal training and professional enhancement
 - › Professional public interaction and troubleshooting expertise

- **The Optimist Club – International Youth Charity** October 2011–October 2012
Member, Board of Directors
 - › Facilitate fundraising efforts
 - › Coordinate recruitment efforts
 - › Special Essay committee member / annual essay contest held for students with special needs

- **Corus Bank**, Niles, IL March 1999 – October 2009
Personal Banker

COMPUTER/TECHNOLOGY

Proficient in MS Word, Excel, Outlook, PowerPoint, Document Camera with Interactive Whiteboard

REFERENCES

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cpfaff@kcsd96.org



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
 From: Scott Warren
 Date: February 21, 2019
 Re: Press Policy 2nd Reading and Recommendation

The following policies have been updated and are presented for review. The Board reviews policies in two readings: the first to discuss the policies and make changes as necessary, and the second to finalize any changes and adopt new policies. The following policies are presented for the Board’s second reading.

Many of the policies included are part of a 5-year review cycle. The wording in these policies may not have changed, but should be reviewed every 5 years to ensure they reflect the practices of the District.

The backup information on all changes are included as footnotes for each policy. The recommendation for each policy is listed below.

I recommend the Board adopt the policies as presented.

Policy	Description	Recommendation
2:80	Board Member Oath and Conduct –Additional responsibilities for Board members added due to changes in law	Adopt
2:80 E	Board Member Oath and Conduct Exhibit – Modified to coincide with new law	Adopt
2:105	Ethics and Gift Ban – 5 Year Review – No changes needed	Adopt
2:170	Procurement of Architectural, Engineering, and Land Surveying Services – 5 Year Review – No changes	Adopt
4:20	Fund Balances – 5 Year Review – No changes needed	Adopt
4:45	Insufficient Fund Checks and Debt Recovery – Add optional language	Adopt
4:130	Free and Reduced-Priced Food Services – References updated	Adopt
4:140	Waiver of Student Fees – 5 Year Review – No changes needed	Adopt
4:170	Safety – Language updated due to changes in law	Adopt
5:30	Hiring Process and Criteria - Language updated due to changes in law	Adopt
5:60	Expenses – Add optional language for clarity	Adopt
5:100	Staff Development Program - Language updated due to changes in law	Adopt
5:220	Substitute Teachers - Language updated due to changes in law	Adopt
6:10	Educational Philosophy and Objectives – 5 Year Review - Modify last sentence to “The Superintendent or designee should annually report on the progress made on the goals from the strategic plan.”	Adopt with edits
6:20	School Year Calendar and Day - References updated due to changes in law	Adopt
6:60	Curriculum Content – Edited for clarity and updated due to change in law	Adopt

6:120	Education of Children with Disabilities – 5 Year Review – No changes needed	Adopt
6:220	Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct – Legal Reference Corrected	Adopt
6:230	Library Resource Center – 5 Year Review – No changes needed	Adopt
7:70	Attendance and Truancy – References updated	Adopt
7:100	Health, Eye, and Dental Examinations: Immunizations; and Exclusion of Students - Language updated due to changes in law	Adopt
7:190	Student Behavior - Language updated due to changes in law	Adopt
7:260	Exemption from Physical Education – Language updated due to changes in law	Adopt
7:270	Administering Medicines to Students - Language updated due to changes in law. Do not adopt School District Supply of Undesignated Asthma Medication language	Adopt with edits
7:290	Suicide and Depression Awareness Prevention - Language updated due to changes in law	Adopt
7:305	Student Athlete Concussions and Head Injuries - Language updated due to changes in law	Adopt
8:25	Advertising and Distributing Materials in Schools and on School Grounds – 5 Year Review – No changes	Adopt
3:40E	Checklist for the Superintendent Employment Contract Negotiation Process – This is an exhibit – Action not required	Informational

Document Status: Draft Update

2:80 Board Member Oath and Conduct

Each Board member, before taking his or her seat on the Board, shall take the following oath of office:

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

I **further swear** (or affirm) that:

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

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

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

meeting; ~~and~~

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

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District; [PRESSPlus1](#)

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for (*name of School District*);

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

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

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

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

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

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards."

LEGAL REF.:

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

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

~~ADOPTED: December 10, 2007~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19, added six additional board member responsibilities to the school board member oath of office. To ensure compliance, those members that are newly elected or appointed and returning by re-appointment and/or re-election should take the oath as the policy directs it to be administered. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

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

Each member of the Lincolnshire-Prairie View School District 103 Board of Education ascribes to the following code of conduct:

1. **I shall** represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. **I shall** avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my Board of Education membership for personal gain or publicity.
3. **I shall** recognize that a Board of Education member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board of Education meeting.
4. **I shall** take no private action that might compromise the Board or administration and shall respect the confidentiality of privileged information.
5. **I shall** abide by majority decisions of the Board of Education, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. **I shall** encourage and respect the free expression of opinion by my fellow Board of Education members and others who seek a hearing before the Board of Education.
7. **I shall** be involved and knowledgeable about not only local educational concerns, but also about State and national issues.

In addition, I shall encourage my Board of Education to pursue the following goals:

1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed, social standing, or disability;
2. The development of procedures for the regular and systematic evaluation of programs, staff performance and Board of Education operations to ensure progress toward educational and fiscal goals;
3. The development of effective Board of Education policies which provide direction for the operation of the schools and delegate authority to the Superintendent for their administration;
4. The development of systematic communications which ensure that the Board of Education, administration, staff, students and community are fully informed and that the staff understands the community's aspirations for its schools; and
5. The development of sound business practices which ensure that every dollar spent produces maximum benefits.

ADOPTED: July 10, 2006

Document Status: 5-Year-Review - Needs Review

2:105 Ethics and Gift Ban

Definitions

Unless otherwise stated, all terms used in this policy have the definition given in the State Officials and Employees Ethics Act, [5 LCS 430/1-5](#).

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

“**Prohibited political activity**” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

Prohibited Political Activity [PRESSPlus1](#)

No employee shall intentionally perform any prohibited political activity during any compensated time. No Board Member or employee shall intentionally use any property or resources of the District in connection with any prohibited political activity. At no time shall any Board Member or employee intentionally require any other Board Member or employee to perform any prohibited political activity: (a) as part of that Board Member’s or employee’s duties, (b) as a condition of employment, or (c) during any compensated time off, i.e., as holidays, vacation or personal time off. No Board Member or employee shall be required at any time to participate in any prohibited political activity in consideration for that Board Member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any Board Member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

“Prohibited source” means any person or entity who:

1. Is seeking official action by: (a) a Board Member, or (b) an employee, or by the Board Member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board Member, or (b) with an employee, or with the Board Member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board Member or employee.

Except as permitted by this policy, no Board Member or District employee, and no spouse of or immediate family member living with a Board Member or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board Member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board Members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. “Catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board Member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board Member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. “Intra-governmental gift” means any gift given to a Board Member or employee from another Board Member or employee, and “inter-governmental gift” means any gift given to a Board Member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board Member or employee, his or her spouse or an immediate family member living with the Board Member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code.

Filing Complaints

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board of Education President.

LEGAL REF.:

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

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: [2:100 \(Board Member Conflict of Interest\)](#), [4:60 \(Purchases and Contracts\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#)

ADOPTED: October 15, 2013

PRESSPlus Comments

PRESSPlus 1. This policy is unchanged. A footnote is updated in response to 30 ILCS 708/, the Grant Accountability Transparency Act (GATA) and federal procurement standards, and the text is provided here for informational purposes.

5 ILCS 430/10-10 through 10-30 (Gift Ban); 30 ILCS 708/ (Grant Accountability Transparency Act (GATA)); and 2 C.F.R. §200.318(c)(1)(uniform federal procurement standards prohibit board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractor performing work under a contract supported by a federal grant award). GATA adopts the uniform federal rules for State agencies' administration of eligible State and federal grants.

Generally, 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. For more discussion on conflict of interest, see sample policy 2:100, *Board Member Conflict of Interest*. Specifically, 2 C.F.R. §200.318(c)(1) requires school districts to "set standards for situations in which the gift is an unsolicited item of nominal value (*standards*)," along with "disciplinary actions to be applied for violations (*disciplinary actions*)" without defining *nominal value*.

To avoid confusion and because 2 C.F.R. §200.318(c)(1) provides flexibility to school boards regarding setting *standards* and *disciplinary actions*, sample policy 2:100, *Board Member Conflict of Interest*, refers to this sample policy's subheads: **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30 (for the federal regulation's *standards*), and **Enforcement** at 5 ILCS 430/50-5 (discussing the specific penalties available under the Ill. Ethics Act for the federal regulation's *disciplinary actions*).

If a board wishes to develop further *standards* and *disciplinary actions* than the Gift Ban section of the SOEEA requires, consult the board attorney.

For further discussion, see the *Grant Accountability and Conflicts of Interest* section in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices** at: www.iasb.com/law/COI_FAQ.pdf.

Issue 98, May/June 2018

Document Status: 5-Year-Review - Needs Review

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

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

LEGAL REF.:

Shively v. Belleville Township High School District 201, 769 N.E.2d 1062 (Ill App.5, 2002), *appeal denied*.

[40 U.S.C. § 541](#).

[50 ILCS 510/1](#) *et seq.*, Local Government Professional Services Selection Act.

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

ADOPTED: December 10, 2007

Document Status: 5-Year-Review - Needs Review

4:20 Fund Balances

The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain year-end fund balances no less than 20 percent (20%) of the annual expenditures in each fund.

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

ADOPTED: October 15, 2013

Document Status: Draft Update

4:45 Insufficient Fund Checks and Debt Recovery

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

Delinquent Debt Recovery

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

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

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

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of the District's delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, and they either: (i) did not qualify, or (ii) refused to apply. [PRESSPlus1](#)
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
 - b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.
3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.:

[15 ILCS 405/10.05](#) and [10.05d](#).

[105 ILCS 123/](#), *Hunger-Free Students' Bill of Rights Act*.

[810 ILCS 5/3-806](#).

[ADOPTED: February 16, 2016](#)

Question 1. See Comment PRESSPlus1. Has the Board adopted the optional sentence? Type yes or no.

Answer:

Question 2. See Comment PRESSPlus1. Has the Board adopted a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies? If the optional sentence was not adopted, or if the optional sentence was adopted but the number of meals was not changed, type no. If the optional sentence was adopted and the number of meals was

lowered, type the number of meals adopted.

Answer:

PRESSPlus Comments

PRESSPlus 1. Optional. The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092) allows districts with *participating schools* under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245) to seek an offset under the State Comptroller Act (15 ILCS 405/) when they have made reasonable efforts, for at least one year, to collect a debt owed for meals and snacks in the amount of no less than \$500 from a student's parent or guardian.

See **Questions** to indicate how the policy was adopted by the board. Options include:

- Delete this sentence. (For districts that do not participate in free and reduced-price meal programs under the National School Lunch and Nutrition Acts, or for districts that do participate, but do not want to adopt this optional sentence.) **Note:** Deletion may affect a district's ability to enter any future IOC Offset System for collecting debt owed to school districts by persons receiving payments from the State.
- If the sentence is adopted, the HFSBRA allows school districts to determine a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies. Before the board and the superintendent engage in a conversation about lowering this number, the superintendent may want to consider a conversation with his or her staff regarding the logistics of contacting a student's parent(s)/guardian(s) more than once per week (five lunches (the law states one free lunch or snack per day)) as setting a lower number may be impracticable for staff members to implement. See **Questions** to indicate whether a lower amount is adopted. **If a lower amount is adopted, ensure that the number matches the number listed in the required notice in 4:130-E, *Free and Reduced-Price Food Services; Meal Charge Notifications*.** This required notice may be found in the board policy manual or in the district's Administrative Procedures manual. If it is included in the board policy manual, see the **Question** listed for 4:130-E in **PRESS Plus** Issue 99.

Issue 99, October/November 2018

Document Status: Draft Update

4:130 Free and Reduced-Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The Superintendent or designee shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in [7 C.F.R. §245.7](#), Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent or designee shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. [PRESSPlus1](#)

The Superintendent or designee shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

LEGAL REF.:

U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, [7 C.F.R. Part 210](#).

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, [7 C.F.R. Part 245](#).

[105 ILCS 125/0.01](#) *et seq.* and [126/1](#) *et seq.*

[23 Ill.Admin.Code 305.10](#) *et seq.*

ADOPTED: April 21, 2015

Question 1. See Comment PRESSPlus1. Has the Board adopted the optional sentence to inform the community about students' rights under the HFSBRA? Type yes or no. If yes, PRESS Plus will add the Hunger-Free Students' Bill of Rights Act to the Legal References.

Answer:

PRESSPlus Comments

PRESSPlus 1. The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092) requires the district to provide a free meal or snack to a student who requests it, regardless of his or her ability to pay.

The HFSBRA does not contain a publication requirement. For boards that wish to inform their communities about students'

rights under the HFSBRA, insert the following sentence:

The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve the District of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay.

See **Questions** to indicate whether the Board has adopted this optional sentence. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

4:140 Waiver of Student Fees

The Superintendent or designee will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Building Principal will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent or designee shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, [42 U.S.C. §1758](#); [7 C.F.R. Part 245](#) *et seq.*

Verification

The Superintendent or designee must follow the verification requirements of [7 C.F.R. 245.6a](#) when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

LEGAL REF.:

[105 ILCS 5/10-20.13](#), [5/10-22.25](#), [5/27-24.2](#), and [5/28-19.2](#).

[23 Ill.Admin.Code §1.245](#) [*may contain unenforceable provisions*].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

ADOPTED: June 25, 2013

Document Status: Draft Update

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. [PRESSPlus1](#)

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education ([29 Ill.Admin.Code Part 1500](#)).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting

device, and

3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.5~~6~~7, 5/18-12, and 5/18-12.5.

[105 ILCS 128/](#), School Safety Drill Act, implemented by [29 Ill.Admin.Code Part 1500](#).

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: Draft Update

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval. No individual will be employed who has been convicted of a criminal offense listed in [Section 5/21B-80\(c\)](#) of the School Code.

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. [PRESSPlus1](#) The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. [Department](#) Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws. [PRESSPlus2](#)

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [Section 5/21B-80\(c\)](#) of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's personal online account, [PRESSPlus3](#) such as social networking website, including a request for passwords to such accounts [sites](#).

Physical Examinations

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

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

Orientation Program

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

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

~~Employee Credit Privacy Act, 820 ILCS 70/, Employee Credit Privacy Act.~~

~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*

~~105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*~~

~~820 ILCS 55/ and 70/.~~

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985) ~~483 N.E.2d 956 (Ill.App.1, 1985)~~, *aff'd in part and remanded* 115 Ill.2d 482 ~~505 N.E.2d 314 (Ill., 1987)~~.

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984) ~~468 N.E.2d 822 (Ill.App.2, 1984)~~.

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945) ~~59 N.E.2d 695 (Ill.App.1, 1945)~~.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Education Support Personnel - Duties and Qualifications)

~~ADOPTED: October 21, 2014~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). **Issue 99, October/November 2018**

PRESSPlus 2. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*), consult the board attorney. **Issue 99, October/November 2018**

PRESSPlus 3. Revised to more closely align to the legislative changes made to 820 ILCS 55/10 (*Facebook Password Law*) by P.A. 99-610. A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. **Issue 99, October/November 2018**

Document Status: Draft Update

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. **The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.** [PRESSPlus1](#) Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

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

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

Reimbursements and Purchase Orders

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

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

Exceeding the Maximum Allowable Expense Amount(s)

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

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

Registration

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

Travel

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

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

Meals

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

Lodging

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

Miscellaneous Expenses

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

LEGAL REF.:

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

105 ILCS 5/10-22.32.

Local Government Travel Expense Control Act, 50 ILCS 150/

820 ILCS 115/9.5, III. Wage Payment and Collection Act.

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

ADOPTED: February 21, 2017

PRESSPlus Comments

PRESSPlus 1. Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The purpose of this sentence is to provide information to employees and the community about III. Wage Payment and Collection Act exclusions from reimbursable expenses. **Issue 99, October/November 2018**

Document Status: Draft Update

5:100 Staff Development Program

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

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth adolescents and teens PRESSPlus1 along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every five years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, PRESSPlus2 and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
9. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
10. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
11. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff

consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

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

LEGAL REF.:

Healthy, Hunger-Free Kids Act of 2010, [42 U.S.C. §1758b](#), [Pub. L. 111-296](#).

[7 C.F.R. Parts 210](#) and [235](#).

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.610 (P.A. 100-14, final citation pending), 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.

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

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

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

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

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

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: Draft Update

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent. [PRESSPlus1](#)

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. [PRESSPlus2](#)

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. [PRESSPlus3](#) Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers [PRESSPlus4](#)

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. [PRESSPlus5](#) Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

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

LEGAL REF.:

105 ILCS 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), and 5/21B-20(3), and 5/21B-20(4).

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

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

PRESSPlus Comments

PRESSPlus 1. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/21B-20(4), added by P.A. 100-596. (Eff. 7-1-18 through 6-30-23) **Issue 99, October/November 2018**

PRESSPlus 3. 40 ILCS 5/16-118, amended by P.A. 100-596. **Issue 99, October/November 2018**

PRESSPlus 4. 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. **Issue 99, October/November 2018**

PRESSPlus 5. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23. **Issue 99, October/November 2018**

Document Status: Draft Update – District

6:10 Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for life long learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

The administrative staff is responsible for informing the Board of Education of the educational program's current and future status. The Superintendent or designee should annually report on the progress made on the **goals from the strategic plan. (SW Edit)** ~~Quality Learning Action Plan as well as progress made on the goals under review from the long-range planning process.~~

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

ADOPTED: July 10, 2006

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46, ~~5/18-8.05~~, [PRESSPlus1](#) 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

[10 ILCS 5/11-4.1](#).

[23 Ill.Admin.Code §1.420\(f\)](#).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

~~ADOPTED: April 21, 2015~~

PRESSPlus Comments

PRESSPlus 1. Repealed by 100-582, eff. 3-23-18. **Issue 99, October/November 2018**

Document Status: Draft Update

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
2. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. .
4. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
8. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
9. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
10. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians,, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
11. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
12. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. [PRESSPlus1](#)
14. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

15. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
17. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. [PRESSPlus2](#)

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.

625 ILCS 5/6-408.5.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

~~Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.~~

~~Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).~~

~~47 C.F.R. §54.520.~~

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

PRESSPlus Comments

PRESSPlus 1. Edited to clarify that a *unit of instruction* is to be determined by the Superintendent or designee. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires districts that maintain any of the grades kindergarten through 8 to adopt policy language regarding biking and walking safety education. The law is silent about how to educate students on this topic. See 6:60-AP, E1, *Resources for Biking and Walking Safety Education*, for additional information. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

6:120 Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

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

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. § 1400](#) *et seq.*

Rehabilitation Act of 1973, Section 504, [29 U.S.C. § 794](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02a](#).

[23 Ill.Admin.Code §226](#).

[34 C.F.R. §300](#).

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: October 15, 2013

Document Status: 5-Year-Review - Needs Review

6:190 Co-Curricular Activities

Students must meet the following eligibility requirements in order to participate in any co-curricular activity. If students fail to meet these requirements, they will be deemed ineligible.

A student is ineligible to participate if he/she violates any of the academic or behavioral requirements.

Academic Requirements

A student is academically ineligible if he/she is:

1. Failing in any class; or
2. Receiving three or more "D's" in his/her classes. (This includes all academic, Creative Arts, P.E., and Band/Chorus classes.)

Weekly eligibility checks are made during the co-curricular season. After the period of eligibility, a student retains his/her privilege of participation.

Behavioral Requirements

Eligibility is determined by the Administration. A student is ineligible if he/she:

1. Has received three or more office referrals in a week; or
2. Has been placed in an alternate school setting assignment or out-of-school suspension; or
3. Fails to meet other behavioral requirements listed in the Co-curricular Conduct Code.

After the period of eligibility, a student retains his/her privilege of participation.

LEGAL REF.:

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

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Co-Curricular Activities), 7:300 (Co-Curricular Athletics)

ADOPTED: June 25, 2013

Document Status: Draft Update

6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee may establish a *Bring Your Own Technology (BYOT) Program*. The program may:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:125, *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Preventing Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; and 7:340, *Student Records*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program will act responsibly and hold high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media and Personal Technology; Usage and Conduct*, for staff and 7:190, *Student Behavior* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

LEGAL REF.:

Children's Internet Protection Act (CIPA), [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) *et seq.*

[47 C.F.R. Part 54, Subpart F](#), Universal Service Support for Schools and Libraries.

Children's Online Privacy Protection Act (COPPA), [15 U.S.C. §§6501-6508](#).

[16 C.F.R. Part 312](#), Children's Online Privacy Protection Rule.

105 ILCS 5/10-20.28. [PRESSPlus1](#)

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks) 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal Reference is corrected. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

6:230 Library Resource Center

The Superintendent shall manage the District's library resource program according to the following standards:

1. The program focuses on enlarging and enriching the on-going classroom instructional program.
2. Materials are selected on the basis of encouraging the acquisition of knowledge and developing literary, cultural, and aesthetic appreciation and ethical standards.
3. Staff members are invited to recommend additions to the collection.
4. Each school maintains a collection of material that supports the curriculum and provides for individual needs, interests, abilities, and maturity levels.
5. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

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

ADOPTED: December 10, 2007

Document Status: Draft Update

7:70 Attendance and Truancy

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. The Board of Education supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes that a truant is defined as a child residing in School District 103 and who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof.

“Valid cause” for absence shall be illness, observances of a religious holiday, death in the immediate family, emergency, extraordinary circumstances, and shall include such other situations beyond the control of the student as may be specified by Board policy, economic or medical necessity, family hardship, or such other circumstance which cause reasonable concern to the parent for the safety or health of the student.

A “chronic or habitual student” is a child residing in School District 103 and subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular days.

A “truant minor” is a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

The following resources and supportive services may be offered to students who are truants or chronic truants:

- Conferences with school personnel
- Counseling services of social workers
- Testing by special education personnel
- Schedule or program change
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies for appropriate services.

The Superintendent or designee shall implement and manage an absenteeism and truancy program in accordance with the School Code and Board policy. The administration shall determine if a student is truant, chronic or habitual truant, or a truant minor, as defined in the School Code, [Section 26-2a](#). The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used with the student who is a truant, a chronic or habitual truant, or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student and the student’s parents/guardian, a health evaluation by the school health personnel, use of peer groups, and clinical evaluations by local and/or state agencies.

In cases where a student’s truancy is chronic and persists, the matter should be referred by the Principal to the Superintendent. He may call upon the resources of outside agencies such as the Juvenile Officer of the local police department, the Truant Officer of the Education Service Region of the County, or other supportive services which are available for working with truants or chronic truants. The Board of Education, Superintendent, School District administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

No punitive action, such as administrative grade reduction, out-of-school suspensions, expulsion, or court action may be taken against a chronic or habitual truant unless available supportive services of the District have been provided to the student.

LEGAL REF.:

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

School Code (as amended by P.A. 95-417) [105 ILCS 5/26-1 through 16](#)
[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: [5:100 \(Staff Development Program\)](#), [6:110 \(Programs for Students At Risk of Academic Failure and/or Dropping](#)

Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior)

ADOPTED: February 21, 2017

Document Status: Draft Update

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma virus (HPV) and cervical HPV-related cancers and the availability of the HPV vaccine. [PRESSPlus1](#)
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s). [PRESSPlus2](#)

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye

examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious **or medical** grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if **at the examining physician, advanced registered practice nurse, or physician assistant** provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act, **42 U.S.C. §11431 et seq.**

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: June 20, 2017

PRESSPlus Comments

PRESSPlus 1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: Draft Update

7:190 Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including ~~medical cannabis~~, marijuana, ~~and~~ hashish, and ~~medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~). [PRESSPlus1](#)
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited ~~unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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

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

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

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's

parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. [PRESSPlus2](#)
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

Weapons

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

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

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

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

Student Handbook

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

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

LEGAL REF.:

~~20 U.S.C. §6081, Pro-Children Act of 1994.~~ ~~Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~

~~Pro-Children Act of 1994, 20 U.S.C. §6081.~~ ~~20 U.S.C. §7961 et seq.,~~ Gun Free Schools Act.

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

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

~~105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~

23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220

(Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, provides that school districts "shall authorize a parent or guardian or any other individual registered with the Ill. Dept. of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act." Once the product is administered, the designated caregiver must remove the product from the school premises/bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. For more discussion, see 7:270, *Administering Medicines to Students*. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. **Issue 99, October/November 2018**

Document Status: Draft Update

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: [PRESSPlus1](#)

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LEGAL REF.:

[105 ILCS 5/27-6.](#)

[225 ILCS 60/](#), Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d), (e) ~~(f)~~.

CROSS REF.: 6:60 (Curriculum Content)

~~ADOPTED: February 21, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542. The board may insert additional criteria; if additional criteria is adopted, insert it and select "Adopted with Additional District Edits" as the Save Status. **Issue 99, October/November 2018**

Document Status: Draft Update – District

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., (EpiPen®), and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication (SW Edit) [PRESSPlus1](#)

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, [PRESSPlus2](#) may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. (SW Edit)

School District Supply of Undesignated Epinephrine Injectors [PRESSPlus3](#)

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Designated Caregiver Administration of Medical Cannabis [PRESSPlus4](#)

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District, [PRESSPlus5](#) and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical*

Cannabis.[PRESSPlus6](#)

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.[PRESSPlus7](#) Smoking and/or vaping medical cannabis is prohibited.[PRESSPlus8](#)

After administering the product to the student, the designated caregiver shall immediately[PRESSPlus9](#) remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.[PRESSPlus10](#)

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy.[Disclaimer](#)

The ~~**School District Supply of Undesignated Asthma Medication**~~ section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. ~~(SW Edit)~~[PRESSPlus11](#)

The **School District Supply of Undesignated Epinephrine injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated ~~asthma medication or~~ ~~(SW Edit)~~ epinephrine injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of ~~undesignated asthma medication or~~ ~~(SW Edit)~~ an undesignated epinephrine injector. This policy does not guarantee the availability of undesignated medications ~~an epinephrine injector~~. Students and their parent(s)/guardian(s) should consult their own physician regarding ~~such~~ these medication(s).

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), and [5/22-30](#).

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Food Allergy Management)

~~ADOPTED: September 20, 2016~~

Question 1. Has the Board adopted the optional subsection regarding a School District Supply of Undesignated Asthma Medication? Type yes or no.

Answer:

Question 2. Has the Board adopted the subsection regarding Designated Caregiver Administration of Medical Cannabis? Type yes or no.

Answer:

PRESSPlus Comments

PRESSPlus 1. Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19. The law permits a district to maintain a supply of

undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726, eff. 1-1-19, amendment requiring accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

See **Questions** to indicate whether the board has adopted the School District Supply of Undesignated Asthma Medication subsection.

Issue 99, October/November 2018

PRESSPlus 2. 105 ILCS 5/22-30(a), amended by P.A. 100-726, eff. 1-1-19, defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), amended by P.A. 100-726, eff. 1-1-19 to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/20-30, amended by P.A. 100-799, eff. 1-1-19, defines epinephrine injector to mean an auto-injector and a pre-filled syringe. Auto-injector is updated to injector throughout. **Issue 99, October/November 2018**

PRESSPlus 4. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), allows students to be given medical cannabis infused products at school or on the school bus and requires school boards to adopt a policy to implement the law. **Important: Implementation of this policy may cause a district to lose federal funding. Consult the board attorney.**

See **Questions** to indicate whether the board has adopted the Designated Caregiver Administration of Medical Cannabis subsection.

Issue 99, October/November 2018

PRESSPlus 5. The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards. **Issue 99, October/November 2018**

PRESSPlus 6. A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*, available by logging in to **PRESS Online** at iasb.com. **Issue 99, October/November 2018**

PRESSPlus 7. Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). **Issue 99, October/November 2018**

PRESSPlus 8. Optional sentence. 410 ILCS 130/10(q), amended by P.A. 100-660, and scheduled to be repealed on July 1, 2020, prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy. **Issue 99, October/November 2018**

PRESSPlus 9. The word *immediately* is not in *Ashley's Law*. It is added to ensure legal compliance with federal laws that could

affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building which may violate the Cannabis Control Act (720 ILCS 550/). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter. **Issue 99, October/November 2018**

PRESSPlus 10. 105 ILCS 5/22-33(e), added by P.A. 110-660. **Issue 99, October/November 2018**

PRESSPlus 11. Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section. **Issue 99, October/November 2018**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.1663\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5.2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate [PRESSPlus1](#)
 - a. ~~For students in grades 7 through 12, implementation shall incorporate~~ The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other licensed school personnel and administrators~~ who work with students to identify the warning signs of suicidal behavior in youth ~~adolescents and teens~~ along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. ~~For all students, implementation shall incorporate Illinois Ill.~~ State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic

Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[105 ILCS 5/2-3.1663](#), [5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[745 ILCS 10/](#).

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: April 19, 2016

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.39, amended by P.A. 100-903, eff. 1-1-19, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. **Issue 99, October/November 2018**

Document Status: Draft Update

7:305 Student Athlete Concussions and Head Injuries

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

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#).
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School

Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available. [PRESSPlus1](#)

LEGAL REF.:

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

[105 ILCS 25/1.15.](#)

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

PRESSPlus Comments

PRESSPlus 1. Required by 20 ILCS 2310/2310-307, added by P.A. 100-747, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

8:25 Advertising and Distributing Materials in Schools and on School Grounds

In light of the special characteristics of the school environment and the maturity level of the students, the schools are intended to be closed to the distribution and posting of written materials or literature to students by non-students, except as follows and with the approval of the Superintendent or designee.

1. School-sponsored organizations may distribute or post written material related to their activities.
- 2A. School-related youth organizations whose membership is made up of at least 90% District 103 students may distribute or post written material related to their activities.
- 2B. School-related youth organizations whose membership is made up of less than 90% District 103 students are limited to one (1) flyer per month. Postings are unlimited, but will remain up for a maximum of two weeks. Fund raising activities for these groups are limited to posting only.
3. State and federal agencies and units of local governments may distribute or post written material whenever the administration determines that such distribution will promote the health, safety, and welfare of students or is directly related to the School District's curriculum or school activities.
4. Not for profit organizations may post written materials related to their activities in designated areas of the school buildings, but may not distribute materials or literature to students.

Profit making organizations are not allowed to distribute or post written materials.

Nothing in this policy shall prevent teachers and administrators from utilizing outside materials or speakers when they have determined that such materials or speakers will further the educational program of the students under their charge or to promote their health, safety, and welfare.

The solicitation of funds or the sale of goods or services in the schools is prohibited, except by school-sponsored or school-related organizations as part of a bona fide fundraising activity for the organization when expressly approved by the Superintendent or designee.

Materials distributed or posted in accordance with this policy shall be done in a reasonable manner and at reasonable times and locations as determined by the administration at each school. No distributed or posted materials shall be allowed if disruptive to the educational process, violative of the rights or privacy of others, or is defamatory, obscene, vulgar, or indecent. The Superintendent or designee will develop procedures to implement this policy.

LEGAL REF.:

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

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

Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 5 (7th Cir. 1993).

[*Lamb's Chapel v. Center Moriches Union Free School Dist.*](#), 113 S.Ct. 2141 (1993).

Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:310 (Restrictions on Publications and Written or Electronic Material), 7:325 (Student Fundraising Activities)

ADOPTED: June 25, 2013

Document Status: Draft Update - New

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

New/Unpublished Section

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

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

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

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect. [PRESSPlus2](#)

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

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

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

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>?

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

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 100-587)) or three percent (40 ILCS 5/15-155 (g-1), amended by P.A. 100-587) prior to retirement? PRESSPlus3 What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> A fixed salary for each year of the contract. A guaranteed minimum salary. Compensation increases.
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, eff. 1-1-19, requires the following contract provisions: PRESSPlus4</p> <ol style="list-style-type: none"> A restriction to an amount not exceeding 20 weeks of compensation; and A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> Pension contributions (TRS-THIS)? Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? Unforeseen pension reform issues?

Conditions of Employment

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

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

Evaluations and Goals

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

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

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

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

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

Expenses and Benefits

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

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

Changes to the Superintendent's Employment Contract

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

	See 105 ILCS 5/10-23.8.
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895, eff. 1-1-19:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

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

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

Miscellaneous Issues

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

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is REWRITTEN for Issue 99. For a redline showing the changes made, see PRESS Online at iasb.com. **Issue 99, October/November 2018**

PRESSPlus 2. Added for clarity. **Issue 99, October/November 2018**

PRESSPlus 3. P.A. 100-587 amended the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement. It was reduced from six percent (in place since 2005) to three percent. **Issue 99, October/November 2018**

PRESSPlus 4. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination. **Issue 99, October/November 2018**



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 21, 2019
Re: ELC Articles of Agreement – 2nd Reading and Recommendation

The ELC member districts met earlier this year to discuss the changes that will occur to how the ELC will be funded based on direction from the federal government. The federal government has informed the State of Illinois that federal IDEA funds can no longer go directly to special education cooperatives, but rather go directly to member districts. This change in direction will require each member Board of the ELC to modify the Articles of Agreement to ensure the ELC is funded properly.

The ELC Governing Board has approved the articles of agreement as presented. The next step is for each local Board to adopt the changes this year.

The District 103 Board reviewed the articles of agreement in a first reading at the January 15, 2019 Board meeting. Since then the ELC Governing Board revised the agreements eliminating a 1% late fee for past due payments for voting member districts and the first bill from the ELC changed from August 1 to September 1 each year.

I recommend the Board approve the revised articles of agreement as presented.

**ARTICLES OF JOINT AGREEMENT FOR THE
EXCEPTIONAL LEARNERS' COLLABORATIVE**

ARTICLE I – STRUCTURE

Section 1 - Name

The name of this organization shall be the Exceptional Learners' Collaborative (“ELC”).

Section 2 - Legal Entity

ELC shall operate as a legal entity pursuant to Section 10-22.31 of the *School Code* (105 ILCS 5/10-22.31) or any successor statute.

Section 3 - Purpose

The purpose of ELC is to promote, operate, organize, coordinate, and supervise special education and other needed educational programs and/or services as authorized by the *School Code* and its Member School Districts.

ARTICLE II - MEMBERSHIP

Section 1 – Voting Member Districts

The Voting Member Districts of ELC are Kildeer-Countryside Community Consolidated School District No. 96, Lincolnshire-Prairie View School District No. 103 and Adlai E. Stevenson High School District No. 125.

Section 2 - Non-Voting Member Districts

The Non-Voting Member District of ELC is Fox Lake School District No. 114.

Section 3 - Admittance of Member Districts

A non-member public school district may petition ELC for membership. Such petition shall be submitted to the Executive Board of ELC in such form and substance as required by the Executive Board. A petition for admission may be approved if recommended for approval by each member of the Executive Board and upon unanimous affirmative vote of the membership of the Governing Board. The Governing Board may grant the petition for membership of a school district on such terms and conditions as it deems appropriate, but in all cases the school district petitioning for membership shall, at a minimum, provide a resolution adopted by the Board of Education stating the school district’s agreement to abide by these Articles of Joint Agreement and ELC’s policies and procedures.

Section 4 – Responsibilities of Voting Member Districts

Voting Member Districts shall have the following rights and responsibilities as members of ELC.

- A. Voting Member Districts shall promptly and fully pay all fees and bills for services submitted to them by ELC.

B. Each Voting Member District shall appoint or provide one (1) Governing Board member as that procedure is set forth in Article III, Section 1. Each Member District Superintendent shall serve as an Executive Board Member.

C. Voting Member Districts shall have the right to receive appropriate services, programs and administrative support from ELC consistent with these Articles of Joint Agreement and Governing Board policy.

D. Voting Member Districts shall be responsible to provide a free, appropriate public education to all students with disabilities residing within their respective school districts, whether the special education services are provided by the Member District or ELC.

E. Each Voting Member District shall assist the Governing Board in accomplishing the purposes set forth in these Joint Articles of Agreement. Further, Voting Member Districts shall work collaboratively to provide for the needs of all special education students within the Member Districts.

F. Voting Member Districts shall operate and maintain comprehensive special education programs, including services provided to students in general education classrooms and special education classrooms when the incidence of a student needs within a Member District supports the establishment of such services and/or programs.

G. Voting Member Districts shall perform and provide such other services as determined by the Governing Board.

Section 5 – Responsibilities of Non-Voting Member Districts

Non-Voting Member Districts shall have the following rights and responsibilities as members of ELC.

A. Non-Voting Member Districts shall promptly and fully pay all fees and bills for services submitted to them by ELC.

B. Non-Voting Member Districts shall have the right to receive appropriate services, programs and administrative support from ELC consistent with these Articles of Joint Agreement and Governing Board policy.

C. Non-Voting Member Districts shall be responsible to provide a free, appropriate public education to all students with disabilities residing within their respective school districts, whether the special education services are provided by the Member District or ELC.

D. Non-Voting Member Districts shall operate and maintain comprehensive special education programs, including services provided to students in general education classrooms and special education classrooms when the incidence of a student needs within a Member District supports the establishment of such services and/or programs.

F. Non-Voting Member Districts may petition any of the Member Districts of ELC to seek enrollment of one of its students with disabilities in a special education instructional program operated by one of the Member Districts. The right to petition for

enrollment of a student into an instructional program operated by a Member District does not guarantee admission.

G. Non-Voting Member Districts shall perform and provide such other services as determined by the Governing Board.

ARTICLE III – GOVERNANCE - GOVERNING BOARD

Section 1 - Members

The Governing Board shall consist of one Board of Education member from each Voting Member District selected by the Voting Member District's Board of Education. The term for the Board of Education member to serve as a Governing Board member is two years.

Section 2 - Alternates

In case of an absence of a selected Governing Board member, an alternate from the Voting Member District's Board of Education, selected in accordance with such Board of Education's procedures, shall act as its Governing Board member during such absence.

Section 3 - Officers

A. The Governing Board shall have a President and Vice-President which the members of the Governing Board shall elect at its May meeting. The terms of the office of President and Vice-President shall be two years (2) from the date of the election. In the event the office of the President becomes vacant during the year of office, or the President is not able to preside at a meeting, the Vice-President shall assume this office during the vacancy.

B. The Governing Board shall appoint a Secretary and Treasurer for a term of two years at the June meeting. The Secretary and Treasurer may be members of the ELC or Member District staff. The Secretary shall be responsible for the completion of the minutes of all Governing Board meetings and the distribution of the proposed minutes to the membership of the Governing Board prior to the next meeting. In the absence of the Secretary, the Governing Board members present shall elect a *Pro Tem* Secretary.

Section 4 - Governing Board Responsibilities and Duties

The responsibility for the governance of ELC shall be vested in the Governing Board. The Governing Board has the following duties:

A. To receive, review and approve or deny amendments to these Articles of Joint Agreement;

B. To adopt an annual budget after a public hearing and after input and recommendation from the Executive Board (as defined in Article IV);

C. To determine the nature and extent of services that ELC shall provide to its Member Districts after input and recommendation from the Executive Board;

- D. To determine the need for site acquisition, construction, and capital improvement, and to take appropriate and necessary action to acquire necessary sites, to build new construction and or improve existing buildings, and or make appropriate and necessary capital improvements to buildings after input and recommendation from the Executive Board;
- E. To approve the expenditure of funds as provided in the adopted budget for the fiscal year;
- F. To incur debt as provided for under the *School Code*;
- G. To approve the employment of the Director of Special Education and other personnel after input and recommendation from the Executive Board;
- H. To approve the resignation and/or dismissal of any employee;
- I. To lease or purchase real estate for use by ELC after input of recommendation from the Executive Board, including, but not limited to, buildings, rooms, grounds, and appurtenances;
- J. To adopt an annual calendar of meetings which shall be held quarterly and to hold such meetings in accordance with the laws of the State of Illinois;
- K. To establish basic policies consistent with this Joint Articles of Agreement and the Illinois *School Code*;
- L. To approve contracts with service providers, labor unions, professional organizations, and or amendments thereto after input and recommendation from the Executive Board; and
- M. To execute or authorize to be done such other matters as may be necessary or appropriate for the operation of ELC as permitted by law.

Section 5 - Meetings

- A. The Governing Board shall hold an organizational meeting each June. At the organizational meeting, the Governing Board shall establish the dates, times and places for regular meetings.
- B. All meetings shall be conducted in compliance with the Illinois *Open Meetings Act*.
- C. A quorum shall consist of a majority of the Governing Board membership.
- D. Each member of the Governing Board, or the alternate serving in his or her stead, shall have one (1) vote. An affirmative vote of a majority of the members of the Governing Board present at a duly called meeting at which a quorum has been established shall be required for passage of a proposition unless otherwise specifically stated herein.

E. Governing Board members may participate in Governing Board meetings by electronic or telephonic means so long as such attendance complies with the Illinois *Open Meetings Act*, other provisions of these Articles of Joint Agreement and ELC policy.

ARTICLE IV - EXECUTIVE BOARD

The Executive Board shall consist of the Superintendent of Schools from each Voting Member District. In addition to the matters set forth in these Joint Articles of Agreement requiring input and recommendation from the Executive Board, the Executive Board shall directly supervise and evaluate the Director of Special Education. The Director of Special Education shall seek the input and direction from the Executive Board on matters pertaining to collective bargaining, acquisition of property and classroom space, the ELC budget, establishment of programs and services, and hiring, evaluation and termination of staff. The Executive Board shall search for and recommend to the Governing Board the Director of Special Education or any successor Director of Special Education.

ARTICLE V – THE DIRECTOR OF SPECIAL EDUCATION

Section 1 - Employment

ELC shall employ a Director of Special Education who shall be a State Approved Director of Special Education and shall hold the certifications and endorsements as required by the State of Illinois, or any other appropriate controlling authority.

Section 2 - Duties

The Director of Special Education shall be responsible for the daily administration and management of ELC in accordance with these Articles of Joint Agreement, Governing Board policies and procedures, and applicable law. The Director of Special Education shall report to the Executive Board. The Director of Special Education shall recommend to the Executive Board the hiring or dismissal of such administrative, supervisory and educational support personnel as the Director of Special Education deems appropriate. The Director of Special Education shall also seek the input and direction from the Executive Board on matters pertaining to collective bargaining, acquisition of property and classroom space, the ELC budget, establishment of programs and services, and hiring, evaluation and termination of staff. The Director of Special Education shall also establish appropriate job duties and functions for said personnel and shall directly supervise or establish a designee that will supervise all ELC personnel. The Director of Special Education shall perform such other duties as are assigned by the Governing or Executive Board.

ARTICLE VI - CERTIFIED AND RELATED SERVICE STAFF

Section 1 - Employment of Personnel

ELC shall employ certified, related service and support personnel as recommended by the Executive Board and the Director of Special Education.

Section 2 - Dismissal of Personnel

Employees of ELC shall be dismissed in accordance with the provisions of the *School Code of Illinois* and Governing Board Policy and shall be carried out by the Governing Board upon recommendation by the Executive Board and the Director of Special Education.

ARTICLE VII - PROGRAMS AND SERVICES

Section 1 - Programs and Services

ELC programs and services are those programs and services that are operated and supervised by ELC and that provide special education programs and services to meet the needs of students with disabilities. ELC programs and services may include instructional, consultative, supervisory, administrative, diagnostic, related services (including transportation), and other such services that are operated and managed by ELC.

Programs and services that are provided to students of two (2) or more of the Member Districts may be supervised by ELC as determined appropriate by the Executive Board.

ELC programs and services may be provided in the following areas as determined by the Governing Board:

A. **Classroom Instruction:** ELC may establish special education classes designed to provide instructional services to meet the needs of Member District students with disabilities.

B. **Special Education and Related Services:** ELC may provide special education (i.e. specially designed instruction from a teacher of the visually impaired, a teacher of the deaf or hard of hearing, or an adapted physical education teacher) and related services (i.e. school psychology, social work, speech pathology, occupational therapy, physical therapy, orientation and mobility, transition, special education transportation, and other related services) when appropriate to meet the needs of students with disabilities as determined by the Executive Board.

C. **Supervision, Technical Assistance and Staff Development:** ELC may provide supervision, technical assistance and staff development services to Member Districts to support the appropriate delivery of special education services to meet the needs of students with disabilities and to support Member Districts' compliance with the requirements of the *Individuals with Disabilities Education Act*, the *School Code* of Illinois, and any applicable successor legislation or implementing regulations.

D. **Full-Time Professional Worker:** Any full-time professional worker employed by ELC who spends over fifty percent (50%) of his or her time in one (1) school district shall not be required to work a different teaching schedule than the other professional worker in that school district. A professional worker is defined to be a "qualified worker" as described in §5/14-1.10 of the *School Code*.

E. **Transportation:** ELC may provide transportation for students as determined appropriate by the Executive Board.

Section 2 - Classroom Space for ELC Programs

Member Districts shall assist and support ELC programs by providing classroom space for ELC special education programs within their respective school buildings when space is available.

Section 3 - Director of Special Education Review of Special Education Programs

Upon request of the Member District Superintendent, the Director of Special Education shall review Member District programs and services to provide guidance and consultation as to any suggested changes, modifications or improvements to the programs.

ARTICLE VIII– FINANCE

Section 1 – Fiscal Year

The fiscal year of ELC shall be from July 1 through June 30.

Section 2 – Budget

A proposed annual budget shall be prepared by the Director of Special Education or his or her designee, for review and approval by the Executive Board and recommendation to and final action by the Governing Board. Each budget approved by the Governing Board shall delineate the costs that are to be allocated among the Voting Member Districts, Non-Voting Member Districts and Non-Member Districts. Such costs shall be determined in accordance with this Section 2 and Governing Board policy.

A. “Fee for Service” Fees

“Fee for Service” Fees shall be established by the Governing Board and assessed to Voting Member Districts, Non-Voting Member Districts and Non-Member Districts for purchased services as recommended by the Director of Special Education and the Executive Board. The fees for such services shall be determined according to a formula or formulas established by the Director of Special Education and the Executive Board. The Director of Special Education will survey each Voting Member District and Non-Voting Member District by January of each year to ascertain what services, supports and personnel may be requested by the Member Districts for the next school year.

B. Membership Fees

A “Membership Fee” is a fee charged to each Member District for its membership in ELC which shall be used to offset Member District expenses for supports, services or equipment provided to Member District students include as established by the Director of Special Education and the Executive Board. Each Voting Member District’s Membership Fee shall be equal to 1/3 of the Member District’s IDEA Part B Flow Through Final Allocation as determined by the Illinois State Board of Education. Each Non-Voting Member District’s Membership fee shall be equal to one third (1/3) of the

Non-Voting Member District's IDEA Part B Flow Through Final Allocation as determined by the Illinois State Board of Education or \$25,000, whichever is greater. This Membership Fee shall be paid by the Member District to the ELC by September 1 of each year.

C. Program Tuition

"Program Tuition" is all costs associated with attendance and education of a student at an ELC program including teacher salaries, related service staff salaries, support staff salaries, text books and equipment, learning aides and other instructional related items and may include some or all facilities costs as identified annually by the Governing Board in the budget: Examples of items that may be included in part or full are rental, utilities, custodial maintenance, supplies and services and property services. Program Tuition shall be charged to Member Districts based upon a tuition amount for each full-time equivalent student attending an ELC program.

D. Other Expenses

Any other expenses or costs of ELC that are not specifically set forth in this Joint Agreement may be assessed against any Member District as authorized by the Governing Board as recommended by the Executive Board.

Section 3 – Grants or Gifts

Grants or gifts may be accepted by ELC upon approval of the Governing Board.

Section 4 – Payments

ELC may bill Member Districts or Non-Member Districts at intervals deemed necessary by the Governing Board. All payments required to be paid to ELC shall be paid promptly. Payments from Non-Member districts that are more than thirty (30) days past due date shall bear interest at the rate of 1½ % per month from the due date of such payment to the date payment is received.

ARTICLE IX - TERMINATION OF MEMBERSHIP

Section 1 - Voluntary Withdrawal by Member District

1. **Notice of Withdrawal.** Any Member District may seek to withdraw from ELC by following the process provided for in Section 10-22.31 of the Illinois *School Code* (105 ILCS 5/10-22.31) or any successor legislation provided. Additionally, such withdrawing Member District must provide a written petition seeking withdrawal to the Executive Board, the Governing Board and the Director of Special Education stating its intent to withdraw at least two (2) full fiscal years prior to the effective date of withdrawal and within 30 days of approval of the withdrawal petition by the Member District Board of Education. All voluntary withdrawals shall become effective on July 1 unless otherwise approved by the Governing Board.

A. Procedures for Withdrawal:

1. **Concurring Resolutions of Member Districts.**

A Member District seeking to withdraw from ELC may present a written petition seeking to withdraw to the Governing Board, the Executive Board and the Director of Special Education. Such written petition shall be sent certified mail return receipt requested. The written petition to withdraw must be approved by resolution of the Board of Education of the Member District seeking to withdraw and must state the reasons and rationale for the proposed withdrawal and the proposed date for withdrawal. The Boards of Education of the remaining Member Districts must approve the withdrawal petition within six months of the date the written petition for withdrawal is presented to the Executive Board, the Governing Board and the Director of Special Education. If the Boards of Education of the remaining Member Districts approve the withdrawal petition by written resolution within such six month period, the petitioning Member District shall be withdrawn from ELC effective July 1 which is two years after the withdrawal petition was presented to the Executive Board, Governing Board and Director of Special Education (or another July 1 as stated in the withdrawal petition) and shall notify the State Board of Education of the approved withdrawal in writing. If the Boards of Education of the remaining Member Districts do not approve the withdrawal petition by written resolution within such six-month period, the petition to withdraw cannot be approved by concurring resolution as provided in this paragraph.

2. Hearing Before Regional Board of School Trustees.

A petition for withdrawal may also be made to the Regional Board of School Trustees exercising oversight or governance over the Member Districts. The Member District seeking to withdraw must simultaneously present a copy of the written petition seeking to withdraw to the Executive Board, Governing Board and the Director of Special Education of ELC. Such written petition shall be sent certified mail return receipt requested. The Regional Board of School Trustees shall then hold a hearing on the petition for withdrawal in accordance with the *School Code*.

B. Continuing Services.

Member Districts which voluntarily withdraw from ELC may request continued participation in selected ELC programs or services after withdrawal. Such participation is subject to approval by the Governing Board as recommended by the Executive Board and the Director of Special Education.

Should the Governing Board allow a former Member District to participate in ELC programs or services, the Governing Board shall enter into a written agreement with the former Member District setting forth the mutually agreed upon terms and conditions of participation, including the fees for such continuing services.

Section 2 - Removal of Member District

Membership in ELC is conditional upon the Member Districts continued compliance with the terms of these Joint Articles of Agreement and ELC policies. If the Governing Board finds that a Member District has failed to comply with these Articles of Joint Agreement or ELC policies after input and recommendation from the Executive Board, the Governing Board may put said Member District on written notice for such failure. If, after one (1) year from the date of the written notice to the Member District, the Member District has not remediated the failure as determined by the Governing Board, the Governing Board may remove such Member District pursuant to the following procedure:

A. Notice. Upon approval of a majority of the Executive Board and Governing Board, the Director of Special Education shall send a written notice to the Board of Education of the Member District in question, specifying in detail the items which the Governing Board deems sufficient cause to justify removal of the Member District from ELC.

B. Hearing. Should the Member District fail to take the remedial action required in the aforementioned notice to the satisfaction of the Executive Board and Governing Board, the Governing Board shall, upon reasonable written notice, call a special meeting, at which time the matter shall be brought before the Governing Board for hearing and action. At least thirty (30) days prior written notice of the time and place of such hearing shall be given to the Member District in question by certified mail addressed to the Superintendent of said Member District. The Member District in question shall be permitted to appear and to submit reasons why it should not be removed from membership.

C. Action. A unanimous vote of the Governing Board members, excluding the representative from the Member District subject to the removal proceeding if the Member District subject to removal is a Voting Member District, shall be required to terminate the membership of a Member District in ELC. Removal from membership shall not relieve the Member District of the obligations incurred during its membership in ELC and such termination shall become effective no later than July 1 following the date of action by the Governing Board.

Section 3 - Rights and Responsibilities Upon Withdrawal or Removal

In the event that any Member District withdraws or is removed from ELC, such Member District shall forfeit any claim or right it may have to any ELC assets provided, however, that ELC shall return to the withdrawn or removed Member District any unspent Federal IDEA Part B Funds generated by students in the withdrawing Member District (i.e. IDEA carry over funds). Such withdrawn or removed Member District, however, shall continue to be liable for all costs, expenses and liabilities accrued by ELC on or before the effective date of withdrawal and shall continue to pay such costs, expenses and liabilities until they are paid in full. Costs, expenses and liabilities of ELC shall include, but not be limited to, costs; expenses; any form of debt, bonded indebtedness or notes; Life Safety work approved by the Executive Board and/or Governing Board prior to the effective date of withdrawal; any retirement incentives/enhancement payments and multi-year contract obligations for ELC employees or other costs related to retiring staff who are

approved for such retirement incentives/enhancements or benefits prior to the effective date of withdrawal, including any employer contributions to the Illinois Teacher Retirement System or Illinois Municipal Retirement Fund; any costs associated with claims, litigation, lawsuits, administrative proceedings, grievances/arbitrations, workers' compensation claims and/or unemployment claims which accrue prior to the effective date of withdrawal; any liabilities as provided by law or any other financial or other liability incurred by ELC pursuant to its approved budget. Unless otherwise specifically provided, the withdrawing or removed Member District's proportionate share of the costs, expenses or liabilities shall be equal to the withdrawing or removed Member District's share of the Membership Fees as of the date the written petition for withdrawal is submitted to the Executive Board, the Governing Board and the Director of Special Education. If the withdrawing or removed Member District is a Non-Voting Member District, the withdrawing or removed Member District's share of the costs, expenses or liabilities shall be equal to the balance of the Non-Voting Member District's Membership Fees, Fee for Service Fees, Tuition Fees and other expenses as described in Article XIII above which were incurred or assessed while the Non-Voting Member District was a member of ELC. The withdrawing Member District shall also be responsible for all costs associated with the withdrawal proceedings described above, including ELC's attorney's fees, any auditor or accounting fees incurred by ELC related to the withdrawal and costs related to the hearing before the Regional Board of School Trustees, including court reporter and other fees assessed by the Regional Board of School Trustees.

ARTICLE X – AMENDMENTS

Any Member District or the Director of Special Education may submit to the Executive Board a written proposed amendment to these Articles of Joint Agreement. If approved by the Executive Board, the proposed amendment to these Articles of Agreement shall be presented to the Governing Board. The Governing Board shall consider the proposed amendment at two (2) meetings and a final consideration for approval shall occur after two (2) readings by the Governing Board. If approved by the Governing Board, the Governing Board shall submit the proposed amendment in sufficient copies to each Member District Board of Education for ratification by certified mail. To become effective, an amendment must be approved by at least two-thirds (2/3) of the Member District Boards of Education within ninety (90) days of the date on which the proposed amendment was mailed to each Member District.

The effective date of said amendment, unless otherwise stated therein, shall be the date of ratification of the last Member District Board of Education acting to approve the amendment.

ARTICLE XI - SERVICES TO NON-MEMBER DISTRICT STUDENTS

ELC may provide programs or services to non-Member District children. The Director of Special Education shall have the authority to enroll such student(s), to arrange for the placement of such student(s), to arrange for the delivery of special education or related services and to negotiate any necessary agreements and financial arrangements between the resident school district of the student and ELC subject to review and approval of the Executive Board.

ARTICLE XII – DISSOLUTION

Section 1 - Dissolution

Dissolution of ELC may be recommended by the Executive Board to the Governing Board. Dissolution may occur if approved by the affirmative vote of two-thirds (2/3) of the entire membership of the Governing Board, in the following manner:

A. Any Voting Member District may submit a Resolution for Dissolution with the Board proposing that ELC be dissolved voluntarily. If approved by the Executive Board, the question of such dissolution shall be submitted to a vote at a meeting of the Governing Board, which may be either a regular or a special meeting.

B. Written notice stating that the purpose, or one of the purposes, of the meeting is to consider the voluntary dissolution of ELC shall be given to each member of the Governing Board within the time and in the manner provided in these Articles of Joint Agreement for giving notice of meetings of the Governing Board.

C. Such Resolution for Dissolution shall be filed at least two (2) years prior to the requested effective date of the dissolution.

Section 2 - Effect of Dissolution

Upon dissolution ELC shall not thereafter carry on any business except that necessary to conclude and liquidate its business and affairs, including, but not limited to:

- A. Collecting receivables;
- B. Liquidating and or disposing of its assets as provided in Section 3 hereof;
- C. Returning to each then-current Member District any unspent Federal IDEA Part B Funds generated by students in each Member District;
- D. Discharging or making provision for discharging of its liabilities and obligations;
- E. Causing the honorable dismissal or otherwise terminating the employees of ELC; and
- F. Taking such other actions as may be necessary to wind up the affairs of ELC.

Section 3 – Distribution of Assets

Once ELC has accounted for all of its assets and liabilities, any remaining assets after such accounting shall be distributed to each Voting Member District, at the time of dissolution, on an equal basis. Non-Voting Member Districts have no right to any portion of the remaining assets of ELC.

ARTICLE XIII - SAVINGS CLAUSE

In the event that any section or part of these Articles of Joint Agreement violate any applicable statute or regulation, such section or part of the Articles of Joint Agreement shall be null and void and shall not be binding. To the extent that the purpose of and the ability to operate ELC remains unaltered, such partial invalidation of any part of this Joint Agreement shall not in any way affect the validity of the remainder of these Articles of Joint Agreement.

**BOARD OF EDUCATION OF ADLAI E. STEVENSON SCHOOL
DISTRICT NO. 125**

By: _____
Mr. Steven Frost, President

Attest: _____
Secretary

Date: _____

**BOARD OF EDUCATION OF KILDEER COUNTRYSIDE COMMUNITY
CONSOLIDATED SCHOOL DISTRICT NO. 96**

By: _____
Mr. Marc Tepper, President

Attest: _____
Secretary

Date: _____

**BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW
SCHOOL DISTRICT NO. 103**

By: _____
Ms. Anne Van Gerven, President

Attest: _____
Secretary

Date: _____

BOARD OF EDUCATION OF FOX LAKE SCHOOL DISTRICT NO. 114

By: _____
Mr. Matthew Dabrowski, President

Attest: _____
Secretary

Date: _____



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
 From: Scott Warren
 Date: February 21, 2019
 Re: Draft Staffing Plan 2019-2020

Included are the DRAFT staffing plans for the 2019-2020 school year. The current list focuses on teaching staff. Classified staff is still being analyzed and will be presented at a future meeting. The teaching staff list consists of the actual positions (blue). The total changes are calculated (in yellow) to determine the proposed staffing (blue+yellow=green).

The rationale for the changes include:

Position	School(s)	FTE	Rationale
Art Teacher	SP	0.20	Additional section of 2 nd grade and scheduling
Health	DW	0.20	Additional CAPE sections and scheduling
Music	SP	0.20	Additional section of 2 nd grade and scheduling
REACH	DW	-0.60	Reallocating FTE to STEAM position
2 nd Grade	SP	1.0	Increased enrollment to maintain class sizes
4 th Grade	HD	-1.0	Decrease in grade level enrollment
5 th Grade	HD	2.0	Increase in grade level enrollment
Spanish	SP	1.0	Increase enrollment and scheduling
Spanish	DW	1.0	Increase enrollment and scheduling
STEAM	DW	0.6	Increase STEAM offerings (reallocated from REACH)

The STEAM position proposed at DW is to further our work in this area as identified in our Strategic Plan. Our Science/Math REACH position will focus on STEAM initiatives. A job description is included for the Board's review. With the changes in the schedules and student enrollment, the proposed staffing plan increase is 4.6 FTE.

Student data, which informs position needs, is not yet available in two areas:

- EL – ACCESS data will be available late April. However, at this time, we are not anticipating a change.
- Special Ed – IEP meeting completions data will be available late May at the earliest.

We are continuing to review the staffing and will discuss the topic again at the March Regular meeting with a recommendation for action.

Draft 1

Title	Actual		Changes		Proposed	
	2018-2019		2019-2020		2019-2020	
	FTE	Positions	FTE	Positions	FTE	Positions
Adaptive P.E. Teacher	1.00	1			1.00	1
Art Teacher	3.30	4	0.20	0	3.50	4
Early Childhood Teacher	5.00	3			5.00	3
EL Teacher	5.70	6			5.70	6
English Language Arts Teacher	7.20	9			7.20	9
Family And Consumer Science Teacher	1.00	1			1.00	1
Guided Teacher	2.00	2			2.00	2
Health Teacher	1.00	1	0.20	1	1.20	2
Learning Behavior Specialist	16.00	16			16.00	16
Librarian	3.00	3			3.00	3
Math Teacher	7.50	8			7.50	8
Music Teacher	8.20	9	0.20	0	8.40	9
Nurse	1.00	1			1.00	1
P.E. Teacher	6.50	7			6.50	7
Performing Arts Teacher	0.80	1			0.80	1
Psychologist	3.00	3			3.00	3
REACH Coordinator	4.40	6	-0.60	-1	3.80	5
RTI Teacher	9.30	10			9.30	10
Science Teacher	6.00	6			6.00	6
Self-Contained Kindergarten Teacher	7.50	8			7.50	8
Self-Contained 1st Grade Teacher	8.00	8			8.00	8
Self-Contained 2nd Grade Teacher	8.00	8	1.00	1	9.00	9
Self-Contained 3rd Grade Teacher	8.00	8			8.00	8
Self-Contained 4th Grade Teacher	9.00	9	-1.00	-1	8.00	8
Self-Contained 5th Grade Teacher	8.00	8	2.00	2	10.00	10
Service Learning Teacher	0.00	0			0.00	0
Social Studies Teacher	6.00	6			6.00	6
Social Worker	4.50	5			4.50	5
Spanish Teacher	10.00	10	2.00	2	12.00	12
Speech Language Pathologist	4.60	5			4.60	5
STEAM	0.40	1	0.60	0	1.00	1
Tech Resource Teacher	0.00	0			0.00	0
Technology Integration Specialist	3.00	3			3.00	3
Grand Total	168.90	176.00	4.60	4.00	173.50	180.00

JOB DESCRIPTION: **STEAM Teacher**

LOCATION: Daniel Wright

REPORT TO: Building Principal

JOB FUNCTION:

The duties and responsibilities of the position involve instruction and professional development directly related to STEAM. The STEAM Teacher will work with teachers and students to provide Science, Technology, Engineering, Art and Mathematics instruction that extends and enriches the work of the regular classroom teacher. The teacher will be instrumental in developing an interdisciplinary approach to STEAM programming.

DUTIES AND RESPONSIBILITIES:

- Craft, model, and deliver rich student centered STEAM learning experiences that aligns with and extends current STEAM initiatives
- Create and implement strategies for weaving STEAM experiences into multi-disciplinary curricula
- Work in partnership with teachers, modeling effective teaching with technology
- Organize, develop, and coordinate special STEAM events and activities during and/or after school
- Initiate new programs that support the STEAM vision

QUALIFICATIONS:

- Illinois Professional Educators License required
- Minimum of three years teaching experience
- Knowledge and experience in curriculum development and integration of educational technology



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 21, 2019
Re: Facility Planning Update

Since our last Board meeting, there has been two Core Planning Committee meetings, one on February 5th and one on February 13th. There was also a User Group meeting with teachers regarding the rooms held on February 11th.

While you were briefed on February 5th meeting when the Board met on February 6th, Wold Architects presented an updated concept design (attached) that now included administration offices. There were also a few minor design tweaks to class spaces to garner further discussion on improvements. The committee reviewed the design and provided feedback.

At the February 13th meeting, Wold presented changes in the administration area as requested along with a few smaller design alterations in class spaces. The follow up design is attached for your review. There were a few changes requested as the design becomes closer to a final product.

The user groups met on Monday February 11th with Michelle Blackley and individuals from Wold Architects. The meetings were held throughout the day to get feedback on the current design and suggestions on how they may be improved for both students and teaching. The info from this meeting was too close to the February 13th Core meeting to allow changes to the design to be presented. Information from these meetings will be presented in future meetings. A user group meeting for administration personnel is going to be held in the near future (not date set yet).

Additional Information

Scott Guanky met with Lake County Department of transportation regarding the possibility of a right turn lane or street expansion on Riverwoods. What is ultimately determined will be the result of a traffic study that is being conducted by Gewalt Hamilton Engineers. They expect to have that completed in the next few weeks.

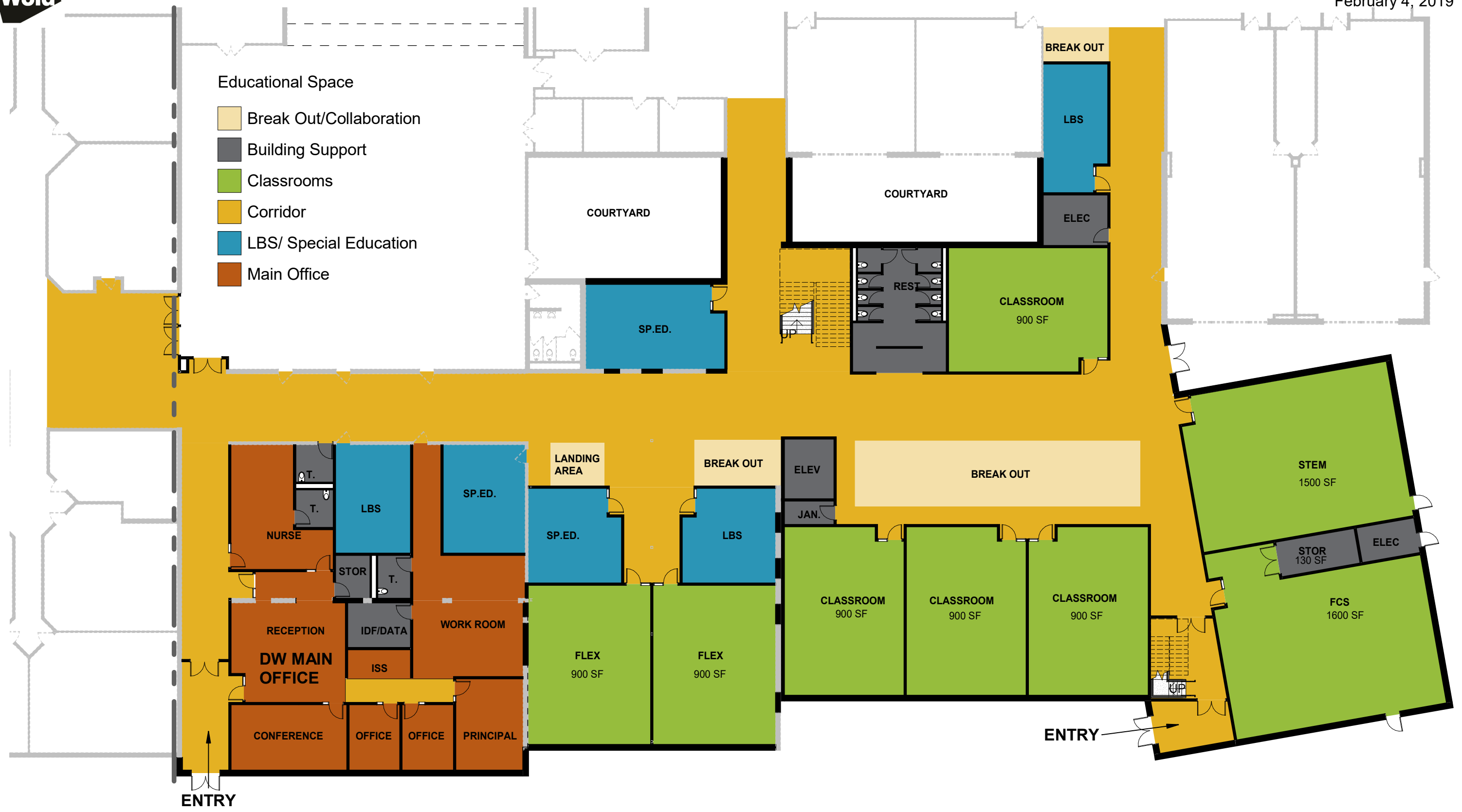
Discussion regarding storm water is also on-going. We will update you regarding this when we have more information.

The district is also working with Wold Architects and ICI (construction manager) in putting together an updated calendar/timeline.



Educational Space

- Break Out/Collaboration
- Building Support
- Classrooms
- Corridor
- LBS/ Special Education
- Main Office



1 MAIN LEVEL FLOOR PLAN
 1" = 20'-0"
 0 15' 30'

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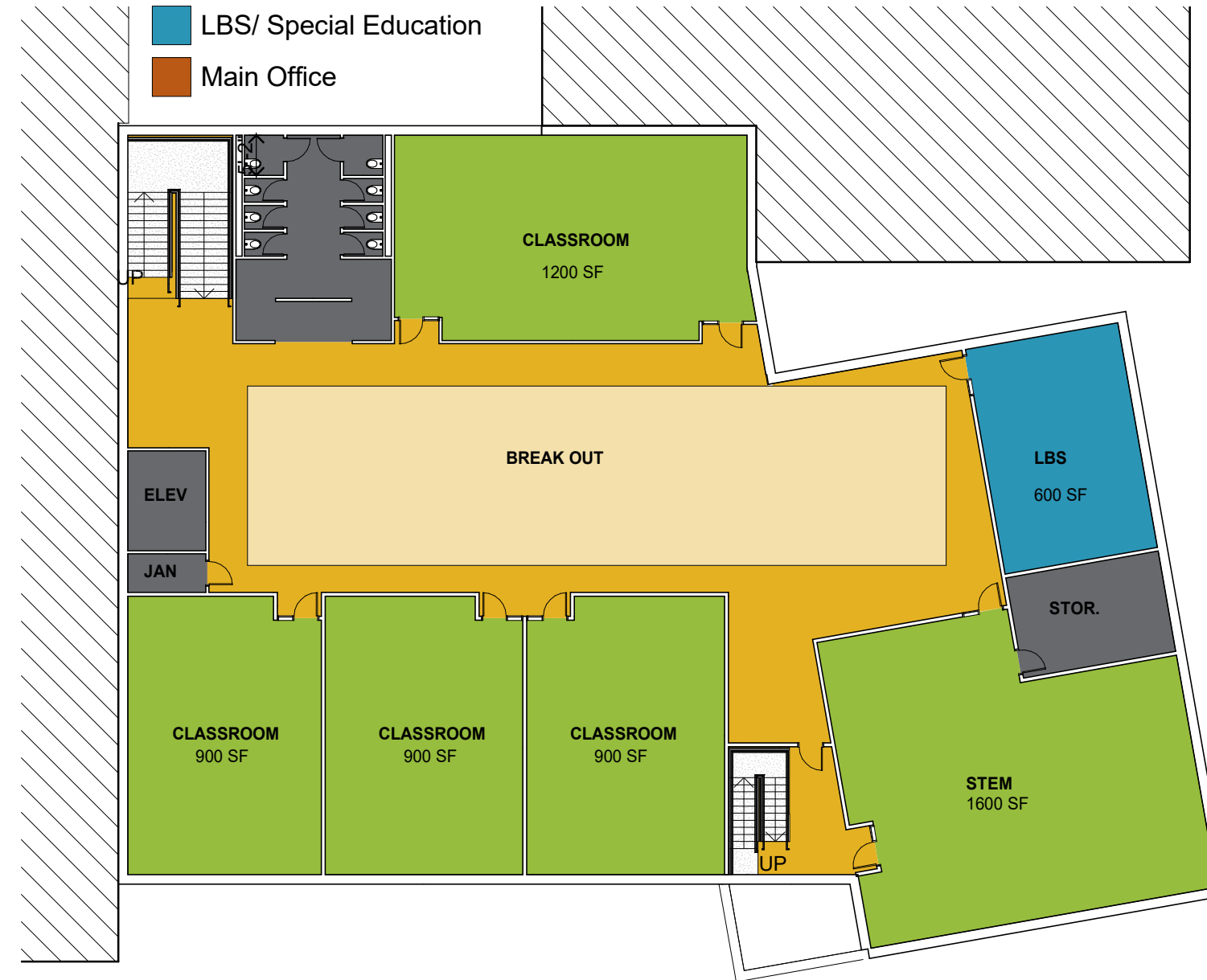
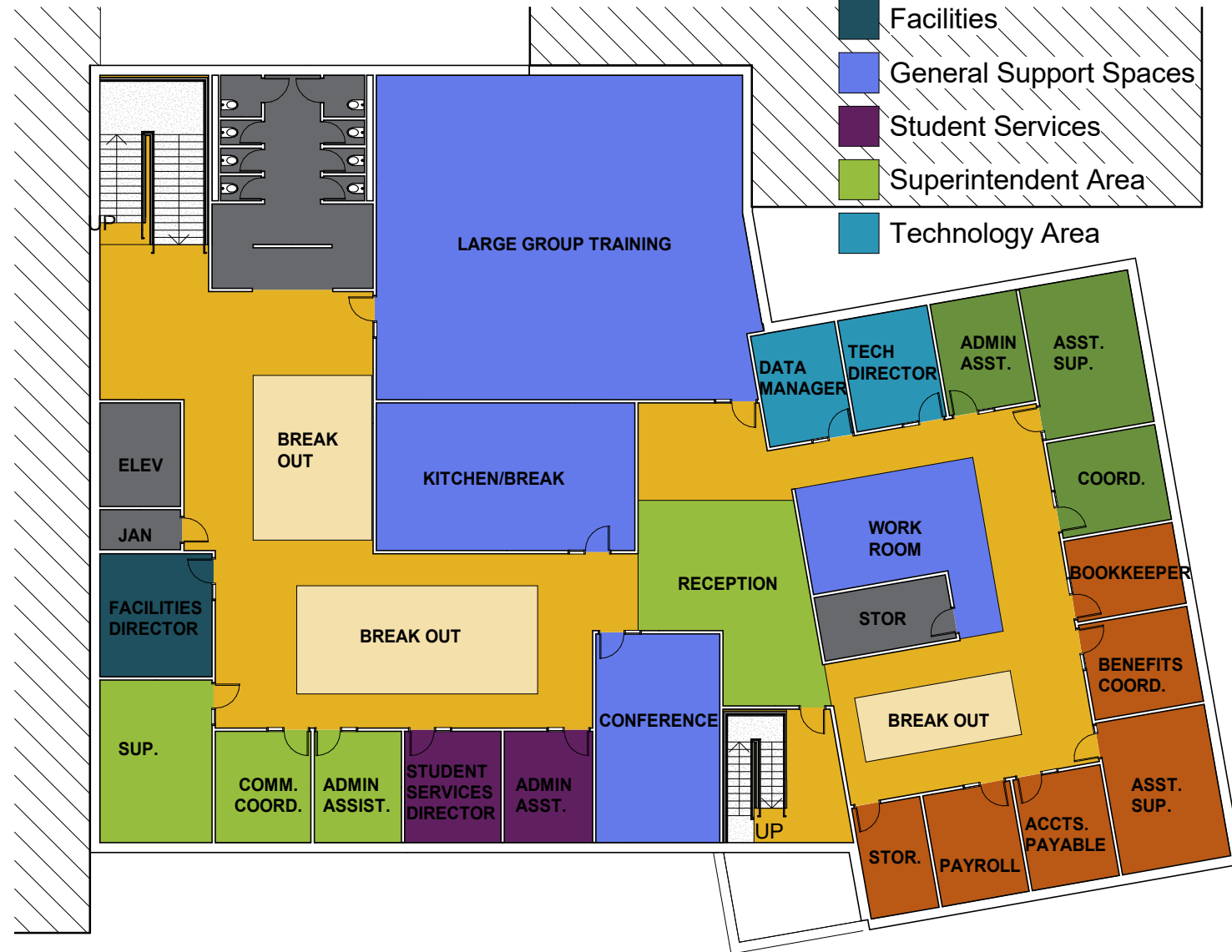


District Office

- Break Out
- Building Support
- Business Office
- Circulation
- Curriculum Area
- Facilities
- General Support Spaces
- Student Services
- Superintendent Area
- Technology Area

Educational Space

- Break Out/Collaboration
- Building Support
- Classrooms
- Corridor
- LBS/ Special Education
- Main Office



1 UPPER LEVEL FLOOR PLAN - DISTRICT OFFICE LAYOUT
 1" = 20'-0"
 0 15' 30'

2 UPPER LEVEL FLOOR PLAN - CLASSROOM LAYOUT
 1" = 20'-0"
 0 15' 30'



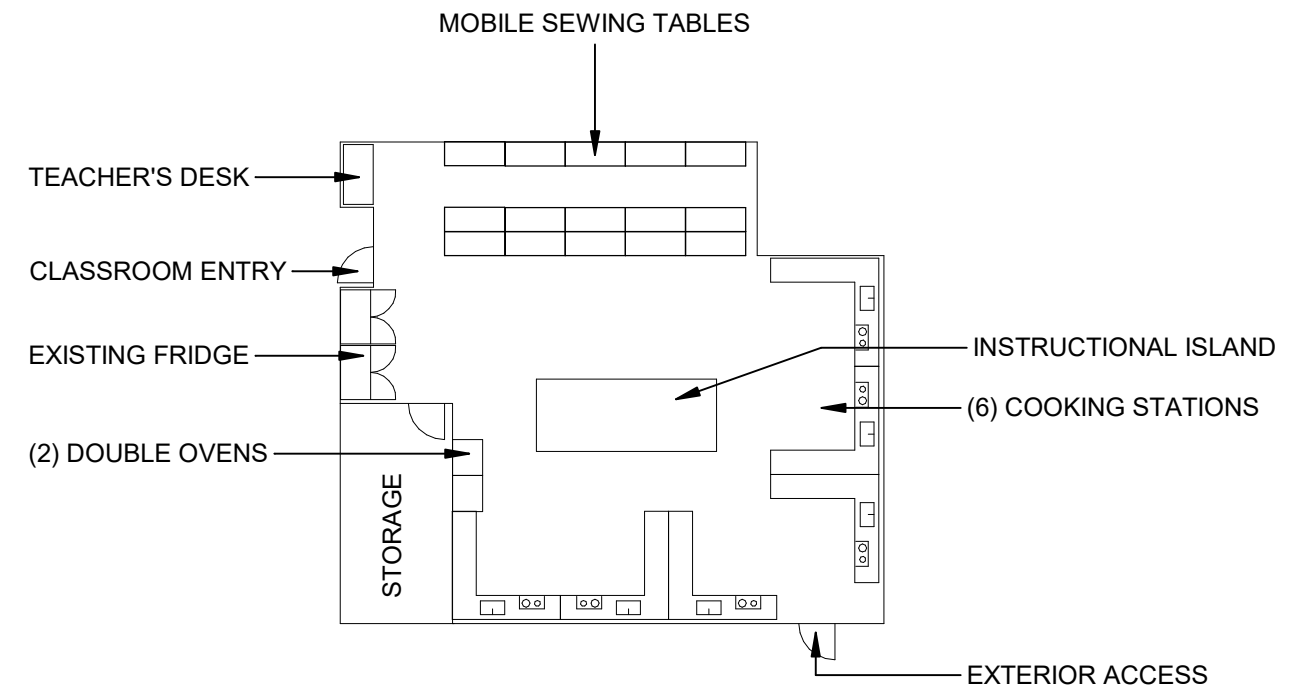
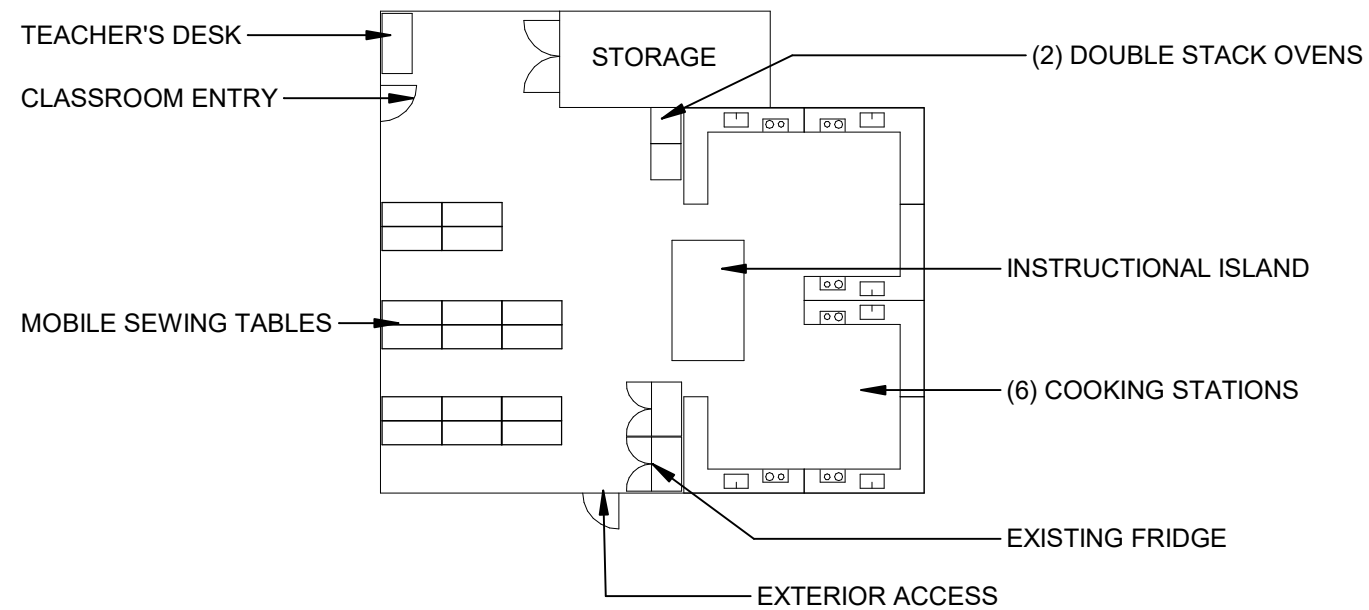
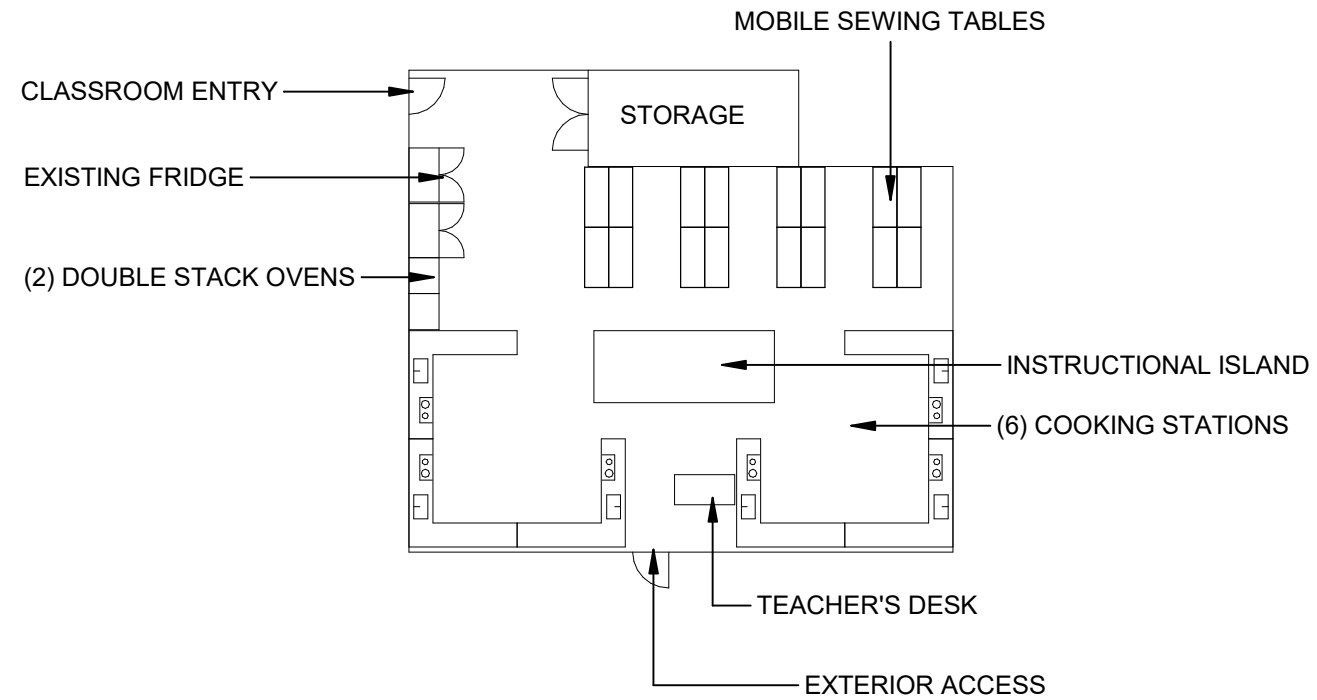
152



**MAIN OFFICE
ADJACENCY CRITERIA:**

- CONFERENCE ROOM SHOULD BE LOCATED NEAR PUBLIC ACCESS
- NURSE SHOULD HAVE ACCESS TO MAIN CORRIDOR AND RECEPTION
- WORK ROOM SHOULD HAVE ACCESS TO MAIN CORRIDOR
- PRINCIPAL AND ASSISTANT PRINCIPAL OFFICES SHOULD HAVE ACCESS TO MAIN CORRIDOR

1 DANIEL WRIGHT MAIN OFFICE
 1/16" = 1'-0"
 0 12' 24'



2 FCS OPTIONS

1/16" = 1'-0"



153

Educational Space

- Break Out/Collaboration
- Building Support
- Classrooms
- Corridor
- LBS/ Special Education
- Main Office



1 MAIN LEVEL FLOOR PLAN
 1" = 20'-0"
 0 15' 30'

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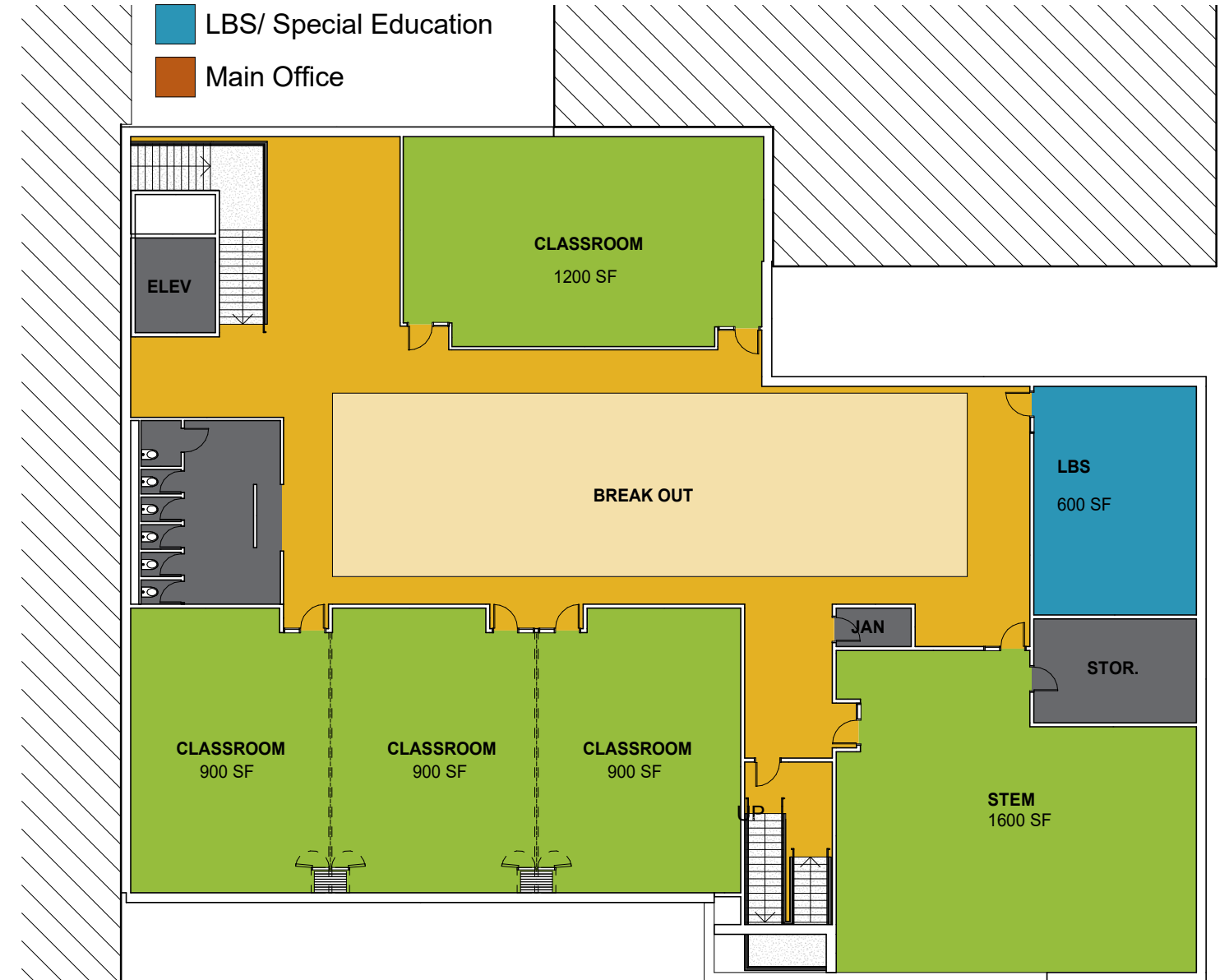
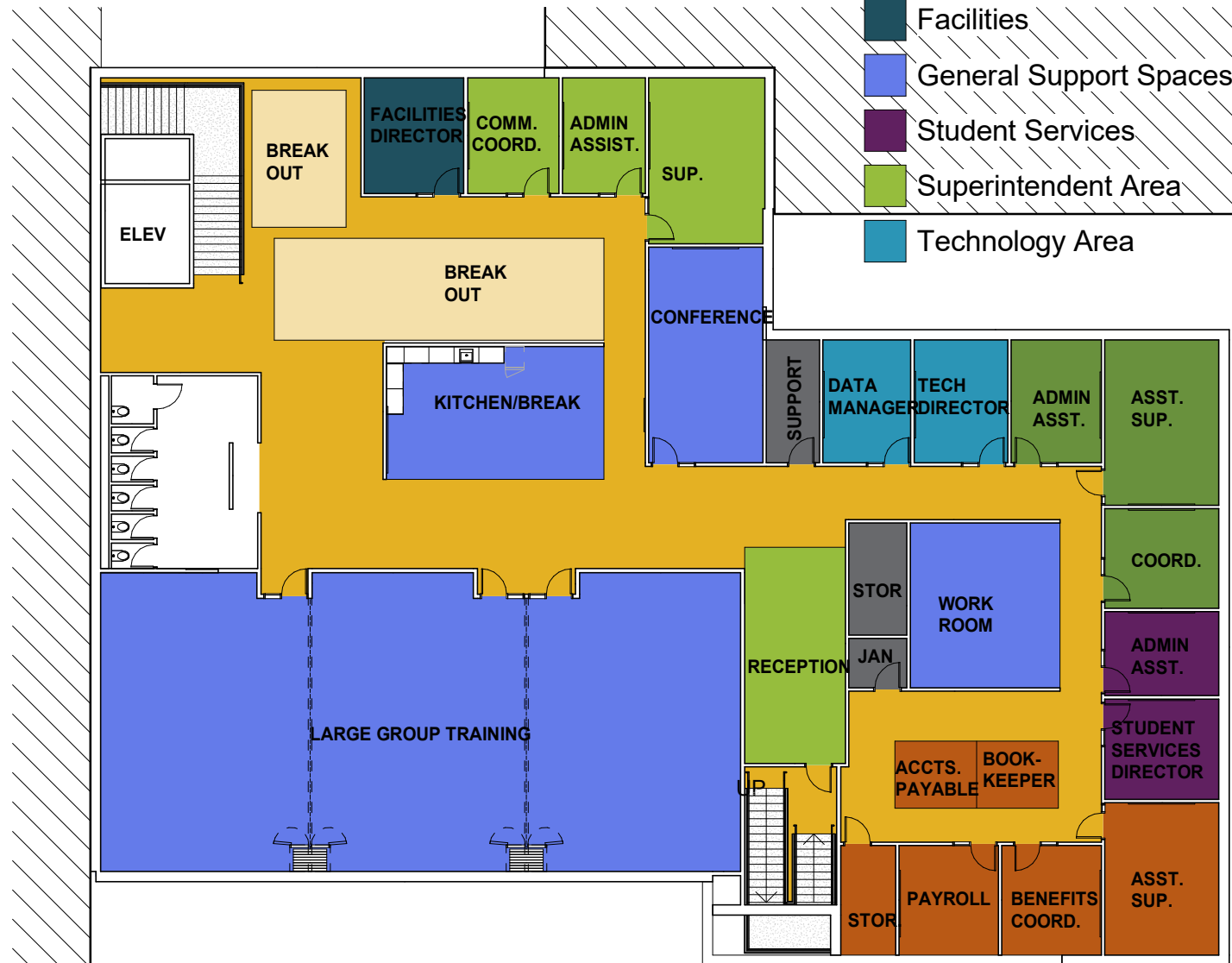


District Office

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Educational Space

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1 UPPER LEVEL FLOOR PLAN - DISTRICT OFFICE LAYOUT
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 0 15' 30'

2 UPPER LEVEL FLOOR PLAN - CLASSROOM LAYOUT
 1" = 20'-0"
 0 15' 30'

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156



**MAIN OFFICE
ADJACENCY CRITERIA:**

- CONFERENCE ROOM SHOULD BE LOCATED NEAR PUBLIC ACCESS
- NURSE SHOULD HAVE ACCESS TO MAIN CORRIDOR AND RECEPTION
- WORK ROOM SHOULD HAVE ACCESS TO MAIN CORRIDOR
- PRINCIPAL AND ASSISTANT PRINCIPAL OFFICES SHOULD HAVE ACCESS TO MAIN CORRIDOR

1 DANIEL WRIGHT MAIN OFFICE
 1/16" = 1'-0"
 0 12' 24'

Lincolnshire-Prairie View School District 103

*** 2018-2019 Board of Education Goals ***

1. Curriculum and Instruction

- ◆ Act as liaison with administration as they review ECRA achievement data and look for trends that may exist in students not meeting their targets as well as opportunities to address.

- *Board Members assigned: Malathy, Liang*

2. Culture and Climate

- ◆ Explore options to obtain feedback on our schools and district from our parent community.

- *Board Members assigned: Kate, Marissa*

- ◆ Board members will attend two diversity/cultural events within the school/community and look for opportunities to participate in broader education on this topic.

- *Board Members assigned: All*

3. Fiscal Sustainability and Facilities

- ◆ Board will work with administration on developing a facility improvement plan for Daniel Wright.

- *Board Members assigned: Anne, Kate*

4. Board Development

- ◆ Review existing materials for onboarding new board members and revise as needed to prepare for orientating future new board members.

- *Board Members assigned: Marissa, Michael*



Lincolnshire-Prairie View School District 103

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847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 21, 2019
Re: Business Office Update - January

More than half way through the fiscal year and we continue to be in our lowest months for revenue (historically speaking); December through March. The bright spot this month was a categorical payment, the second of this fiscal year (we budgeted for three). We continue to monitor where we are in all funds for Salary and Benefits (79% of the budget); the district currently stands at 57.1% spent, which at this point is a healthy 1.2% ahead of expected.

January 2019 Financial Reports

Revenue collection gets much tighter in the absence of Tax collections. We are at 46.6% of our revenue target with an expectation of 58.3%. We now appear to fall further behind expectations and this will continue over the next few months, with revenue collection from other sources also being on the light side. The State of Illinois has paid us a categorical payment this month, although a bit later than usual. We will still get three this year as budgeted, and anything more would be a bonus. This categorical is the first for this fiscal year (we received another earlier but that was the last one from last fiscal year). The State still owes us three more. The highlights thus far are afterschool activity fees, impact fees, interest, and 103 Club.

We are now at 58.4% expended, although the target, if we were able to even out our spending, would be at 58.3%. This continues to improve each month as we close the gap. It is a function of not spending in many categories we paid early on, and if we were remove the capital budget and debt we would be at 57.8% for all other funds; ahead by .4%. The district remains in a good place financially with so many items paid in full at the beginning of the year. In the next few months we will see large payments for debt (interest and principal) and special education costs (the ELC).

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

STATEMENT OF FINANCIAL POSITION

ALL FUNDS

MONTH ENDED January 31, 2019

	10	20	30	40	50	60	70	Total Operating	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash		
ASSETS									
US Bank - AP	745,008.11	250.37	(377,648.04)	120,296.82	1,168.05	0.82	233.39	866,956.74	489,309.52
US Bank - Payroll	10,228.65	1,853.99	-	1,652.02	-	-	-	13,734.66	13,734.66
US Bank - RevTrak	478,439.44	-	-	39,109.26	-	-	-	517,548.70	517,548.70
PMA - LIQ	1,782,183.10	9,463.81	-	10,612.30	343.06	2.34	5,037.51	1,807,639.78	1,807,642.12
PMA - MAX	1,460,360.21	249,652.84	18,485.77	335,017.93	594,773.65	15.41	1,159.39	2,640,964.02	2,659,465.20
PMA - Fixed Rate Investments	12,097,885.83	889,248.29	-	1,216,407.03	21,171.04	-	518,034.67	14,742,746.86	14,742,746.86
IIIT	20,060.63	-	-	-	-	-	-	20,060.63	20,060.63
Bank Financial	90,025.48	-	-	-	-	-	-	90,025.48	90,025.48
Fifth Third Securities	2,990,597.36	-	-	-	-	-	-	2,990,597.36	2,990,597.36
Imprest Fund	27,443.21	177.03	-	62.76	-	3.09	-	27,683.00	27,686.09
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	19,702,732.02	1,150,646.33	(359,162.27)	1,723,158.12	617,455.80	21.66	524,464.96	23,718,457.23	23,359,316.62
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	2,129.64	(41.60)	-	(460.76)	-	-	-	1,627.28	1,627.28
Dental Insurance Payable	(1,729.64)	(289.34)	-	(161.15)	-	-	-	(2,180.13)	(2,180.13)
Flex Spending Account Payable	(10,292.96)	-	-	-	-	-	-	(10,292.96)	(10,292.96)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(9,892.96)	(330.94)	-	(621.91)	-	-	-	(10,845.81)	(10,845.81)
FUND BALANCE									
Fund Balance	19,712,624.98	1,150,977.27	(359,162.27)	1,723,780.03	617,455.80	21.66	524,464.96	23,729,303.04	23,370,162.43
Total Fund Balance	19,712,624.98	1,150,977.27	(359,162.27)	1,723,780.03	617,455.80	21.66	524,464.96	23,729,303.04	23,370,162.43
TOTAL LIABILITIES & FUND BALANCE	19,702,732.02	1,150,646.33	(359,162.27)	1,723,158.12	617,455.80	21.66	524,464.96	23,718,457.23	23,359,316.62

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Revenue Report

1/31/2019

% of Fiscal Year Complete: **58.3%**

MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Received
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Education Fund

Local Sources

Property Tax Receipts	191,358.82	751,630.69	8,877,070.56	320,673.48	227,718.24	-	10,368,451.79	23,308,260	12,939,808.21	44.5%	
CPPRT	16,256.91	1,643.03	-	14,711.94	-	3,597.62	48,271.31	59,000	10,728.69	81.8%	
Tuition - Full Day Kindergarten	57,195.27	52,506.14	9,384.37	62,771.17	17,241.29	32,096.42	109,637.10	530,320	189,488.24	64.3%	
Tuition - Summer School	-	-	-	-	-	-	-	100,000	100,000.00	0.0%	
Interest	21,341.49	18,951.78	18,988.59	30,852.68	37,345.02	36,652.17	26,581.84	100,000	(90,713.57)	190.7%	
Athletic Admissions	-	-	-	-	-	-	-	1,000	1,000.00	0.0%	
Other Admissions	-	-	-	304.75	-	686.00	-	-	(990.75)	No Bud	
After School Activities	-	-	12,010.00	4,738.00	3,895.00	10,536.00	1,910.00	33,089.00	25,000	(8,089.00)	132.4%
Technology Fee	4,785.00	17,871.84	3,418.61	1,627.58	675.80	3,318.74	3,267.52	44,990	10,024.91	77.7%	
PE Uniform/Lock Fee	447.00	1,261.00	(731.00)	-	23.00	15.00	75.00	6,000	4,910.00	18.2%	
Fine Arts Fee	-	-	-	-	-	-	-	-	-	No Bud	
Graduation Fee	234.00	351.00	97.50	69.15	47.85	58.50	78.00	4,000	3,064.00	23.4%	
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-	No Bud	
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-	No Bud	
Field Trip Fees	-	1,462.40	6,092.00	2,457.25	2,862.40	687.50	350.55	13,912.10	25,000	11,087.90	55.6%
Sale of Athletic Wear	-	-	100.00	-	-	-	-	100.00	1,000	900.00	10.0%
103 Club Fees	3,930.00	4,997.50	114,878.48	94,182.63	70,793.56	77,480.25	72,254.09	438,516.51	565,000	126,483.49	77.6%
Student ID Fees/Fines	-	20.00	130.00	70.00	65.00	15.00	25.00	325.00	500	175.00	65.0%
Library Fees/Fines	(48.79)	-	47.90	26.70	68.53	55.15	33.10	182.59	500	317.41	36.5%
Athletic Fees	-	550.00	2,225.00	850.00	1,250.00	525.00	1,050.00	6,450.00	8,000	1,550.00	80.6%
Band/Orchestra/Choir	2,050.00	9,425.00	4,275.00	2,175.00	250.00	350.00	675.00	19,200.00	35,000	15,800.00	54.9%
Textbook Fees	20,184.27	56,220.63	7,398.93	17,108.30	3,096.54	4,575.94	6,953.64	115,538.25	324,232	208,693.75	35.6%
PTO/Foundation Donations	3,913.87	-	-	2,750.04	-	2,149.47	2,905.65	11,719.03	40,000	28,280.97	29.3%
Other Donations	1,000.00	-	12,977.61	-	440.00	-	95.20	14,512.81	10,000	(4,512.81)	145.1%
Misc. Donations	-	-	-	-	-	-	-	100	100.00	0.0%	
Refunds from Prior Yr. Expenses	-	-	-	-	860.57	3,981.81	-	4,842.38	8,000	3,157.62	60.5%
Payment from other LEA's	-	-	-	-	-	-	-	-	385,000	385,000.00	0.0%
Camp Revenue	-	-	-	-	-	-	-	-	16,000	16,000.00	0.0%
Loredo Taft Revenue	-	-	-	-	195.00	41,827.50	312.00	42,334.50	33,000	(9,334.50)	128.3%
Other Local Revenue	1,549.36	-	226.02	-	-	105.85	11.00	1,892.23	20,000	18,107.77	9.5%
Local Revenue	324,197.20	916,891.01	9,068,589.57	555,368.67	366,827.80	218,713.92	238,276.50	11,688,864.67	25,649,902	13,961,037.33	45.6%

State Sources

General State Aid	-	93,830.28	93,830.28	93,830.28	93,830.28	93,830.28	93,830.28	562,981.68	1,028,200	465,218.32	54.8%
Spec. Ed. Private Facility	-	-	33,657.91	-	-	-	12,284.49	45,942.40	90,000	44,057.60	51.0%
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Orphanage	-	-	-	-	-	12,211.59	-	12,211.59	2,500	(9,711.59)	488.5%
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-	-	No Bud
Bilingual	-	-	-	-	-	-	-	-	-	-	No Bud
Orphanage Tuition	-	-	-	-	-	37,354.02	12,341.00	49,695.02	28,500	(21,195.02)	174.4%
Library Per Capital Grant	-	-	-	-	-	-	-	-	1,000	1,000.00	0.0%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	93,830.28	127,488.19	93,830.28	93,830.28	143,395.89	118,455.77	670,830.69	1,150,200	479,369.31	58.3%

Federal Sources

Special Milk Program	3,256.59	-	-	3,431.64	2,416.43	-	3,563.59	12,668.25	12,000	(668.25)	105.6%
Title I - Low Income	-	1,947.00	-	-	-	-	15,940.00	17,887.00	33,000	15,113.00	54.2%
IDEA Preschool	-	153.00	-	-	5,439.00	-	-	5,592.00	7,000	1,408.00	79.9%
IDEA Flow Through	-	6,325.00	-	-	51,448.00	-	-	57,773.00	220,000	162,227.00	26.3%
IDEA Room & Board	-	-	-	-	-	-	-	-	-	-	No Bud

Revenue Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Received
Title III - LIPEP	-	2,000.00	-	-	-	-	6,250.00	8,250.00	12,500	4,250.00	66.0%
Title II - Teacher Quality	-	-	4,546.00	-	-	-	460.00	5,006.00	20,000	14,994.00	25.0%
Medicaid Reimbursement	-	-	-	-	7,150.36	-	-	7,150.36	20,000	12,849.64	35.8%
Federal Revenue	3,256.59	10,425.00	4,546.00	3,431.64	66,453.79	-	26,213.59	114,326.61	324,500	210,173.39	35.2%
Subtotal Education Fund	327,453.79	1,021,146.29	9,200,623.76	652,630.59	527,111.87	362,109.81	382,945.86	12,474,021.97	27,124,602	14,650,580.03	46.0%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Education Fund	327,453.79	1,021,146.29	9,200,623.76	652,630.59	527,111.87	362,109.81	382,945.86	12,474,021.97	27,124,602	14,650,580.03	46.0%
Operations & Maintenance Fund											
Local Sources											
Property Tax Receipts	11,046.45	43,388.90	512,440.98	18,511.31	13,145.34	-	-	598,532.98	1,448,000.00	849,467.02	41.3%
Interest	1,348.43	1,508.56	1,123.74	2,369.10	2,795.22	2,413.03	1,949.18	13,507.26	15,000.00	1,492.74	90.0%
Facility Rental	1,710.00	1,555.00	-	200.00	-	9,319.00	-	12,784.00	30,000.00	17,216.00	42.6%
Impact Fees	17,211.10	-	19,678.89	42,597.55	153,066.51	-	-	232,554.05	85,000.00	(147,554.05)	273.6%
Refunds from Prior Yr. Expenses	-	-	-	-	-	-	-	-	-	-	No Bud
Other Local Revenue	-	-	337.00	936.80	253.00	-	277.00	1,803.80	100.00	(1,703.80)	1803.8%
Local Revenue	31,315.98	46,452.46	533,580.61	64,614.76	169,260.07	11,732.03	2,226.18	859,182.09	1,578,100.00	718,917.91	54.4%
State Sources											
General State Aid	-	-	-	-	-	-	-	-	-	-	No Bud
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal O & M Fund	31,315.98	46,452.46	533,580.61	64,614.76	169,260.07	11,732.03	2,226.18	859,182.09	1,578,100.00	718,917.91	54.4%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total O&M Fund	31,315.98	46,452.46	533,580.61	64,614.76	169,260.07	11,732.03	2,226.18	859,182.09	1,578,100.00	718,917.91	54.4%
Debt Service Fund											
Local Sources											
Property Tax Receipts	2,981.86	11,712.34	138,327.63	4,996.92	3,548.44	-	-	161,567.19	358,000.00	196,432.81	45.1%
Interest	137.97	339.92	358.69	357.02	532.54	29.27	36.20	1,791.61	500.00	(1,291.61)	358.3%
Payment from other LEA's	-	-	-	-	-	-	-	-	-	-	No Bud
Local Revenue	3,119.83	12,052.26	138,686.32	5,353.94	4,080.98	29.27	36.20	163,358.80	358,500.00	195,141.20	45.6%
Subtotal Debt Service Fund	3,119.83	12,052.26	138,686.32	5,353.94	4,080.98	29.27	36.20	163,358.80	358,500.00	195,141.20	45.6%
Transfers/Other Sources	-	-	-	-	-	-	-	-	-	-	No Bud
Total Debt Service Fund	3,119.83	12,052.26	138,686.32	5,353.94	4,080.98	29.27	36.20	163,358.80	358,500.00	195,141.20	45.6%
Transportation Fund											
Local Sources											
Property Tax Receipts	11,046.45	43,388.90	512,440.98	18,511.31	13,145.34	-	-	598,532.98	1,349,000.00	750,467.02	44.4%
Paid Student Trips	-	-	-	-	-	-	-	-	14,000.00	14,000.00	0.0%
Summer School Trans Fees	-	-	-	-	-	-	-	-	15,000.00	15,000.00	0.0%
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-	-	No Bud
Interest	1,572.33	1,886.07	897.91	2,848.95	3,391.18	2,986.40	2,441.88	16,024.72	15,000.00	(1,024.72)	106.8%
Payment from Other Districts	935.00	-	-	-	-	-	-	935.00	100.00	(835.00)	935.0%
Other Local Revenue	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.0%
Local Revenue	13,553.78	45,274.97	513,338.89	21,360.26	16,536.52	2,986.40	2,441.88	615,492.70	1,394,100.00	778,607.30	44.1%
State Sources											
Transportation - Regular	-	-	96,438.40	-	-	-	106,169.11	202,607.51	280,000.00	77,392.49	72.4%
Transportation - Spec. Ed.	-	-	95,186.60	-	-	-	77,319.26	172,505.86	280,000.00	107,494.14	61.6%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	-	191,625.00	-	-	-	183,488.37	375,113.37	560,000.00	184,886.63	67.0%
Subtotal Transportation Fund	13,553.78	45,274.97	704,963.89	21,360.26	16,536.52	2,986.40	185,930.25	990,606.07	1,954,100.00	963,493.93	50.7%

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Revenue Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Received
Total Transportation Fund	13,553.78	45,274.97	704,963.89	21,360.26	16,536.52	2,986.40	185,930.25	990,606.07	1,954,100.00	963,493.93	50.7%
Retirement Fund											
Local Sources											
Property Tax Receipts	9,465.16	37,177.81	439,085.42	15,861.43	11,263.60	-	-	512,853.42	1,160,000.00	647,146.58	44.2%
CPPRT	-	-	-	-	-	-	-	-	34,000.00	34,000.00	0.0%
Interest	558.57	1,239.57	1,541.44	1,671.52	2,071.12	1,297.37	1,379.58	9,759.17	4,000.00	(5,759.17)	244.0%
Local Revenue	10,023.73	38,417.38	440,626.86	17,532.95	13,334.72	1,297.37	1,379.58	522,612.59	1,198,000.00	675,387.41	43.6%
Subtotal Retirement Fund	10,023.73	38,417.38	440,626.86	17,532.95	13,334.72	1,297.37	1,379.58	522,612.59	1,198,000.00	675,387.41	43.6%
Total Retirement Fund	10,023.73	38,417.38	440,626.86	17,532.95	13,334.72	1,297.37	1,379.58	522,612.59	1,198,000.00	675,387.41	43.6%
Capital Projects Fund											
Local Sources											
Interest	11.15	15.14	18.12	10.88	10.73	0.02	0.03	66.07	-	(66.07)	No Bud
PTO Donations	-	-	-	-	-	-	-	-	-	-	No Bud
Local Revenue	11.15	15.14	18.12	10.88	10.73	0.02	0.03	66.07	-	(66.07)	No Bud
Subtotal Cap. Projects Fund	11.15	15.14	18.12	10.88	10.73	0.02	0.03	66.07	-	(66.07)	No Bud
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Cap. Projects Fund	11.15	15.14	18.12	10.88	10.73	0.02	0.03	66.07	-	(66.07)	No Bud
Working Cash Fund											
Local Sources											
Interest	509.18	459.70	167.24	679.47	700.09	908.62	706.39	4,130.69	5,000.00	869.31	82.6%
Local Revenue	509.18	459.70	167.24	679.47	700.09	908.62	706.39	4,130.69	5,000.00	869.31	82.6%
Subtotal Working Cash Fund	509.18	459.70	167.24	679.47	700.09	908.62	706.39	4,130.69	5,000.00	869.31	82.6%
Other Sources	-	-	-	-	-	-	-	-	-	-	No Bud
Total Working Cash Fund	509.18	459.70	167.24	679.47	700.09	908.62	706.39	4,130.69	5,000.00	869.31	82.6%
All Funds											
Local Sources											
Property Tax Receipts	225,898.74	887,298.64	10,479,365.57	378,554.45	268,820.96	-	-	12,239,938.36	27,623,260.00	15,383,321.64	44.3%
CPPRT	16,256.91	1,643.03	-	14,711.94	-	3,597.62	12,061.81	48,271.31	93,000.00	44,728.69	51.9%
Tuition - Full Day Kindergarten	57,195.27	52,506.14	9,384.37	62,771.17	17,241.29	32,096.42	109,637.10	340,831.76	530,320.00	189,488.24	64.3%
Tuition - Summer School	-	-	-	-	-	-	-	-	100,000.00	100,000.00	0.0%
Paid Student Trips	-	-	-	-	-	-	-	-	14,000.00	14,000.00	0.0%
Summer School Trans Fees	-	-	-	-	-	-	-	-	15,000.00	15,000.00	0.0%
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-	-	No Bud
Interest	25,479.12	24,400.74	23,095.73	38,789.62	46,845.90	44,286.88	33,095.10	235,993.09	139,500.00	(96,493.09)	169.2%
Admissions - Athletic	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.0%
Admissions - Other	-	-	-	304.75	-	686.00	-	990.75	-	(990.75)	No Bud
After School Activities	-	-	12,010.00	4,738.00	3,895.00	10,536.00	1,910.00	33,089.00	25,000.00	(8,089.00)	132.4%
Technology Fee	4,785.00	17,871.84	3,418.61	1,627.58	675.80	3,318.74	3,267.52	34,965.09	44,990.00	10,024.91	77.7%
PE Uniform/Lock Fee	447.00	1,261.00	(731.00)	-	23.00	15.00	75.00	1,090.00	6,000.00	4,910.00	18.2%
Fine Arts Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Graduation Fee	234.00	351.00	97.50	69.15	47.85	58.50	78.00	936.00	4,000.00	3,064.00	23.4%
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Field Trip Fees	-	1,462.40	6,092.00	2,457.25	2,862.40	687.50	350.55	13,912.10	25,000.00	11,087.90	55.6%
Sale of Athletic Wear	-	-	100.00	-	-	-	-	100.00	1,000.00	900.00	10.0%
103 Club Fees	3,930.00	4,997.50	114,878.48	94,182.63	70,793.56	77,480.25	72,254.09	438,516.51	565,000.00	126,483.49	77.6%
Student ID Fees/Fines	-	20.00	130.00	70.00	65.00	15.00	25.00	325.00	500.00	175.00	65.0%

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% of Fiscal Year Complete: **58.3%**

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Received
Library Fees/Fines	(48.79)	-	47.90	26.70	68.53	55.15	33.10	182.59	500.00	317.41	36.5%
Athletic Fees	-	550.00	2,225.00	850.00	1,250.00	525.00	1,050.00	6,450.00	8,000.00	1,550.00	80.6%
Band/Orchestra/Choir	2,050.00	9,425.00	4,275.00	2,175.00	250.00	350.00	675.00	19,200.00	35,000.00	15,800.00	54.9%
Textbook Fees	20,184.27	56,220.63	7,398.93	17,108.30	3,096.54	4,575.94	6,953.64	115,538.25	324,232.00	208,693.75	35.6%
PTO/Foundation Donations	3,913.87	-	-	2,750.04	-	2,149.47	2,905.65	11,719.03	40,000.00	28,280.97	29.3%
Other Donations	1,000.00	-	12,977.61	-	440.00	-	95.20	14,512.81	10,000.00	(4,512.81)	145.1%
Misc. Donations	-	-	-	-	-	-	-	-	100.00	100.00	0.0%
Facility Rental	1,710.00	1,555.00	-	200.00	-	9,319.00	-	12,784.00	30,000.00	17,216.00	42.6%
Impact Fees	17,211.10	-	19,678.89	42,597.55	153,066.51	-	-	232,554.05	85,000.00	(147,554.05)	273.6%
Refunds from Prior Yr. Expenses	935.00	-	-	-	860.57	3,981.81	-	5,777.38	8,100.00	2,322.62	71.3%
Payment from other LEA's	-	-	-	-	-	-	-	-	385,000.00	385,000.00	0.0%
Camp Revenue	-	-	-	-	-	-	-	-	16,000.00	16,000.00	0.0%
Loredo Taft Revenue	-	-	-	-	195.00	41,827.50	312.00	42,334.50	33,000.00	(9,334.50)	128.3%
Other Local Revenue	1,549.36	-	563.02	936.80	253.00	105.85	288.00	3,696.03	21,100.00	17,403.97	17.5%
Local Revenue	382,730.85	1,059,562.92	10,695,007.61	664,920.93	570,750.91	235,667.63	245,066.76	13,853,707.61	30,183,602.00	16,329,894.39	45.9%
State Sources											
General State Aid	-	93,830.28	93,830.28	93,830.28	93,830.28	93,830.28	93,830.28	562,981.68	1,028,200.00	465,218.32	54.8%
Spec. Ed. Private Facility	-	-	33,657.91	-	-	-	12,284.49	45,942.40	90,000.00	44,057.60	51.0%
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Orphanage	-	-	-	-	-	12,211.59	-	12,211.59	2,500.00	(9,711.59)	488.5%
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-	-	No Bud
Bilingual	-	-	-	-	-	-	-	-	-	-	No Bud
Transportation - Regular	-	-	96,438.40	-	-	-	106,169.11	202,607.51	280,000.00	77,392.49	72.4%
Transportation - Spec. Ed.	-	-	95,186.60	-	-	-	77,319.26	172,505.86	280,000.00	107,494.14	61.6%
Orphanage Tuition	-	-	-	-	-	37,354.02	12,341.00	49,695.02	28,500.00	(21,195.02)	174.4%
Library Per Capital Grant	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.0%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	93,830.28	319,113.19	93,830.28	93,830.28	143,395.89	301,944.14	1,045,944.06	1,710,200.00	664,255.94	61.2%
Federal Sources											
Special Milk Program	3,256.59	-	-	3,431.64	2,416.43	-	3,563.59	12,668.25	12,000.00	(668.25)	105.6%
Title I - Low Income	-	1,947.00	-	-	-	-	15,940.00	17,887.00	33,000.00	15,113.00	54.2%
IDEA Preschool	-	153.00	-	-	5,439.00	-	-	5,592.00	7,000.00	1,408.00	79.9%
IDEA Flow Through	-	6,325.00	-	-	51,448.00	-	-	57,773.00	220,000.00	162,227.00	26.3%
IDEA Room & Board	-	-	-	-	-	-	-	-	-	-	No Bud
Title III - LIPLP	-	2,000.00	-	-	-	-	6,250.00	8,250.00	12,500.00	4,250.00	66.0%
Title II - Teacher Quality	-	-	4,546.00	-	-	-	460.00	5,006.00	20,000.00	14,994.00	25.0%
Medicaid Reimbursement	-	-	-	-	7,150.36	-	-	7,150.36	20,000.00	12,849.64	35.8%
Federal Revenue	3,256.59	10,425.00	4,546.00	3,431.64	66,453.79	-	26,213.59	114,326.61	324,500.00	210,173.39	35.2%
Subtotal All Funds	385,987.44	1,163,818.20	11,018,666.80	762,182.85	731,034.98	379,063.52	573,224.49	15,013,978.28	32,218,302.00	17,204,323.72	46.6%
"On Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total All Funds	385,987.44	1,163,818.20	11,018,666.80	762,182.85	731,034.98	379,063.52	573,224.49	15,013,978.28	32,218,302.00	17,204,323.72	46.6%

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Expenditure Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expended
Education Fund											
Salaries											
Admin Salaries	129,226.34	136,554.31	135,052.40	134,856.47	135,703.32	135,276.59	134,884.73	941,554.16	1,644,138	702,583.84	57.3%
Teacher Salaries	1,020,927.63	1,011,819.74	1,077,381.55	1,075,363.17	1,072,213.40	1,071,359.76	1,073,667.82	7,402,733.07	13,086,500	5,683,766.93	56.6%
Extra Duty Stipends	41,408.97	65,380.45	9,207.95	35,685.05	80,831.58	65,326.70	59,993.35	357,834.05	565,810	207,975.95	63.2%
Classified Salaries	185,997.06	184,804.84	249,542.09	254,322.09	249,860.36	255,618.80	253,880.79	1,634,026.03	2,993,165	1,359,138.97	54.6%
Substitutes	3,508.89	9,958.89	51,376.86	51,795.91	40,267.58	34,522.67	31,280.50	222,711.30	405,200	182,488.70	55.0%
Salaries Total	1,381,068.89	1,408,518.23	1,522,560.85	1,552,022.69	1,578,876.24	1,562,104.52	1,553,707.19	10,558,858.61	18,694,813	8,135,954.39	56.5%
Benefits											
TRS	32,674.99	37,907.93	34,031.16	34,466.32	42,159.92	34,645.70	34,611.06	250,497.08	392,950	142,452.92	63.7%
TRS ERO Payments	-	-	-	-	-	-	-	-	-	-	No Bud
Medical Insurance	197,719.51	197,462.99	237,833.41	222,152.94	220,435.18	216,335.95	216,998.52	1,508,938.50	2,546,906	1,037,967.50	59.2%
Life Insurance	3,386.78	3,906.00	3,487.56	4,347.77	3,339.82	3,334.02	3,380.24	25,182.19	47,100	21,917.81	53.5%
Retiree Insurance	6,618.85	10,150.01	10,689.85	8,991.59	5,537.45	29,338.89	8,303.86	79,630.50	196,840	117,209.50	40.5%
Tuition Reimbursement	-	12,020.00	430.00	7,500.00	-	2,780.00	2,115.00	24,845.00	65,500	40,655.00	37.9%
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Benefits Total	240,400.13	261,446.93	286,471.98	277,458.62	271,472.37	286,434.56	265,408.68	1,889,093.27	3,249,296	1,360,202.73	58.1%
Purchased Services											
Professional Development	24,679.11	6,306.51	1,367.40	7,112.66	13,162.62	14,301.05	7,372.97	74,302.32	126,000	51,697.68	59.0%
Consultation/Workshops	1,434.30	45,298.60	11,473.58	27,105.13	16,065.53	132,463.67	14,330.18	248,170.99	383,500	135,329.01	64.7%
Data Processing	619.64	469.04	590.39	567.22	658.66	690.22	612.48	4,207.65	12,000	7,792.35	35.1%
Auditing Services	-	-	11,000.00	-	-	-	7,650.00	18,650.00	18,500	(150.00)	100.8%
Legal Services	-	3,619.58	2,050.39	6,651.67	1,044.23	11,626.59	2,968.76	27,961.22	75,000	47,038.78	37.3%
Other Professional Services	-	530.00	2,660.03	4,083.38	2,232.00	2,528.65	1,474.53	13,508.59	35,000	21,491.41	38.6%
Sanitation Services	1,117.39	2,331.39	937.39	1,585.39	937.39	1,027.39	937.39	8,873.73	16,000	7,126.27	55.5%
Rentals	4,855.81	12,183.67	11,437.35	9,461.29	8,459.53	15,390.91	12,852.31	74,640.87	129,750	55,109.13	57.5%
Travel	2,538.56	468.00	677.58	2,584.94	(170.00)	(1,634.79)	843.11	5,307.40	20,700	15,392.60	25.6%
Telephone	10,790.61	10,580.25	10,565.80	11,018.72	11,032.99	7,226.89	23,874.22	85,089.48	141,000	55,910.52	60.3%
Postage	2,000.00	2,000.00	1,092.27	-	-	(7.00)	1,092.27	6,177.54	13,000	6,822.46	47.5%
Printing Services	-	1,490.30	2,998.20	409.61	-	-	2,829.33	7,727.44	7,500	(227.44)	103.0%
Water/Sewer Services	2,205.25	1,316.40	2,545.96	2,256.99	1,760.80	2,276.80	1,736.95	14,099.15	27,000	12,900.85	52.2%
Other Insurance	244,151.75	1,252.75	1,877.25	1,334.00	1,639.00	1,334.75	1,191.00	252,780.50	287,000	34,219.50	88.1%
Other Purchased Services	10,958.00	5,455.00	4,309.50	12,108.74	3,582.19	4,140.00	7,055.30	47,608.73	166,000	118,391.27	28.7%
Service Agreements	146,032.61	129,713.71	27,209.10	31,921.92	14,215.73	(3,222.42)	11,787.00	357,657.65	485,350	127,692.35	73.7%
Purchased Services Total	451,383.03	223,015.20	92,792.19	118,201.66	74,620.67	188,142.71	98,607.80	1,246,763.26	1,943,300	696,536.74	64.2%
Supplies											
General Supplies	12,803.25	38,928.29	50,457.88	24,516.33	13,460.19	25,304.37	21,301.26	186,771.57	356,350	169,578.43	52.4%
Art Supplies	266.85	9,805.39	8,325.06	4,871.78	1,796.43	1,000.08	603.52	26,669.11	36,600	9,930.89	72.9%
Paper Supplies	-	31,757.66	-	11.79	-	-	-	31,769.45	36,500	4,730.55	87.0%
Spanish Supplies	-	1,142.18	23.74	111.90	312.12	19.99	353.70	1,963.63	6,500	4,536.37	30.2%
Student-Paid Supplies	2,773.97	8,455.84	1,271.21	1,912.30	1,378.12	1,804.12	2,395.55	19,991.11	29,800	9,808.89	67.1%
Science Supplies	-	6,442.21	5,009.17	1,402.52	1,281.87	433.19	300.19	14,869.15	23,000	8,130.85	64.6%
Social Studies Supplies	-	4,002.35	4,174.68	1,067.30	990.00	176.80	-	10,411.13	19,600	9,188.87	53.1%
English Language Arts Supplies	-	25,427.62	3,299.28	2,070.87	288.74	1,306.41	437.88	32,830.80	42,500	9,669.20	77.2%
Math Supplies	-	12,303.57	4,992.32	2,696.44	-	949.63	-	20,941.96	30,000	9,058.04	69.8%
Supplies - Other	2,536.08	24,220.08	17,500.70	7,887.17	2,366.26	(3,841.91)	250.96	50,919.34	86,145	35,225.66	59.1%
Textbooks	10,820.49	56,044.74	60,099.08	7,730.16	2,914.52	18,574.63	28.10	156,211.72	178,000	21,788.28	87.8%
Library Books	1,683.17	460.87	7,132.98	1,770.34	3,638.90	3,653.01	2,783.12	21,122.39	36,100	14,977.61	58.5%
Periodicals	1,028.12	-	89.00	59.00	-	77.30	-	1,253.42	6,600	5,346.58	19.0%
Natural Gas	-	2,899.06	3,025.48	-	3,161.81	5,845.60	9,635.71	24,567.66	80,000	55,432.34	30.7%
Electricity	-	19,195.53	38,623.92	20,117.56	16,582.82	16,172.33	7,435.95	118,128.11	190,000	71,871.89	62.2%

Expenditure Report

1/31/2019

% of Fiscal Year Complete: **58.3%**

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expended
Other Supplies	1,908.62	(650.00)	2,980.30	2,725.03	1,966.87	10,336.14	1,689.41	20,956.37	39,200	18,243.63	53.5%
Supplies Total	33,820.55	240,435.39	207,004.80	78,950.49	50,138.65	81,811.69	47,215.35	739,376.92	1,196,895	457,518.08	61.8%
Capital Outlay	-	518.00	(518.00)	-	-	-	-	-	6,000	6,000.00	0.0%
Other											
Dues and Fees	7,757.00	24,919.85	4,293.95	(17,127.00)	1,685.00	1,665.00	850.00	24,043.80	35,700	11,656.20	67.3%
Tuition	-	12,339.62	21,476.15	15,738.24	-	35,288.90	13,449.22	98,292.13	375,000	276,707.87	26.2%
Miscellaneous Objects	4,543.00	-	-	-	-	180,563.00	-	185,106.00	226,000	40,894.00	81.9%
Other Total	12,300.00	37,259.47	25,770.10	(1,388.76)	1,685.00	217,516.90	14,299.22	307,441.93	636,700	329,258.07	48.3%
Non-Capitalized Equipment	5,303.75	111,058.23	25,100.76	2,232.00	-	-	-	143,694.74	138,000	(5,694.74)	104.1%
Termination Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal Education Fund	2,124,276.35	2,282,251.45	2,159,182.68	2,027,476.70	1,976,792.93	2,336,010.38	1,979,238.24	14,885,228.73	25,865,004	10,979,775.27	57.5%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Education Fund	2,124,276.35	2,282,251.45	2,159,182.68	2,027,476.70	1,976,792.93	2,336,010.38	1,979,238.24	14,885,228.73	25,865,004	10,979,775.27	57.5%
Operations and Maintenance Fund											
Salaries											
Admin Salaries	9,864.06	9,864.06	9,864.06	9,864.06	9,864.05	9,864.05	9,864.05	69,048.39	119,500	50,451.61	57.8%
Classified Salaries	79,625.85	76,513.80	68,598.95	67,031.93	68,967.87	70,724.92	69,122.92	500,586.24	830,500	329,913.76	60.3%
Salaries Total	89,489.91	86,377.86	78,463.01	76,895.99	78,831.92	80,588.97	78,986.97	569,634.63	950,000	380,365.37	60.0%
Benefits											
Medical Insurance	13,591.82	14,367.13	14,485.05	14,485.05	14,485.05	14,485.05	14,785.05	100,684.20	153,050	52,365.80	65.8%
Life Insurance	83.60	76.40	108.92	93.44	85.84	89.64	76.24	614.08	1,600	985.92	38.4%
Retiree Insurance	1,550.62	1,550.62	1,654.52	827.26	827.26	-	-	6,410.28	15,000	8,589.72	42.7%
Benefits Total	15,226.04	15,994.15	16,248.49	15,405.75	15,398.15	14,574.69	14,861.29	107,708.56	169,650	61,941.44	63.5%
Purchased Services											
Professional Development	-	-	-	999.22	-	342.92	66.99	1,409.13	5,000	3,590.87	28.2%
Other Professional Services	645.88	72.36	-	168.00	(564.61)	1,564.57	255.59	2,141.79	15,000	12,858.21	14.3%
Snow Removal	-	-	-	-	-	-	-	-	8,000	8,000.00	0.0%
Rental of Equipment	3,003.94	746.00	746.00	746.00	746.00	921.00	921.00	7,829.94	25,000	17,170.06	31.3%
Property Upkeep Services	3,298.87	51,320.14	25,593.64	10,397.14	6,961.70	9,750.99	10,735.85	118,058.33	240,000	121,941.67	49.2%
Telephone	278.01	41.34	277.59	295.81	239.58	242.16	240.53	1,615.02	2,700	1,084.98	59.8%
Purchased Services Total	7,226.70	52,179.84	26,617.23	12,606.17	7,382.67	12,821.64	12,219.96	131,054.21	295,700	164,645.79	44.3%
Supplies											
General Supplies	3,618.53	15,790.14	17,892.07	12,028.65	12,801.57	15,997.85	10,535.52	88,664.33	143,500	54,835.67	61.8%
Fuel	312.87	309.54	470.98	318.77	393.75	323.42	310.57	2,439.90	7,000	4,560.10	34.9%
Supplies Total	3,931.40	16,099.68	18,363.05	12,347.42	13,195.32	16,321.27	10,846.09	91,104.23	150,500	59,395.77	60.5%
Capital Outlay	-	30,680.00	27,736.12	109,403.60	47,895.99	53,104.88	9,620.97	278,441.56	600,000	321,558.44	46.4%
Other											
Dues and Fees	-	-	75.00	-	-	-	1,300.00	1,375.00	1,300	(75.00)	105.8%
Other Total	-	-	75.00	-	-	-	1,300.00	1,375.00	1,300	(75.00)	105.8%
Non-Capitalized Equipment	-	1,049.00	-	5,278.98	-	-	-	6,327.98	5,000	(1,327.98)	126.6%
Subtotal O&M Fund	115,874.05	202,380.53	167,502.90	231,937.91	162,704.05	177,411.45	127,835.28	1,185,646.17	2,172,150	986,503.83	54.6%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total O&M Fund	115,874.05	202,380.53	167,502.90	231,937.91	162,704.05	177,411.45	127,835.28	1,185,646.17	2,172,150	986,503.83	54.6%
Debt Service Fund											
Purchased Services											
Other Professional Services	-	475.00	-	-	-	475.00	-	950.00	1,500	550.00	63.3%
Purchased Services Total	-	475.00	-	-	-	475.00	-	950.00	1,500	550.00	63.3%
Other											
Principal	9,111.59	47,361.23	-	270,000.00	180,000.00	-	-	506,472.82	683,000	176,527.18	74.2%
Interest	932.03	3,156.33	75,038.75	22,218.75	106,056.25	-	-	207,402.11	405,100	197,697.89	51.2%
Other Total	10,043.62	50,517.56	75,038.75	292,218.75	286,056.25	-	-	713,874.93	1,088,100	374,225.07	65.6%

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Expenditure Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expended
Subtotal Debt Service Fund	10,043.62	50,992.56	75,038.75	292,218.75	286,056.25	475.00	-	714,824.93	1,089,600	374,775.07	65.6%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Debt Service Fund	10,043.62	50,992.56	75,038.75	292,218.75	286,056.25	475.00	-	714,824.93	1,089,600	374,775.07	65.6%
Transportation Fund											
Salaries											
Admin Salaries	8,322.61	8,322.61	8,322.61	8,322.61	8,322.62	8,322.62	8,322.62	58,258.30	100,600	42,341.70	57.9%
Classified Salaries	54,896.18	55,738.65	82,019.30	79,834.88	83,871.93	87,491.95	77,946.59	521,799.48	882,000	360,200.52	59.2%
Salaries Total	63,218.79	64,061.26	90,341.91	88,157.49	92,194.55	95,814.57	86,269.21	580,057.78	982,600	402,542.22	59.0%
Benefits											
Transp. IMRF/SS/Medicare	2,149.41	2,149.41	2,148.71	2,148.71	2,148.71	2,148.71	2,001.98	14,895.64	23,690	8,794.36	62.9%
Medical Insurance	19,367.36	19,367.36	22,348.48	22,312.09	23,731.32	22,981.51	21,569.89	151,678.01	262,500	110,821.99	57.8%
Life Insurance	263.18	276.18	269.89	111.29	83.89	115.09	150.09	1,269.61	2,100	830.39	60.5%
Retiree Insurance	-	-	-	-	-	-	-	-	4,360	4,360.00	0.0%
Benefits Total	21,779.95	21,792.95	24,767.08	24,572.09	25,963.92	25,245.31	23,721.96	167,843.26	292,650	124,806.74	57.4%
Purchased Services											
Professional Development	31.12	0	0	840	0	1560.84	0	2,431.96	3,000	568.04	81.1%
Other Professional Services	941.03	7446.5	765.53	0	3242.48	128.86	0	12,524.40	35,000	22,475.60	35.8%
Rentals	284749	0	0	0	0	0	0	284,749.00	284,749	-	100.0%
Property Upkeep Services	413.5	2667.64	5243.74	4406.61	3414.3	6979.21	7349.89	30,474.89	40,000	9,525.11	76.2%
Pupil Transportation Services	0	1586.2	956.8	1067.2	1212.1	956.8	802.7	6,581.80	45,000	38,418.20	14.6%
Student-Paid Trips	0	0	0	0	0	412.29	0	412.29	1,500	1,087.71	27.5%
Telephone	41.34	278.01	41.2	79.21	79.21	79.43	79.43	677.83	500	(177.83)	135.6%
Other Purchased Services	250	649	2109	381	2274	583	250	6,496.00	7,000	504.00	92.8%
Service Agreements	-	5,836.74	30.63	-	-	1,886.16	-	7,753.53	20,000	12,246.47	38.8%
Purchased Services Total	286,425.99	18,464.09	9,146.90	6,774.02	10,222.09	12,586.59	8,482.02	352,101.70	436,749	84,647.30	80.6%
Supplies											
General Supplies	(293.30)	664.14	855.19	37.91	857.07	212.94	2,055.53	4,389.48	6,000	1,610.52	73.2%
Fuel	6,419.04	807.29	4,495.96	11,826.07	10,351.78	10,547.83	9,018.61	53,466.58	100,000	46,533.42	53.5%
Other Supplies	318.74	547.81	134.57	50.00	307.28	-	-	1,358.40	2,000	641.60	67.9%
Supplies Total	6,444.48	2,019.24	5,485.72	11,913.98	11,516.13	10,760.77	11,074.14	59,214.46	108,000	48,785.54	54.8%
Other											
Dues and Fees	-	-	-	909.50	2,211.16	(2,211.16)	-	909.50	1,000	90.50	91.0%
Other Total	-	-	-	909.50	2,211.16	(2,211.16)	-	909.50	1,000	90.50	91.0%
Non-Capitalized Equipment	-	-	-	-	-	-	-	-	2,000	2,000.00	0.0%
Subtotal Trans. Fund	377,869.21	106,337.54	129,741.61	132,327.08	142,107.85	142,196.08	129,547.33	1,160,126.70	1,822,999	662,872.30	63.6%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Trans. Fund	377,869.21	106,337.54	129,741.61	132,327.08	142,107.85	142,196.08	129,547.33	1,160,126.70	1,822,999	662,872.30	63.6%
Retirement Fund											
Benefits											
IMRF	40,174.37	40,070.98	51,183.94	51,642.36	51,978.53	54,611.64	45,347.85	335,009.67	525,600	190,590.33	63.7%
Social Security	24,491.80	24,260.77	30,380.65	30,451.92	30,895.64	32,514.71	31,217.52	204,213.01	372,500	168,286.99	54.8%
Medicare	16,866.29	17,289.34	17,875.55	18,244.10	18,640.01	18,176.58	18,124.35	125,216.22	226,600	101,383.78	55.3%
Benefits Total	81,532.46	81,621.09	99,440.14	100,338.38	101,514.18	105,302.93	94,689.72	664,438.90	1,124,700	460,261.10	59.1%
Subtotal Retirement Fund	81,532.46	81,621.09	99,440.14	100,338.38	101,514.18	105,302.93	94,689.72	664,438.90	1,124,700	460,261.10	59.1%
Total Retirement Fund	81,532.46	81,621.09	99,440.14	100,338.38	101,514.18	105,302.93	94,689.72	664,438.90	1,124,700	460,261.10	59.1%
Capital Projects Fund											
Capital Outlay											
Building Improvements	-	20,842.01	99,861.50	16,066.92	-	-	-	136,770.43	-	(136,770.43)	No Bud
Site Improvements	-	-	-	-	-	-	-	-	-	-	No Bud
Capital Outlay Total	-	20,842.01	99,861.50	16,066.92	-	-	-	136,770.43	-	(136,770.43)	No Bud
Subtotal Cap. Projects Fund	-	20,842.01	99,861.50	16,066.92	-	-	-	136,770.43	-	(136,770.43)	No Bud

Expenditure Report

1/31/2019

% of Fiscal Year Complete: **58.3%**

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expended
Transfers/Other Uses	-	-	-	-	-	-	-	-	-	-	No Bud
Total Cap. Projects Fund	-	20,842.01	99,861.50	16,066.92	-	-	-	136,770.43	-	(136,770.43)	No Bud
All Funds											
Salaries											
Admin Salaries	147,413.01	154,740.98	153,239.07	153,043.14	153,889.99	153,463.26	153,071.40	1,068,860.85	1,864,238	795,377.15	57.3%
Teacher Salaries	1,020,927.63	1,011,819.74	1,077,381.55	1,075,363.17	1,072,213.40	1,071,359.76	1,073,667.82	7,402,733.07	13,086,500	5,683,766.93	56.6%
Extra Duty Stipends	41,408.97	65,380.45	9,207.95	35,685.05	80,831.58	65,326.70	59,993.35	357,834.05	565,810	207,975.95	63.2%
Classified Salaries	320,519.09	317,057.29	400,160.34	401,188.90	402,700.16	413,835.67	400,950.30	2,656,411.75	4,705,665	2,049,253.25	56.5%
Substitutes	3,508.89	9,958.89	51,376.86	51,795.91	40,267.58	34,522.67	31,280.50	222,711.30	405,200	182,488.70	55.0%
Salaries Total	1,533,777.59	1,558,957.35	1,691,365.77	1,717,076.17	1,749,902.71	1,738,508.06	1,718,963.37	11,708,551.02	20,627,413	8,918,861.98	56.8%
Benefits											
Transp. IMRF/SS/Medicare	2,149.41	2,149.41	2,148.71	2,148.71	2,148.71	2,148.71	2,001.98	14,895.64	23,690	8,794.36	62.9%
TRS	32,674.99	37,907.93	34,031.16	34,466.32	42,159.92	34,645.70	34,611.06	250,497.08	392,950	142,452.92	63.7%
IMRF	40,174.37	40,070.98	51,183.94	51,642.36	51,978.53	54,611.64	45,347.85	335,009.67	525,600	190,590.33	63.7%
Social Security	24,491.80	24,260.77	30,380.65	30,451.92	30,895.64	32,514.71	31,217.52	204,213.01	372,500	168,286.99	54.8%
Medicare	16,866.29	17,289.34	17,875.55	18,244.10	18,640.01	18,176.58	18,124.35	125,216.22	226,600.00	101,383.78	55.3%
TRS ERO Payments	-	-	-	-	-	-	-	-	-	-	No Bud
Medical Insurance	230,678.69	231,197.48	274,666.94	258,950.08	258,651.55	253,802.51	253,353.46	1,761,300.71	2,962,456	1,201,155.29	59.5%
Life Insurance	3,733.56	4,258.58	3,866.37	4,552.50	3,509.55	3,538.75	3,606.57	27,065.88	50,800	23,734.12	53.3%
Retiree Insurance	8,169.47	11,700.63	12,344.37	9,818.85	6,364.71	29,338.89	8,303.86	86,040.78	216,200.00	130,159.22	39.8%
Tuition Reimbursement	-	12,020.00	430.00	7,500.00	-	2,780.00	2,115.00	24,845.00	65,500	40,655.00	37.9%
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Benefits Total	358,938.58	380,855.12	426,927.69	417,774.84	414,348.62	431,557.49	398,681.65	2,829,083.99	4,836,296	2,007,212.01	58.5%
Purchased Services											
Professional Development	24,710.23	6,306.51	1,367.40	8,951.88	13,162.62	16,204.81	7,439.96	78,143.41	134,000	55,856.59	58.3%
Consultation/Workshops	1,434.30	45,298.60	11,473.58	27,105.13	16,065.53	132,463.67	14,330.18	248,170.99	383,500	135,329.01	64.7%
Data Processing	619.64	469.04	590.39	567.22	658.66	690.22	612.48	4,207.65	12,000	7,792.35	35.1%
Auditing Services	-	-	11,000.00	-	-	-	7,650.00	18,650.00	18,500	(150.00)	100.8%
Legal Services	-	3,619.58	2,050.39	6,651.67	1,044.23	11,626.59	2,968.76	27,961.22	75,000	47,038.78	37.3%
Other Professional Services	1,586.91	8,523.86	3,425.56	4,251.38	4,909.87	4,697.08	1,730.12	29,124.78	86,500	57,375.22	33.7%
Sanitation Services	1,117.39	2,331.39	937.39	1,585.39	937.39	1,027.39	937.39	8,873.73	16,000	7,126.27	55.5%
Snow Removal	-	-	-	-	-	-	-	-	8,000	8,000.00	0.0%
Rentals	292,608.75	12,929.67	12,183.35	10,207.29	9,205.53	16,311.91	13,773.31	367,219.81	439,499	72,279.19	83.6%
Property Upkeep Services	3,712.37	53,987.78	30,837.38	14,803.75	10,376.00	16,730.20	18,085.74	148,533.22	280,000	131,466.78	53.0%
Pupil Transportation Services	-	1,586.20	956.80	1,067.20	1,212.10	956.80	802.70	6,581.80	45,000	38,418.20	14.6%
Travel	2,538.56	468.00	677.58	2,584.94	(170.00)	(1,634.79)	843.11	5,307.40	20,700	15,392.60	25.6%
Student-Paid Trips	-	-	-	-	-	412.29	-	412.29	1,500	1,087.71	27.5%
Telephone	11,109.96	10,899.60	10,884.59	11,393.74	11,351.78	7,548.48	24,194.18	87,382.33	144,200	56,817.67	60.6%
Postage	2,000.00	2,000.00	1,092.27	-	-	(7.00)	1,092.27	6,177.54	13,000	6,822.46	47.5%
Printing Services	-	1,490.30	2,998.20	409.61	-	-	2,829.33	7,727.44	7,500	(227.44)	103.0%
Water/Sewer Services	2,205.25	1,316.40	2,545.96	2,256.99	1,760.80	2,276.80	1,736.95	14,099.15	27,000	12,900.85	52.2%
Other Insurance	244,151.75	1,252.75	1,877.25	1,334.00	1,639.00	1,334.75	1,191.00	252,780.50	287,000.00	34,219.50	88.1%
Other Purchased Services	11,208.00	6,104.00	6,418.50	12,489.74	5,856.19	4,723.00	7,305.30	54,104.73	173,000	118,895.27	31.3%
Service Agreements	146,032.61	135,550.45	27,239.73	31,921.92	14,215.73	(1,336.26)	11,787.00	365,411.18	505,350	139,938.82	72.3%
Purchased Services Total	745,035.72	294,134.13	128,556.32	137,581.85	92,225.43	214,025.94	119,309.78	1,730,869.17	2,677,249	946,379.83	64.7%
Supplies											
General Supplies	16,128.48	55,382.57	69,205.14	36,582.89	27,118.83	41,515.16	33,892.31	279,825.38	505,850	226,024.62	55.3%
Art Supplies	266.85	9,805.39	8,325.06	4,871.78	1,796.43	1,000.08	603.52	26,669.11	36,600	9,930.89	72.9%
Paper Supplies	-	31,757.66	-	11.79	-	-	-	31,769.45	36,500	4,730.55	87.0%
Spanish Supplies	-	1,142.18	23.74	111.90	312.12	19.99	353.70	1,963.63	6,500	4,536.37	30.2%
Student-Paid Supplies	2,773.97	8,455.84	1,271.21	1,912.30	1,378.12	1,804.12	2,395.55	19,991.11	29,800	9,808.89	67.1%

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Expenditure Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expended
Science Supplies	-	6,442.21	5,009.17	1,402.52	1,281.87	433.19	300.19	14,869.15	23,000	8,130.85	64.6%
Social Studies Supplies	-	4,002.35	4,174.68	1,067.30	990.00	176.80	-	10,411.13	19,600	9,188.87	53.1%
English Language Arts Supplies	-	25,427.62	3,299.28	2,070.87	288.74	1,306.41	437.88	32,830.80	42,500	9,669.20	77.2%
Math Supplies	-	12,303.57	4,992.32	2,696.44	-	949.63	-	20,941.96	30,000	9,058.04	69.8%
Supplies - Other	2,536.08	24,220.08	17,500.70	7,887.17	2,366.26	(3,841.91)	250.96	50,919.34	86,145	35,225.66	59.1%
Textbooks	10,820.49	56,044.74	60,099.08	7,730.16	2,914.52	18,574.63	28.10	156,211.72	178,000	21,788.28	87.8%
Library Books	1,683.17	460.87	7,132.98	1,770.34	3,638.90	3,653.01	2,783.12	21,122.39	36,100	14,977.61	58.5%
Periodicals	1,028.12	-	89.00	59.00	-	77.30	-	1,253.42	6,600	5,346.58	19.0%
Fuel	6,731.91	1,116.83	4,966.94	12,144.84	10,745.53	10,871.25	9,329.18	55,906.48	107,000	51,093.52	52.2%
Natural Gas	-	2,899.06	3,025.48	-	3,161.81	5,845.60	9,635.71	24,567.66	80,000	55,432.34	30.7%
Electricity	-	19,195.53	38,623.92	20,117.56	16,582.82	16,172.33	7,435.95	118,128.11	190,000	71,871.89	62.2%
Other Supplies	2,227.36	(102.19)	3,114.87	2,775.03	2,274.15	10,336.14	1,689.41	22,314.77	41,200	18,885.23	54.2%
Supplies Total	44,196.43	258,554.31	230,853.57	103,211.89	74,850.10	108,893.73	69,135.58	889,695.61	1,455,395	565,699.39	61.1%
Capital Outlay											
Capital Outlay	-	31,198.00	27,218.12	109,403.60	47,895.99	53,104.88	9,620.97	278,441.56	606,000	327,558.44	45.9%
Building Improvements	-	20,842.01	99,861.50	16,066.92	-	-	-	136,770.43	-	(136,770.43)	No Bud
Site Improvements	-	-	-	-	-	-	-	-	-	-	No Bud
Capital Outlay Total	-	52,040.01	127,079.62	125,470.52	47,895.99	53,104.88	9,620.97	415,211.99	606,000	190,788.01	68.5%
Other											
Principal	9,111.59	47,361.23	-	270,000.00	180,000.00	-	-	506,472.82	683,000	176,527.18	74.2%
Interest	932.03	3,156.33	75,038.75	22,218.75	106,056.25	-	-	207,402.11	405,100	197,697.89	51.2%
Dues and Fees	7,757.00	24,919.85	4,368.95	(16,217.50)	3,896.16	(546.16)	2,150.00	26,328.30	38,000	11,671.70	69.3%
Tuition	-	12,339.62	21,476.15	15,738.24	-	35,288.90	13,449.22	98,292.13	375,000	276,707.87	26.2%
Miscellaneous Objects	4,543.00	-	-	-	-	180,563.00	-	185,106.00	226,000	40,894.00	81.9%
Other Total	22,343.62	87,777.03	100,883.85	291,739.49	289,952.41	215,305.74	15,599.22	1,023,601.36	1,727,100	703,498.64	59.3%
Non-Capitalized Equipment	5,303.75	112,107.23	25,100.76	7,510.98	-	-	-	150,022.72	145,000	(5,022.72)	103.5%
Termination Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal All Funds	2,709,595.69	2,744,425.18	2,730,767.58	2,800,365.74	2,669,175.26	2,761,395.84	2,331,310.57	18,747,035.86	32,074,453	13,327,417.14	58.4%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total All Funds	2,709,595.69	2,744,425.18	2,730,767.58	2,800,365.74	2,669,175.26	2,761,395.84	2,331,310.57	18,747,035.86	32,074,453	13,327,417.14	58.4%

Revenue Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	238,276.50	11,688,864.67	25,649,902	13,961,037.33	45.6%
State Revenue	118,455.77	670,830.69	1,150,200	479,369.31	58.3%
Federal Revenue	26,213.59	114,326.61	324,500	210,173.39	35.2%
Subtotal Education Fund	382,945.86	12,474,021.97	27,124,602	14,650,580.03	46.0%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total Education Fund	382,945.86	12,474,021.97	27,124,602	14,650,580.03	46.0%
Operations & Maintenance Fund					
Local Revenue	2,226.18	859,182.09	1,578,100	718,917.91	54.4%
State Revenue	-	-	-	-	No Bud
Subtotal O & M Fund	2,226.18	859,182.09	1,578,100	718,917.91	54.4%
Transfers	-	-	-	-	No Bud
Total O&M Fund	2,226.18	859,182.09	1,578,100	718,917.91	54.4%
Debt Service Fund					
Local Revenue	36.20	163,358.80	358,500	195,141.20	45.6%
Subtotal Debt Service Fund	36.20	163,358.80	358,500	195,141.20	45.6%
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	36.20	163,358.80	358,500	195,141.20	45.6%
Transportation Fund					
Local Revenue	2,441.88	615,492.70	1,394,100	778,607.30	44.1%
State Revenue	183,488.37	375,113.37	560,000	184,886.63	67.0%
Subtotal Transportation Fund	185,930.25	990,606.07	1,954,100	963,493.93	50.7%
Total Transportation Fund	185,930.25	990,606.07	1,954,100	963,493.93	50.7%
Retirement Fund					
Local Revenue	1,379.58	522,612.59	1,198,000	675,387.41	43.6%
Subtotal Retirement Fund	1,379.58	522,612.59	1,198,000	675,387.41	43.6%
Total Retirement Fund	1,379.58	522,612.59	1,198,000	675,387.41	43.6%
Capital Projects Fund					
Local Revenue	0.03	66.07	-	(66.07)	0.0%
Subtotal Cap. Projects Fund	0.03	66.07	-	(66.07)	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	0.03	66.07	-	(66.07)	0.0%
Working Cash Fund					
Local Revenue	706.39	4,130.69	5,000	869.31	No Bud
Subtotal Working Cash Fund	706.39	4,130.69	5,000	869.31	No Bud
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	706.39	4,130.69	5,000.00	869.31	No Bud
All Funds					
Local Revenue	245,066.76	13,853,707.61	30,183,602	16,329,894.39	45.9%
State Revenue	301,944.14	1,045,944.06	1,710,200	664,255.94	61.2%
Federal Revenue	26,213.59	114,326.61	324,500	210,173.39	35.2%
Subtotal All Funds	573,224.49	15,013,978.28	32,218,302	17,204,323.72	46.6%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total All Funds	573,224.49	15,013,978.28	32,218,302	17,204,323.72	46.6%

Expenditure Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,553,707.19	10,558,858.61	18,694,813.00	8,135,954.39	56.5%
Benefits	265,408.68	1,889,093.27	3,249,296.00	1,360,202.73	58.1%
Purchased Services	98,607.80	1,246,763.26	1,943,300.00	696,536.74	64.2%
Supplies	47,215.35	739,376.92	1,196,895.00	457,518.08	61.8%
Capital Outlay	-	-	6,000.00	6,000.00	0.0%
Other	14,299.22	307,441.93	636,700.00	329,258.07	48.3%
Non-Capitalized Equipment	-	143,694.74	138,000.00	(5,694.74)	104.1%
Termination Benefits	-	-	-	-	No Bud
Subtotal Education Fund	1,979,238.24	14,885,228.73	25,865,004.00	10,979,775.27	57.5%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total Education Fund	1,979,238.24	14,885,228.73	25,865,004.00	10,979,775.27	57.5%
Operations and Maintenance Fund					
Salaries	78,986.97	569,634.63	950,000.00	380,365.37	60.0%
Benefits	14,861.29	107,708.56	169,650.00	61,941.44	63.5%
Purchased Services	12,219.96	131,054.21	295,700.00	164,645.79	44.3%
Supplies	10,846.09	91,104.23	150,500.00	59,395.77	60.5%
Capital Outlay	9,620.97	278,441.56	600,000.00	321,558.44	46.4%
Other	1,300.00	1,375.00	1,300.00	(75.00)	105.8%
Non-Capitalized Equipment	-	6,327.98	5,000.00	(1,327.98)	126.6%
Subtotal O&M Fund	126,535.28	1,185,646.17	2,170,850.00	985,203.83	54.6%
Transfers	-	-	-	-	No Bud
Total O&M Fund	126,535.28	1,185,646.17	2,170,850.00	985,203.83	54.6%
Debt Service Fund					
Purchased Services	-	950.00	1,500.00	550.00	63.3%
Other	-	713,874.93	1,088,100.00	374,225.07	65.6%
Subtotal Debt Service Fund	-	714,824.93	1,089,600.00	374,775.07	65.6%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	-	714,824.93	1,089,600.00	374,775.07	65.6%
Transportation Fund					
Salaries	86,269.21	580,057.78	982,600.00	402,542.22	59.0%
Benefits	23,721.96	167,843.26	292,650.00	124,806.74	57.4%
Purchased Services	8,482.02	352,101.70	436,749.00	84,647.30	80.6%
Supplies	11,074.14	59,214.46	108,000.00	48,785.54	54.8%
Other	-	909.50	1,000.00	90.50	91.0%
Non-Capitalized Equipment	-	-	2,000.00	2,000.00	0.0%
Subtotal Trans. Fund	129,547.33	1,160,126.70	1,822,999.00	662,872.30	63.6%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	129,547.33	1,160,126.70	1,822,999.00	662,872.30	63.6%
Retirement Fund					
Benefits	94,689.72	664,438.90	1,124,700.00	460,261.10	59.1%
Subtotal Retirement Fund	94,689.72	664,438.90	1,124,700.00	460,261.10	59.1%
Total Retirement Fund	94,689.72	664,438.90	1,124,700.00	460,261.10	59.1%
Capital Projects Fund					
Capital Outlay	-	136,770.43	-	(136,770.43)	No Bud
Subtotal Cap. Projects Fund	-	136,770.43	-	(136,770.43)	No Bud
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	-	136,770.43	-	(136,770.43)	No Bud
All Funds					
Salaries	1,718,963.37	11,708,551.02	20,627,413.00	8,918,861.98	56.8%
Benefits	398,681.65	2,829,083.99	4,836,296.00	2,007,212.01	58.5%
Purchased Services	119,309.78	1,730,869.17	2,677,249.00	946,379.83	64.7%

Expenditure Report

1/31/2019

% of Fiscal Year Complete: 58.3%

	MTD January	YTD Actual	Fiscal Year 2019 Final Budget	Budget Balance	% Budget Expensed
Supplies	69,135.58	889,695.61	1,455,395.00	565,699.39	61.1%
Capital Outlay	9,620.97	415,211.99	606,000.00	190,788.01	68.5%
Other	15,599.22	1,023,601.36	1,727,100.00	703,498.64	59.3%
Non-Capitalized Equipment	-	150,022.72	145,000.00	(5,022.72)	103.5%
Termination Benefits	-	-	-	-	No Bud
Subtotal All Funds	2,331,310.57	18,747,035.86	32,074,453.00	13,327,417.14	58.4%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total All Funds	2,331,310.57	18,747,035.86	32,074,453.00	13,327,417.14	58.4%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL FUNDS
 MONTH ENDED January 31, 2019

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
REVENUES									
Local Sources									
Property Tax Receipts	-	-	-	-	-	-	-	-	-
CPPRT	12,061.81	-	-	-	-	-	-	12,061.81	12,061.81
Tuition - Full Day Kindergarten	109,637.10	-	-	-	-	-	-	109,637.10	109,637.10
Tuition - Summer School	-	-	-	-	-	-	-	-	-
Paid Student Trips	-	-	-	-	-	-	-	-	-
Summer School Trans Fees	-	-	-	-	-	-	-	-	-
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-
Interest	26,581.84	1,949.18	36.20	2,441.88	1,379.58	0.03	706.39	33,058.87	33,095.10
Admissions - Athletic	-	-	-	-	-	-	-	-	-
Admissions - Other	-	-	-	-	-	-	-	-	-
After School Activities	1,910.00	-	-	-	-	-	-	1,910.00	1,910.00
Technology Fee	3,267.52	-	-	-	-	-	-	3,267.52	3,267.52
PE Uniform/Lock Fee	75.00	-	-	-	-	-	-	75.00	75.00
Fine Arts Fee	-	-	-	-	-	-	-	-	-
Graduation Fee	78.00	-	-	-	-	-	-	78.00	78.00
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-
Field Trips	350.55	-	-	-	-	-	-	350.55	350.55
Sale of Athletic Wear	-	-	-	-	-	-	-	-	-
103 Club Fees	72,254.09	-	-	-	-	-	-	72,254.09	72,254.09
Student ID Fees/Fines	25.00	-	-	-	-	-	-	25.00	25.00
Library Fees/Fines	33.10	-	-	-	-	-	-	33.10	33.10
Athletic Fees	1,050.00	-	-	-	-	-	-	1,050.00	1,050.00
Band/Orchestra/Choir	675.00	-	-	-	-	-	-	675.00	675.00
Textbook Fees	6,953.64	-	-	-	-	-	-	6,953.64	6,953.64
PTO/Foundation Donations	2,905.65	-	-	-	-	-	-	2,905.65	2,905.65
Other Donations	95.20	-	-	-	-	-	-	95.20	95.20
Misc. Donations	-	-	-	-	-	-	-	-	-
Facility Rental	-	-	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-	-	-
Refunds from Prior Yr. Expenses	-	-	-	-	-	-	-	-	-
Payment from other LEA's	-	-	-	-	-	-	-	-	-
Camp Revenue	-	-	-	-	-	-	-	-	-
Loredo Taft Revenue	312.00	-	-	-	-	-	-	312.00	312.00
Other Local Revenue	11.00	277.00	-	-	-	-	-	288.00	288.00
Total Local Sources	238,276.50	2,226.18	36.20	2,441.88	1,379.58	0.03	706.39	245,030.53	245,066.76
State Sources									
General State Aid	93,830.28	-	-	-	-	-	-	93,830.28	93,830.28
Spec. Ed. Private Facility	12,284.49	-	-	-	-	-	-	12,284.49	12,284.49
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2019

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-
Spec. Ed. Orphanage	-	-	-	-	-	-	-	-	-
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	106,169.11	-	-	-	106,169.11	106,169.11
Transportation - Spec. Ed.	-	-	-	77,319.26	-	-	-	77,319.26	77,319.26
Orphanage Tuition	12,341.00	-	-	-	-	-	-	12,341.00	12,341.00
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	118,455.77	-	-	183,488.37	-	-	-	301,944.14	301,944.14
Federal Sources									
Special Milk Program	3,563.59	-	-	-	-	-	-	3,563.59	3,563.59
Title I - Low Income	15,940.00	-	-	-	-	-	-	15,940.00	15,940.00
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title III - LIP LEP	6,250.00	-	-	-	-	-	-	6,250.00	6,250.00
Title II - Teacher Quality	460.00	-	-	-	-	-	-	460.00	460.00
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	26,213.59	-	-	-	-	-	-	26,213.59	26,213.59
Total Revenues	382,945.86	2,226.18	36.20	185,930.25	1,379.58	0.03	706.39	573,188.26	573,224.49
EXPENDITURES									
Salaries									
Admin Salaries	134,884.73	9,864.05	-	8,322.62	-	-	-	153,071.40	153,071.40
Teacher Salaries	1,073,667.82	-	-	-	-	-	-	1,073,667.82	1,073,667.82
Extra Duty Stipends	59,993.35	-	-	-	-	-	-	59,993.35	59,993.35
Classified Salaries	253,880.79	69,122.92	-	77,946.59	-	-	-	400,950.30	400,950.30
Substitutes	31,280.50	-	-	-	-	-	-	31,280.50	31,280.50
Total Salaries	1,553,707.19	78,986.97	-	86,269.21	-	-	-	1,718,963.37	1,718,963.37
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,001.98	-	-	-	2,001.98	2,001.98
TRS	34,611.06	-	-	-	-	-	-	34,611.06	34,611.06
IMRF	-	-	-	-	45,347.85	-	-	45,347.85	45,347.85
Social Security	-	-	-	-	31,217.52	-	-	31,217.52	31,217.52
Medicare	-	-	-	-	18,124.35	-	-	18,124.35	18,124.35
TRS ERO Payments	-	-	-	-	-	-	-	-	-
Medical Insurance	216,998.52	14,785.05	-	21,569.89	-	-	-	253,353.46	253,353.46
Life Insurance	3,380.24	76.24	-	150.09	-	-	-	3,606.57	3,606.57
Retiree Insurance	8,303.86	-	-	-	-	-	-	8,303.86	8,303.86
Tuition Reimbursement	2,115.00	-	-	-	-	-	-	2,115.00	2,115.00

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2019

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-
Total Benefits	265,408.68	14,861.29	-	23,721.96	94,689.72	-	-	398,681.65	398,681.65
Purchased Services									
Professional Development	7,372.97	66.99	-	-	-	-	-	7,439.96	7,439.96
Consultation/Workshops	14,330.18	-	-	-	-	-	-	14,330.18	14,330.18
Data Processing	612.48	-	-	-	-	-	-	612.48	612.48
Auditing Services	7,650.00	-	-	-	-	-	-	7,650.00	7,650.00
Legal Services	2,968.76	-	-	-	-	-	-	2,968.76	2,968.76
Other Professional Services	1,474.53	255.59	-	-	-	-	-	1,730.12	1,730.12
Sanitation Services	937.39	-	-	-	-	-	-	937.39	937.39
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	12,852.31	921.00	-	-	-	-	-	13,773.31	13,773.31
Property Upkeep Services	-	10,735.85	-	7,349.89	-	-	-	18,085.74	18,085.74
Pupil Transportation Services	-	-	-	802.70	-	-	-	802.70	802.70
Travel	843.11	-	-	-	-	-	-	843.11	843.11
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	23,874.22	240.53	-	79.43	-	-	-	24,194.18	24,194.18
Postage	1,092.27	-	-	-	-	-	-	1,092.27	1,092.27
Printing Services	2,829.33	-	-	-	-	-	-	2,829.33	2,829.33
Water/Sewer Services	1,736.95	-	-	-	-	-	-	1,736.95	1,736.95
Other Insurance	1,191.00	-	-	-	-	-	-	1,191.00	1,191.00
Other Purchased Services	7,055.30	-	-	250.00	-	-	-	7,305.30	7,305.30
Service Agreements	11,787.00	-	-	-	-	-	-	11,787.00	11,787.00
Total Purchased Services	98,607.80	12,219.96	-	8,482.02	-	-	-	119,309.78	119,309.78
Supplies									
General Supplies	21,301.26	10,535.52	-	2,055.53	-	-	-	33,892.31	33,892.31
Art Supplies	603.52	-	-	-	-	-	-	603.52	603.52
Paper Supplies	-	-	-	-	-	-	-	-	-
Spanish Supplies	353.70	-	-	-	-	-	-	353.70	353.70
Student-Paid Supplies	2,395.55	-	-	-	-	-	-	2,395.55	2,395.55
Science Supplies	300.19	-	-	-	-	-	-	300.19	300.19
Social Studies Supplies	-	-	-	-	-	-	-	-	-
English Language Arts Supplies	437.88	-	-	-	-	-	-	437.88	437.88
Math Supplies	-	-	-	-	-	-	-	-	-
Supplies - Other	250.96	-	-	-	-	-	-	250.96	250.96
Textbooks	28.10	-	-	-	-	-	-	28.10	28.10
Library Books	2,783.12	-	-	-	-	-	-	2,783.12	2,783.12
Periodicals	-	-	-	-	-	-	-	-	-
Fuel	-	310.57	-	9,018.61	-	-	-	9,329.18	9,329.18
Natural Gas	9,635.71	-	-	-	-	-	-	9,635.71	9,635.71
Electricity	7,435.95	-	-	-	-	-	-	7,435.95	7,435.95
Other Supplies	1,689.41	-	-	-	-	-	-	1,689.41	1,689.41

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2019

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Total Supplies	47,215.35	10,846.09	-	11,074.14	-	-	-	69,135.58	69,135.58
Capital Outlay									
Capital Outlay	-	9,620.97	-	-	-	-	-	9,620.97	9,620.97
Building Improvements	-	-	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	9,620.97	-	-	-	-	-	9,620.97	9,620.97
Other									
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	850.00	1,300.00	-	-	-	-	-	2,150.00	2,150.00
Tuition	13,449.22	-	-	-	-	-	-	13,449.22	13,449.22
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	14,299.22	1,300.00	-	-	-	-	-	15,599.22	15,599.22
Total Non-Capitalized Equipment	-	-	-	-	-	-	-	-	-
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,979,238.24	127,835.28	-	129,547.33	94,689.72	-	-	2,331,310.57	2,331,310.57
Excess (deficiency) of revenues over expenditures	(1,596,292.38)	(125,609.10)	36.20	56,382.92	(93,310.14)	0.03	706.39	(1,758,122.31)	(1,758,086.08)
OTHER FINANCING SOURCES (USES)									
"On Behalf"/Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,596,292.38)	(125,609.10)	36.20	56,382.92	(93,310.14)	0.03	706.39	(1,758,122.31)	(1,758,086.08)
Fund Balance: 12/31/2018	21,308,917.36	1,276,586.37	(359,198.47)	1,667,397.11	710,765.94	21.63	523,758.57	25,487,425.35	25,128,248.51
Fund Balance: 01/31/2019	\$ 19,712,624.98	\$ 1,150,977.27	\$ (359,162.27)	\$ 1,723,780.03	\$ 617,455.80	\$ 21.66	\$ 524,464.96	\$ 23,729,303.04	\$ 23,370,162.43

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2019

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
REVENUES									
Local Sources	238,276.50	2,226.18	36.20	2,441.88	1,379.58	0.03	706.39	245,030.53	245,066.76
State Sources	118,455.77	-	-	183,488.37	-	-	-	301,944.14	301,944.14
Federal Sources	26,213.59	-	-	-	-	-	-	26,213.59	26,213.59
Total Revenues	382,945.86	2,226.18	36.20	185,930.25	1,379.58	0.03	706.39	573,188.26	573,224.49
EXPENDITURES									
Salaries	1,553,707.19	78,986.97	-	86,269.21	-	-	-	1,718,963.37	1,718,963.37
Benefits	265,408.68	14,861.29	-	23,721.96	94,689.72	-	-	398,681.65	398,681.65
Purchased Services	98,607.80	12,219.96	-	8,482.02	-	-	-	119,309.78	119,309.78
Supplies	47,215.35	10,846.09	-	11,074.14	-	-	-	69,135.58	69,135.58
Capital Outlay	-	9,620.97	-	-	-	-	-	9,620.97	9,620.97
Other	14,299.22	1,300.00	-	-	-	-	-	15,599.22	15,599.22
Non-Capitalized Equip.	-	-	-	-	-	-	-	-	-
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,979,238.24	127,835.28	-	129,547.33	94,689.72	-	-	2,331,310.57	2,331,310.57
Excess (deficiency) of revenues over expenditures	(1,596,292.38)	(125,609.10)	36.20	56,382.92	(93,310.14)	0.03	706.39	(1,758,122.31)	(1,758,086.08)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,596,292.38)	(125,609.10)	36.20	56,382.92	(93,310.14)	0.03	706.39	(1,758,122.31)	(1,758,086.08)
Fund Balance: 12/31/2018	21,308,917.36	1,276,586.37	(359,198.47)	1,667,397.11	710,765.94	21.63	523,758.57	25,487,425.35	25,128,248.51
Fund Balance: 01/31/2019	\$ 19,712,624.98	\$ 1,150,977.27	\$ (359,162.27)	\$ 1,723,780.03	\$ 617,455.80	\$ 21.66	\$ 524,464.96	\$ 23,729,303.04	\$ 23,370,162.43

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
1/31/2019

CASH BALANCE PER BOOKS

Educational Fund	19,702,732.02
Operations and Maintenance	1,150,646.33
Debt Service Fund	(359,162.27)
Transportation Fund	1,723,158.12
Retirement Fund	617,455.80
Capital Projects Fund	21.66
Working Cash Fund	<u>524,464.96</u>
TOTALS:	<u><u>\$ 23,359,316.62</u></u>

BANK BALANCES & INVESTMENTS

<u>US Bank - AP</u>	
Statement Balance	511,338.85
Less: Outstanding Checks	<u>22,029.33</u>
	\$ 489,309.52
 <u>US Bank - Payroll</u>	
Statement Balance	18,221.57
Less: Outstanding Checks	<u>4,486.91</u>
	\$ 13,734.66
 <u>US Bank - Other</u>	
RevTrak Account Balance	\$ 517,548.70
Imprest	30,259.57
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>2,573.48</u>
	545,734.79
TOTAL CASH	<u>1,048,778.97</u>
 <u>PMA Financial Network</u>	
ISDLAF - LIQ	1,807,642.12
ISDLAF - MAX	2,659,465.20
Fixed Rate Investments	<u>14,742,746.86</u>
	\$ 19,209,854.18
 <u>Other</u>	
Illinois Inst Investors Trust - CMF	20,060.63
Bank Financial - Money Market	90,025.48
Fifth Third Securities	<u>\$ 2,990,597.36</u>
	3,100,683.47
TOTAL INVESTMENTS	<u>22,310,537.65</u>
TOTALS:	<u><u>\$ 23,359,316.62</u></u>

Certified by:



Patrick Palbicke, Treasurer

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT PORTFOLIO

January 31, 2019

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	1/31/2019	1/31/2019		Bank Finanacial MMKT	\$90,025.48	0.600%
Money Market	1/31/2019	1/31/2019		Illinois Portfolio, IIIT Class	\$20,060.63	2.520%
Money Market	1/31/2019	1/31/2019		Fifth Third Securities	\$20,597.36	2.250%
Money Market	1/31/2019	1/31/2019		ISDLAF+ LIQ Account	\$1,807,642.12	2.240%
Money Market	1/31/2019	1/31/2019		ISDLAF+ MAX Account	\$2,659,465.20	2.310%
DTC CD	2/8/2017	2/8/2019	730	Keybank, NA / First Niagara Bank	\$200,393.10	1.400%
Certificate of Deposit	9/13/2018	2/14/2019	154	LANDMARK COMMUNITY BANK	\$247,700.00	2.170%
Security	9/27/2018	2/15/2019	141	US Treasury N/B	\$998,391.72	2.220%
Certificate of Deposit	9/27/2018	2/20/2019	146	Bank OZK	\$247,700.00	2.220%
Certificate of Deposit	7/5/2018	3/14/2019	252	CITIBANK NA	\$1,400,000.00	2.121%
Certificate of Deposit	7/5/2018	3/21/2019	259	CITIBANK NA	\$607,700.00	2.131%
Certificate of Deposit	7/5/2018	3/21/2019	259	PRUDENTIAL SAVINGS BANK	\$246,200.00	2.130%
Certificate of Deposit	7/5/2018	3/22/2019	260	UNITY BANK	\$246,100.00	2.193%
Certificate of Deposit	6/15/2018	4/12/2019	301	NORTHBROOK B&TC	\$245,500.00	2.190%
Certificate of Deposit	6/15/2018	4/12/2019	301	LIBERTYVILLE B&TC	\$245,500.00	2.190%
Certificate of Deposit	6/15/2018	4/12/2019	301	SCHAUMBERG B&TC	\$245,500.00	2.190%
Certificate of Deposit	6/15/2018	4/12/2019	301	CRYSTAL LAKE B&TC	\$245,500.00	2.190%
Certificate of Deposit	6/15/2018	4/12/2019	301	NORTH AMERICAN BANKING CO	\$245,500.00	2.190%
Certificate of Deposit	6/15/2018	4/12/2019	301	STATE OF THE LAKES BANK	\$245,500.00	2.190%
Certificate of Deposit	6/15/2018	4/29/2019	318	TOWN BANK	\$245,200.00	2.210%
Certificate of Deposit	6/15/2018	4/29/2019	318	HINDSDALE B&TC	\$245,200.00	2.210%
Certificate of Deposit	6/15/2018	4/29/2019	318	LAKE FOREST B&TC	\$245,200.00	2.210%
Certificate of Deposit	6/15/2018	4/29/2019	318	BARRINGTON B&TC	\$245,200.00	2.210%
Certificate of Deposit	6/8/2018	5/14/2019	340	BANK OF THE OZARKS	\$1,100,000.00	2.221%
Certificate of Deposit	5/19/2016	5/20/2019	1096	SOUTHSIDE BANK	\$241,900.00	1.080%
Certificate of Deposit	6/8/2018	5/29/2019	355	NEWBANK NA	\$244,500.00	2.243%
Certificate of Deposit	6/8/2018	5/29/2019	355	MAINSTREET BANK	\$244,600.00	2.241%
Certificate of Deposit	6/8/2018	5/29/2019	355	MISSION NATIONAL	\$244,600.00	2.241%
Certificate of Deposit	6/8/2018	5/29/2019	355	BANK LIEUMI USA	\$244,600.00	2.241%
Certificate of Deposit	6/8/2018	5/29/2019	355	CFG COMMUNITY BANK	\$121,700.00	2.241%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%
Certificate of Deposit	6/8/2018	6/10/2019	367	ST CHARLES B&TC - WINTRUST	\$244,300.00	2.250%
Certificate of Deposit	6/8/2018	6/10/2019	367	WHEATON BANK AND TRUST	\$244,300.00	2.250%
Certificate of Deposit	6/15/2018	6/14/2019	364	PREMIER BANK	\$244,500.00	2.253%
Certificate of Deposit	12/11/2018	7/10/2019	211	BANK IZK	\$503,600.00	2.471%
Certificate of Deposit	12/11/2018	7/10/2019	211	MODERN BANK, NATIONAL ASSOCIATION	\$246,400.00	2.493%
Certificate of Deposit	8/22/2018	7/10/2019	322	SERVISFIRST BANK	\$244,900.00	2.300%
Certificate of Deposit	8/22/2018	7/10/2019	322	BANK OF CHINA	\$244,900.00	2.306%
Certificate of Deposit	8/22/2018	7/10/2019	322	GATEWAY COMMUNITY BANK	\$244,900.00	2.316%
Certificate of Deposit	8/22/2018	7/10/2019	322	TEXAS CAPITAL BANK	\$244,900.00	2.300%
DTC CD	10/2/2014	10/2/2019	1826	American Express Bank Certificate of Deposit	\$248,056.17	2.060%
Certificate of Deposit	6/8/2018	12/4/2019	544	BEVERLY BANK AND TRUST	\$241,100.00	2.400%
Certificate of Deposit	6/8/2018	12/5/2019	545	FINANCIAL FEDERAL BANK	\$240,700.00	2.500%
Certificate of Deposit	6/15/2018	12/11/2019	544	SONABANK	\$241,200.00	2.443%
Certificate of Deposit	12/11/2018	12/11/2019	365	FIRST INTERNET BANK OF INDIANA	\$243,300.00	2.673%
Certificate of Deposit	12/17/2018	6/15/2020	546	CORNERSTONE BANK - YORK NEBRASKA	\$239,900.00	2.800%
DTC CD	6/27/2018	12/27/2019	548	Pinnacle Bank TN	\$249,183.27	2.500%
DTC CD	6/13/2018	6/15/2020	733	Discover Bank	\$246,000.00	2.750%
DTC CD	6/14/2018	6/15/2020	732	Morgan Stanley Bank NA	\$246,000.00	2.800%
DTC CD	6/14/2018	6/15/2020	732	Morgan Stanley PVT Bank	\$246,000.00	2.750%
DTC CD	12/11/2018	6/29/2020	566	FIRST BANK NC	\$249,329.67	2.810%
Certificate of Deposit	3/23/2018	12/23/2019	640	Boston Private Bank and Trust	\$248,000.00	2.300%
Certificate of Deposit	3/22/2018	3/23/2020	732	Morgan Stanley Bank	\$248,000.00	2.550%
Certificate of Deposit	11/28/2018	5/28/2020	547	Wells Fargo National	\$245,000.00	2.850%
Certificate of Deposit	6/17/2018	6/29/2020	743	Pinnacle Bank Nashville	\$248,000.00	2.800%
Certificate of Deposit	7/17/2015	7/17/2020	1827	Synchrony Bank Retail CD	\$248,000.00	2.250%
Certificate of Deposit	8/19/2015	8/19/2020	1827	CAPITAL ONE NATL ASSN VA	\$248,000.00	2.400%
Certificate of Deposit	9/16/2015	9/16/2020	1827	BARCLAYS BK DEL	\$248,000.00	2.200%
Certificate of Deposit	3/2/2016	3/2/2021	1826	Marlin Business Bank Salt Lake	\$248,000.00	1.600%
Certificate of Deposit	12/12/2016	12/13/2021	1827	State Bank India New York	\$248,000.00	2.050%
Certificate of Deposit	3/1/2017	3/1/2022	1826	CIMB Bank, Champaign IL	\$245,000.00	2.100%
Certificate of Deposit	3/21/2017	3/21/2022	1826	HSBC Bank USA NA McLean VA	\$248,000.00	2.450%
Certificate of Deposit	6/9/2017	6/9/2022	1826	Medallion Bank Utah	\$248,000.00	2.150%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT PORTFOLIO

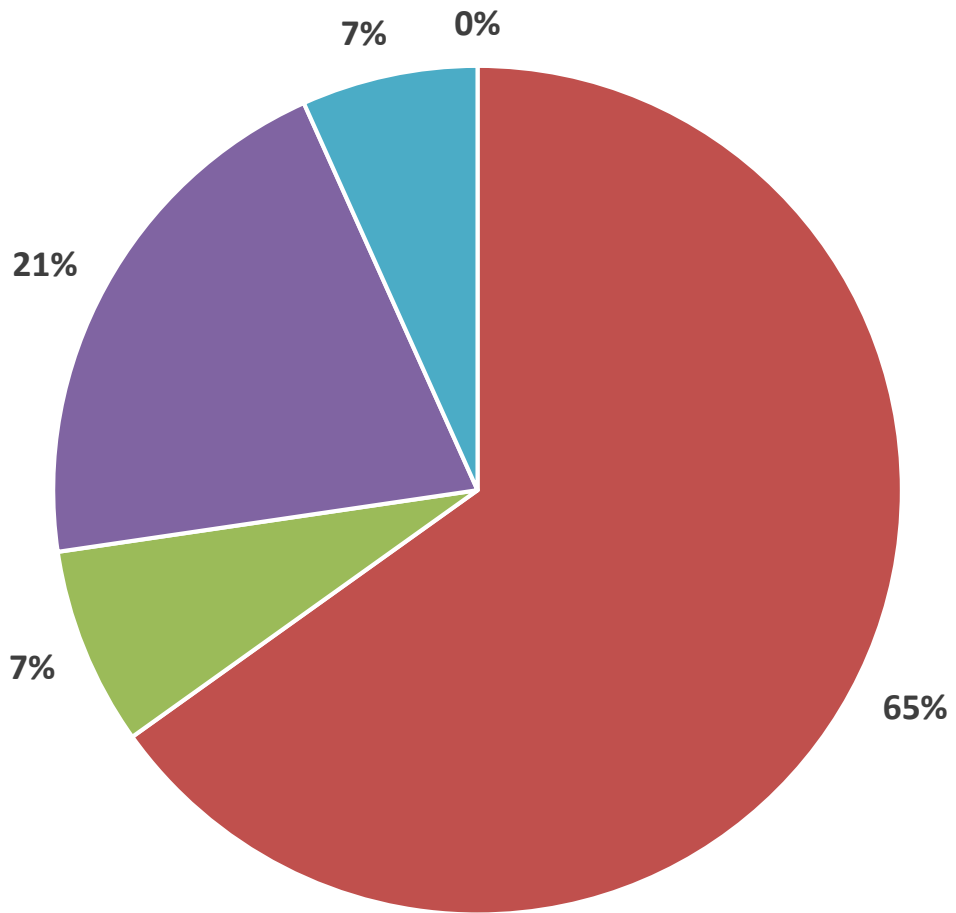
January 31, 2019

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
					\$22,310,537.65	
Weighted Yield	2.332%					
Weighted Maturity	240.17					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

January 31, 2019

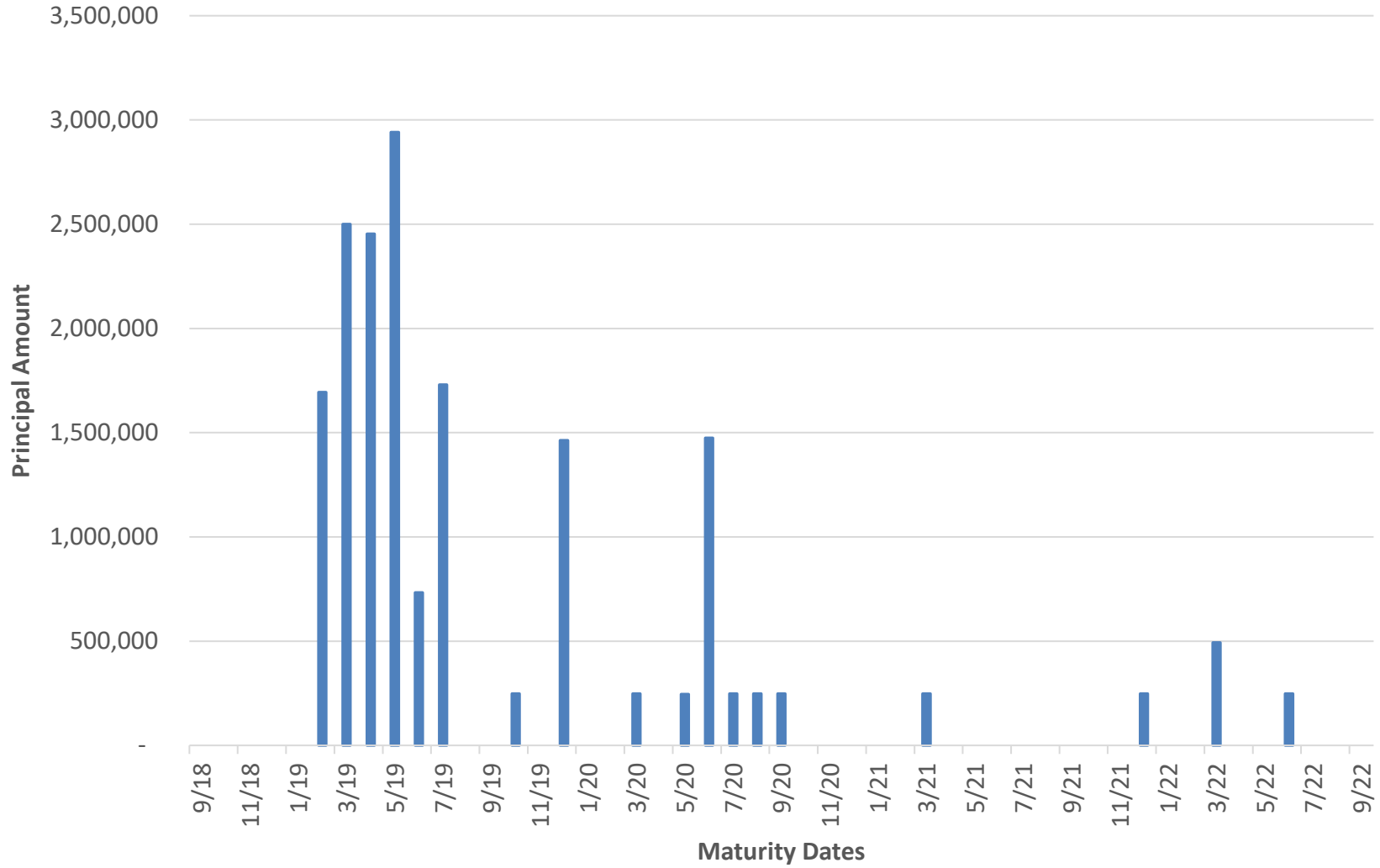


■ TS ■ CD ■ DTC ■ MMK ■ SEC

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES

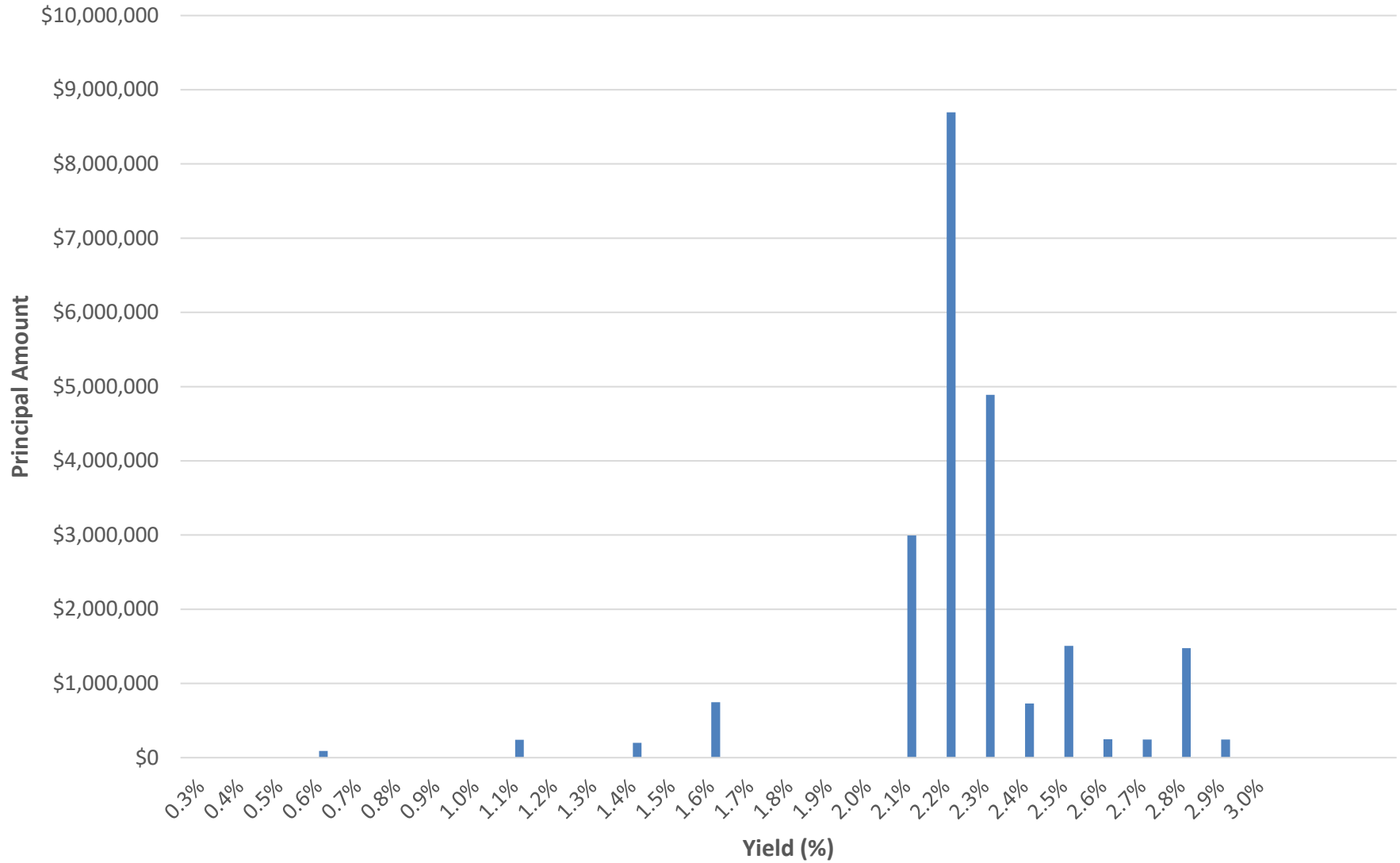
January 31, 2019



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INTEREST RATES

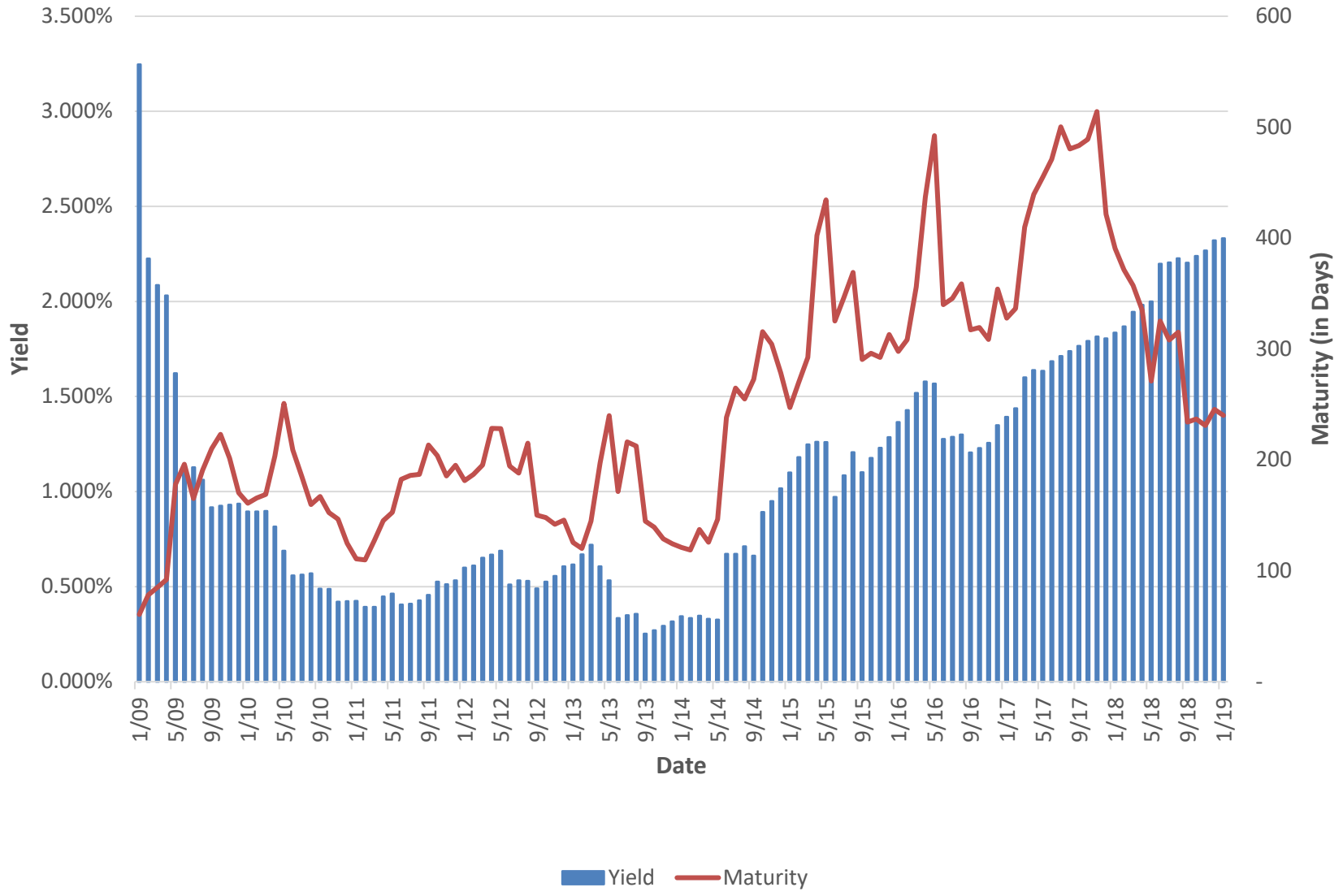
January 31, 2019



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

WEIGHTED YIELD VS. MATURITY HISTORY (10 Years)

183



■ Yield — Maturity

Lincolnshire-Prairie View School District 103

6th Enrollment Report

As of January 31, 2019

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Class Size (Core)					
							Sections	Average	Low	High	Trigger	Recommended Range
K (AM)	19	19	19	19	19	19						
K (Full Day)	140	140	142	142	140	142						
K Total	159	159	161	161	159	161	8	20.1	19	21	25	Low 20's
1	177	180	181	180	178	178	8	22.3	21	24	25	Low 20's
2	171	174	174	177	174	178	8	22.3	21	23	25	Low 20's
3	191	192	194	192	191	195	8	24.4	24	25	28	Mid 20's
4	228	230	229	230	230	230	9	25.6	25	26	28	Mid 20's
5	201	201	200	200	197	199	8	24.9	24	26	28	Mid 20's
6	232	232	233	233	232	233	n/a	26.4	10	31	30	High 20's
7	210	213	213	212	211	211	n/a	25.6	11	30	30	High 20's
8	226	228	228	228	227	228	n/a	23.9	12	29	30	High 20's
Total K-8	1,795	1,809	1,813	1,813	1,799	1,813						

Sprague (No EC)	507	513	516	518	511	517
Half Day	620	623	623	622	618	624
Daniel Wright	668	673	674	673	670	672
Total EC-8	1,795	1,809	1,813	1,813	1,799	1,813

Early Childhood	18	18	19	18	18	20						
Community Peer	15	15	15	16	15	15						
Total Blended	33	33	34	34	33	35	4	8.8	5	8	8	8
AM Only	0	0	0	0	0	0						
Extended Day	5	5	6	6	6	6						
Total Self-Contained	5	5	6	6	6	6	1	6.0	4	4	4	4
Total EC	38	38	40	40	39	41						

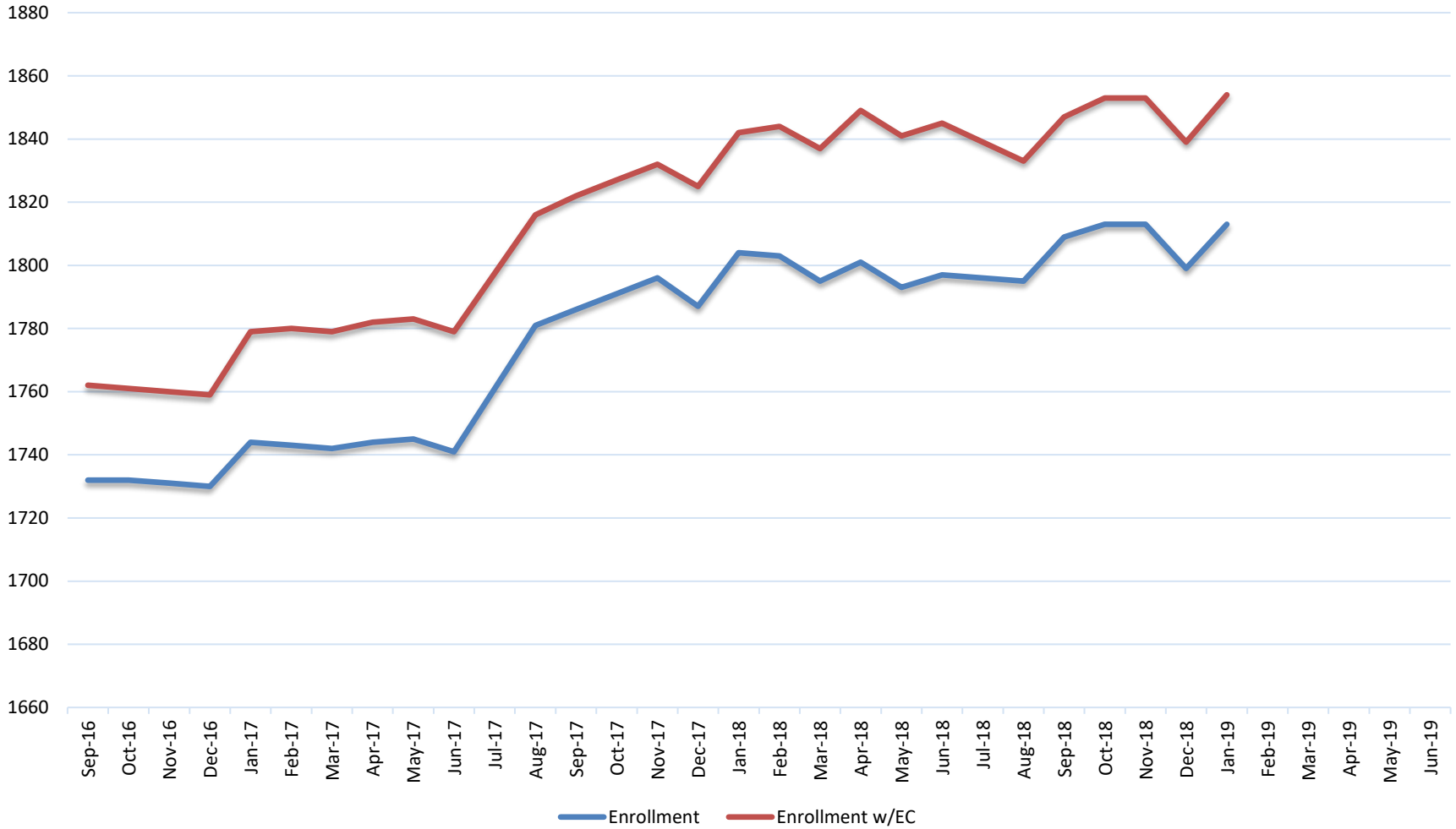
Sprague w/EC	545	551	556	558	550	558
Half Day	620	623	623	622	618	624
Daniel Wright	668	673	674	673	670	672
Total EC-8	1,833	1,847	1,853	1,853	1,838	1,854

Public	1	1	2	2	2	1
Consortium	4	4	4	4	4	4
Private	4	4	3	4	4	4
IAES	0	0	0	0	0	0
Total Out-of-Dist.	9	9	9	10	10	9

TOTAL	1,842	1,856	1,862	1,863	1,848	1,863
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Guided - D103	4	4	4	4	4	4
Guided - Other	6	6	6	6	6	6
Total Guided	10	10	10	10	10	10

D103 Enrollment Trends



185



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 21, 2019
Re: Copier Update

The administration has taken action to redistribute and fix a few copier issues that we have had throughout the district. The issues included a need for a color printer for the Special Education area, replacement of the broken copier at Sprague from the electrical surge, and on-going issues at Daniel Wright with an older machine that is constantly in need of service calls.

In order to address these issues, RJ and I reviewed usage at the various machines, spoke with our vendor, and reviewed replacement of existing machines. We were able to accomplish resolving the issues by redistributing machines that have lower usage numbers to those that require higher capacity needs, cancellation of older lease with early swaps with newer machines at a lower cost, and getting a newer machine for the one burned out that will be paid by insurance.

This above action should help efficiency for the remainder of the year while staying under budget.



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Scott Gaunky, CPMM
CC: Dr. Scott Warren
Date: February 21, 2019
Re: Facilities

DISTRICT 103

- The District met with Lake County Department of Transportation on the 18th to introduce plans for the new Daniel Wright construction project. Next step is to have a traffic study performed. This will help determine if the District has any road improvement obligations.
- All RPZ's were pressure tested at all three buildings on the 18th. Two failed at Sprague and three failed at Half Day. These are all under warranty and the contractor has been made aware of the issue.

DANIEL WRIGHT

- The floats and high water alarm system were repaired in the sanitary ejection pit.
- A new RTU was installed in the Daniel Wright conference room. The replaced unit was past it's useful life and there was an irreparable crack in the heat exchanger.

HALF DAY

- No significant projects were completed in this period.

LAURA SPRAGUE

- The bleachers were repaired on the 6th and are now operating normally.



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent for Instruction
Gina Finaldi, Director of Student Services
Robert Bialk, Director of Technology
CC: Dr. Scott Warren
Date: February 21, 2019
Re: Executive Summary

Curriculum & Instruction

- Preparations for summer school are in full swing! We launched the Summer School 2019 website on Thursday, February 21, 2019 and plan to open registration on Thursday March 7, 2019. This year we have made an effort to coordinate the ELL and Extended Summer School programs by sending joint communications and using the same registration process.
- Administrators and teachers are beginning initial preparations for the Illinois Assessment for Readiness (IAR, formerly known as PARCC). A letter will be sent to families soon with building testing dates. This year we will administer the Illinois Science Assessment to students in grades 5 & 8 at the same time as the IAR.
- ACCESS testing for our English language learners will wrap up on February 27th. We continue to monitor the language growth of our students and provide them with opportunities to explore the English language while gaining imperative content knowledge. An extended learning opportunity will be provided through EL summer school, June 10- July 2, 2019. Summer School enrollment forms will be sent home with all EL students in grades K-7.
- The Curriculum and Instruction Office will offer Kagan Strategies workshop again this summer. Kagan Structures are research-based instructional strategies that have a track record of improving academic achievement and social outcomes.

Student Services

- **Staffing update** - Due to a recent change in enrollment in our Guided program at Daniel Wright, we have transferred an associate over to Sprague in order to fill a vacancy there, which means we are now fully staffed at this time. Due to an increase in students needing physical therapy (at Sprague primarily), we are accessing some additional physical therapy time through the ELC (for a total increase of 6 hours per week).
- **Pre-K Screening and Hot Chocolate Social** - We had approximately 25 children attend the Early Childhood Program's Hot Chocolate Social on February 15th. The children who attended were mostly current Early Childhood students. The children made a craft, ate cookies, drank hot chocolate, and listened to a story while their parents were able to mingle and watch the children participate. We had 11 children go through the Pre-K screening.
- **High School Transition Meetings** - February is an extremely busy month for us with lots of IEP transition meetings for our 8th grade students. We have been holding many articulation meetings with the receiving teams from Stevenson, and overall they have been going very well.
- **EMBRACE conversion** - After much discussion among the ELC, D96, D102, and D103, we have agreed to end our contract with eStar (Frontline) for our web-based IEP and 504 system, effective June 30. There were significant and ongoing concerns with the eStar platform and challenges related to glitches and ineffective responsiveness on the part of eStar, that we ultimately decided it was best to not renew our agreement for next year. We are excited to convert to the EMBRACE system, which is currently used by many local districts and continues to get rave reviews. We will use EMBRACE for all of our IEP and 504 management, as well as its MTSS (RtI) component, which will offer a data warehouse for all of the interventions and progress monitoring data for students who are receiving instructional support. We will be offering training to staff this spring and plan to rollover this summer in time for the new school year. Training dates will be April 11 and May 22.
- **PATH/MAP Training** - In conjunction with the ELC, we will be offering a training opportunity for our low incidence program staff to learn how to facilitate a "PATH/MAP" session. This is a team process, including parents, in which everyone discusses their vision, dreams, and goals for their child/student (as well as what their "nightmare" would be), and then the team identifies any barriers that exist to achieving those goals. Ultimately a "MAP" is developed, which includes the "PATH" to get to the dream. We are excited to bring this process to our teams and families when planning for our most complex students and their futures. Training will take place May 14, 15, and 16.

- **Local Education Agency (LEA) Training** - Stevenson High School is hosting a training for special education staff who serve in the role of LEA representative at IEP and 504 meetings. The training will be provided by legal counsel, which will be a refresher/"boot camp" approach to learning the Do's and Don'ts when facilitating these meetings and monitoring compliance. Training will take place on April 8.
- **Extended School Year (ESY) Planning** - We are in the process of compiling all of the recommendations from IEP teams for the students who qualify for Extended School Year (ESY) in summer of 2019. This will then determine staffing needs and number of sections. Information will be sent to families at the end of February so they can start planning for summer. ESY will run during the same timeframe as regular summer school (June 10 - July 2), and registration opens for both on March 7.

Technology Updates - Technology & Assessment

- **NWEA MAP Assessment** - We are finishing up any Winter MAP assessments. Scores will be shared with ECRA over the upcoming week.
- **Illinois Assessment of Readiness (IAR)** - We are in the process of preparing faculty and students for the upcoming IAR assessment. Although it is a different name, it looks very similar to the PARCC assessment. Half Day School will test in March and Daniel Wright will test in April.
- **Returning Student Registration** - We will begin to review and refine the Returning Student Registration form in the upcoming weeks. We are tentatively hoping to have the form ready to go live by May 1st, 2019.
- **Laptop Hard Drive Recall** - The Tech Dept was able to work with Apple and ABT Electronics to facilitate support for the MacBook Pro hard drive recall that affected 60 of our faculty & staff. In a span of less than 2-work days, all laptops were completed and given back to their owners. We would not have been able to complete this effort without the patience of our teachers, and the efforts of Mr. Andy Paulausky, Mr. John Bertso, Mr. Simon Vasey and Mrs. Christine Moffat.
- **E-Rate** - We have posted our 470s and are currently in the window of receiving bids. We are hoping to leverage E-Rate funding to support the connectivity expansion needs of the District.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 21, 2019
Re: Superintendent Informational Report

FOIA requests

The District received two FOIA requests this month. The first was from Nathan Mihelich from the Illinois Retired Teachers Association for information regarding the retiring teachers and administrators for 2019. The second request was from Patrick Garrity from I.B.E.W. Local 150 requesting information related to the lighting project at Half Day School. The requests and responses are included for your review.

Leave of Absence Requests

The District received three leave of absence requests this month. One is approved according to the Master Contract. The other two will be addressed in March due to the timing of the requests. The one request is included for the Board's review.

Transportation Data – Student Ridership

The Board requested information regarding the capacity of our bus fleet and the typical ridership of our students over two separate weeks. The information provided shows each bus in our fleet, the capacity of each bus assuming there are 3 students per seat, and the typical ridership for a.m., midday, and p.m. routes during a week in August and January. In addition to the 3 student per seat capacity, a 2 student per seat capacity is included. I will provide additional detail regarding the information at the Board meeting.

Conferences

I attended the National School Foundation Association (NSFA) and the AASA, (the School Superintendent's Association) conferences the week of February 11, 2019. At the NSFA conference, I attended sessions on strategic planning, governance of foundations, fundraising, and organization. At the AASA conference, I attended sessions on a vision of what a graduate would look like from District 103, culture and diversity, targeted support for students, and governance in schools. Both conferences were very informative and I appreciate the opportunity to have attended them.

From: **Illinois Retired Teachers Association** <nmihelich@irtaonline.org>
Date: Tue, Jan 15, 2019 at 8:27 AM
Subject: FOIA Records Request - January 15, 2019
To: <swarren@d103.org>

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is January 15, 2019

RECORDS REQUESTED: Please provide the name and email address of all teachers or administrators who are retiring in 2019.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org

This is a request by the Illinois Retired Teachers Association, a 501c4 not-for-profit Illinois organization.

Sincerely,

Nathan Mihelich
Illinois Retired Teachers Association
www.irtaonline.org
217-523-8488



Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

January 18, 2019

Nathan Mihelich
Illinois Retired Teachers Association
www.irtaonline.org
217-523-8488

SENT VIA EMAIL – nmihelich@irtaonline.org

RE: Freedom of Information Act Request

Dear Nathan Mihelich:

This letter is in response to the request that you submitted. Please see information below. Please confirm receipt of our response.

Request

Please provide the name and email address of all teachers or administrators who are retiring in 2019.

Response

Amy Belford abelford@d103.org
Nancy Fencel nfencel@d103.org
Mike Mol mmol@d103.org
Rodney Owens rowens@d103.org

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent

From: **Patrick Garrity** <pgarrity@ibew150.com>
Date: Fri, Jan 18, 2019, 8:04 AM
Subject: FOIA REQUEST
To: ppalbicke@d103.org <ppalbicke@d103.org>

Dear Mr. Palbicke,

Good morning. I am reaching out to you in regards to a FOIA request. I see on the District website you are one of the FOIA officers. As I do not see an official request for, please accept this e mail as my request. The items I am requesting are as follows:

- A copy of signed contract between the District and Great Lakes Property Logistics for Half Day School Lighting Project
- Copy of Certified Payroll for Great Lakes Property Logistics
- Copy of Certified Payroll for Logical Electrical Construction
- Copy of Certified Transcript of Payroll (Affidavit) for Great Lakes Property Logistics
- Copy of Certified Transcript of Payroll (Affidavit) for Logical Electrical Construction
- Copy of State Corporation License for Logical Electrical Construction
- Copy of Logical Electrical Construction's Workman's Compensation Insurance and Electrical License
- Copy of subcontract between Great Lakes Property Logistics and Logical Electrical Construction for Half Day School Lighting project

This request is not for commercial purposes. I ask that the documents be sent via email. My email address is pgarrity@ibew150.com . Thank you for your time and assistance on this FOIA request.

Regards,

Patrick Garrity
I.B.E.W. Local 150
Business Representative
224 931 3530

From: **Patrick Palbicke** <ppalbicke@d103.org>
Date: Thu, Feb 14, 2019 at 9:18 AM
Subject: Re: FOIA REQUEST
To: Patrick Garrity <pgarrity@ibew150.com>

Please find the following response to your FOIA request for the following items:

- A copy of signed contract between the District and Great Lakes Property Logistics for Half Day School Lighting Project
- Copy of Certified Payroll for Great Lakes Property Logistics
- Copy of Certified Payroll for Logical Electrical Construction
- Copy of Certified Transcript of Payroll (Affidavit) for Great Lakes Property Logistics
- Copy of Certified Transcript of Payroll (Affidavit) for Logical Electrical Construction
- Copy of State Corporation License for Logical Electrical Construction
- Copy of Logical Electrical Construction's Workman's Compensation Insurance and Electrical License
- Copy of subcontract between Great Lakes Property Logistics and Logical Electrical Construction for Half Day School Lighting project

Response:

The following items are provided as far as we have information pertaining to what you requested.

- A copy of signed contract between the District and Great Lakes Property Logistics for Half Day School Lighting Project - Attached (including bid information and bid bond)

The following items cannot be provided at this time as no payment request has been submitted in which these items would be furnished to Lincolnshire District #103:

- Copy of Certified Payroll for Great Lakes Property Logistics
- Copy of Certified Payroll for Logical Electrical Construction
- Copy of Certified Transcript of Payroll (Affidavit) for Great Lakes Property Logistics
- Copy of Certified Transcript of Payroll (Affidavit) for Logical Electrical Construction

The following items are not on file nor has the district or Wold Architects requested such items:

- Copy of State Corporation License for Logical Electrical Construction
- Copy of Logical Electrical Construction's Workman's Compensation Insurance and Electrical License
- Copy of subcontract between Great Lakes Property Logistics and Logical Electrical Construction for Half Day School Lighting project

The district will provide any payroll information you have requested when it is received by District #103.

If you have any further questions, feel free to let us know.

Patrick Palbicke
Assistant Superintendent for Business/CSBO
Lincolnshire-Prairie View School District 103
1370 N. Riverwoods Rd.
Lincolnshire, IL 60069
(847) 457 9307
www.d103.org

AIA[®] Document A101[™] – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Ninetieth day of December in the year Two Thousand and Eighteen
(*In words, indicate day, month and year.*)

BETWEEN the Owner:
(*Name, legal status, address and other information*)

Lincolnshire-Prairie View School District #103
1370 North Riverwoods Road
Lincolnshire, Illinois 60069
Tel: 847-295-4030
Fax: 847-295-9196

and the Contractor:
(*Name, legal status, address and other information*)

Great Lakes Property Logistics

P.O. Box 616
Antioch Illinois, 60002
Tel: 877-482-8098

for the following Project:
(*Name, location and detailed description*)

Half Day School Lighting Replacement

239 Olde Half Day Road
Lincolnshire, Illinois 60069

The Architect:
(*Name, legal status, address and other information*)

Wold Architects and Engineers
110 North Brockway Street, Suite 220
Palatine, Illinois 60067
Tel: 847-241-6100
Fax: 847-241-6105

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101[™]-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201[™]-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Owner and Contractor agree as follows.

Init.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

The date of this Agreement.

A date set forth in a notice to proceed issued by the Owner.

Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

Init.
/

(Check one of the following boxes and complete the necessary information.)

Not later than () calendar days from the date of commencement of the Work.

By the following date: March 29, 2019

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
N/A	

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Forty Thousand, Eight Hundred and Eight Dollars and Ninety Cents (\$40,808.90), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
N/A	

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price
N/A	

§ 4.4 Unit prices, if any: (Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
N/A		

§ 4.5 Liquidated damages, if any: (Insert terms and conditions for liquidated damages, if any.)

N/A

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

N/A

Init.

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

Twenty-fifth day of the month

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Thirtieth day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.6.3 Provided that there are no outstanding liens or claims and that in the opinion of the Owner the previous work has been done properly and is on schedule for completion of construction and the unpaid balance in each case in sufficient to complete the unfinished work, upon fifty percent (50%) completion of the Work, the Owner shall have the option, in its sole discretion, to make subsequent payments in each case for ninety-five percent (95%) of the value of the completed Work, the retainage thus being reduced to five percent (5%)

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

10%

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

N/A

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

N/A

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

N/A

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

N/A

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

Arbitration pursuant to Section 15.4 of AIA Document A201–2017

Litigation in a court of competent jurisdiction if demanded by Owner.

Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)

In case of such termination for the Owner’s convenience, the Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:

(Name, address, email address, and other information)

Scott Gaunky, Director of Facilities

Lincolnshire-Prairie View School District #103
1370 N. Riverwoods Road
Lincolnshire, Illinois 60069

§ 8.3 The Contractor's representative:
(Name, address, email address, and other information)

Great Lakes Property Logistics
P.O. Box 616
Antioch Illinois, 60002

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

- .5 Drawings : As listed in the Project Manual Table of Contents

(Table Deleted)

.6 Specifications: As listed on the Drawings Cover Sheet.

(Table Deleted)

.7 Addenda, if any:

Number	Date	Pages
N/A		

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

(Paragraphs Deleted)

(Table Deleted)

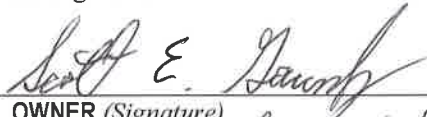
(Paragraph Deleted)

(Table Deleted)

.9 Other documents, if any, listed below:


(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.



 OWNER (Signature)
 Director of Facilities

 (Printed name and title)



 CONTRACTOR (Signature)
 Scott Thomas

 (Printed name and title)

Init.



Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Great Lakes Property Logistics, Inc.
41072 N Westlake Avenue
Antioch, IL 60002

SURETY:

(Name, legal status and principal place of business)
The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, NH 03431

OWNER:

(Name, legal status and address)
Lincolnshire Prairie View School District 103
1370 N. Riverwood Road
Lincolnshire, IL 60069

Mailing Address for Notices

The Ohio Casualty Insurance Company
Attention: Surety Claims Department
1001 4th Avenue, Suite 1700
Seattle, WA 98154

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 10% of Bid Amount Ten Percent of Bid Amount

PROJECT:

(Name, location or address, and Project number, if any)
LED Light Replacement - 1370 N. Riverwood Road, Lincolnshire, IL 60069

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of December, 2018

Deane J. J. J.
(Witness)

[Signature]
(Principal) *(Seal)*

VP
(Title) Vice President

The Ohio Casualty Insurance Company
(Surety)

[Signature]
(Title) Attorney-in-Fact



(Witness)

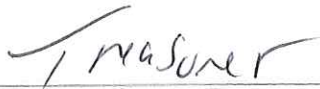
Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:23:34 ET on 12/03/2018 under Order No. 7611454814 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A701™ – 1997, Instructions to Bidders, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)



(Title)



(Dated)

DATE 12-12-18
FIRM NAME Great Lakes Property
OFFICIAL ADDRESS 41055 N 16 RT 83 PO Box 606
Antioch IL 60002
TELEPHONE NUMBER 847 652 6449
FAX NUMBER ()
BY Trent J. Ables Treasurer
TITLE Treasurer

END OF SECTION 00 41 13

ATTACHMENT A – AGREEMENT BETWEEN ARCHITECT AND CONTRACTOR FOR THE TRANSFER OF COMPUTER AIDED DRAFTING (CAD) FILES ON ELECTRONIC MEDIA

HALF DAY SCHOOL LIGHTING REPLACEMENT

The purpose of this agreement is to grant permission from the Transmitting Party (Architect and/or Engineer) to the Receiving Party for the Receiving Party's use of electronic media on the Project, and to set forth the terms. All data transmitted is defined as the electronic media and is considered confidential and containing business proprietary information. Wold Architects & Engineers and its consultants grant Bidders and Contractors a limited license to use Electronic Media issued by Wold Architects & Engineers exclusively for this project. The terms are set forth as follows:

1. The files are transmitted for the Receiving Party's convenience and remain the sole property of Wold Architects and Engineers and/or its consultants. No warranty, expressed or implied, is made respecting this electronic data.
2. The Architect and/or Engineer makes no representation regarding the accuracy, completeness, or permanence of Electronic Media files (ie CAD files). Addenda information or revisions made after the date indicated on the files may not have been incorporated. In the event of a conflict between the Architect and/or Engineers sealed Contract Drawings and Electronic Media files, the sealed Contract Drawings shall govern. It is the Owner, Contractor, or Third Party's responsibility to determine if any conflicts exist.
3. The information contained in the Electronic Media may not include final data or represent exact as-built conditions. The accuracy of the information is not guaranteed and the recipient shall be solely responsible to verify and check all field conditions against the information and to make all adjustments necessary to utilize such information for its work.
4. The Electronic Media files shall not be considered to be Contract Documents as defined by the General Conditions of the Contract for Construction.
5. Wold Architects and Engineers and their consultants shall not be responsible for any decline in accuracy or readability due to the medium on which the Electronic Media are stored, or for any unintentional transmission of computer viruses.
6. Information contained in the Electronic Media shall not be used by Contractor (Receiving Party) for any purpose other than as a convenience in the preparation of Shop Drawings, layout, and other purposes related to the Project. Any other use or reuse by the Receiving Party or others, will be at the Receiving Party's sole risk and without liability or legal exposure to the Architect, Engineers, or their consultants.
7. This Agreement is entered into as of the day and year written below and will terminate upon Substantial Completion of the Project, as defined in the General Conditions of the Contract for Construction, unless otherwise agreed by the parties and set forth below.
8. The Architect reserves the right to determine what content will be distributed to the Receiving Party.

By signing below, the Receiving Party agrees to the terms set for by this Agreement.

AUTHORIZED ACCEPTANCE:

By Receiving Party/Contractor of Record



Signature

Trent J Tobias Treasurer

Print Name and Title

Great Lakes Property

Print Name of Company

12-12-18

Date

SECTION 00 41 13

BID FORM

**BID PROPOSAL FOR: HALF DAY SCHOOL LIGHTING REPLACEMENT
239 OLDE HALF DAY ROAD
LINCOLNSHIRE, IL 60069**

BID TO: LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT #103
DISTRICT ADMINISTRATION CENTER
1370 N. RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069

BID FROM: Everet Levas Property

We have examined the Contract Documents for the proposed HALF DAY SCHOOL LIGHTING REPLACEMENT as prepared by Wold Architects and Engineers, Palatine, Illinois, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 05 issued thereto. 12-12-18

- 1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
- 2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by March 29, 2019
- 3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid A – Work to be performed on School Holidays only.

- 1. The Bidder agrees to perform all work including General and Electrical Construction for the Base Bid Sum of:
Forty thousand eight hundred eight & 90/100 Dollars \$ 40808⁹⁰

B. Base Bid B – Work to be performed on School Holidays and/or on second shift hours.

- 1. The Bidder agrees to perform all work including General and Electrical Construction for the Base Bid Sum of:
Forty thousand eight hundred eight & 90/100 Dollars \$ 40808⁹⁰

From: **Patrick Garrity** <pgarrity@ibew150.com>
Date: Fri, Feb 15, 2019 at 2:21 PM
Subject: FOIA REQUEST
To: Patrick Palbicke <ppalbicke@d103.org>

Mr. Palbicke,

Good afternoon. I am submitting an additional FOIA request due to the response from my original sent on January 18,2019. The items I am requesting are as follows:

- Copy of Certified Payroll for Great Lakes Property Logistics
- Copy of Certified Payroll for Logical Electrical Construction
- Copy of Certified Transcript of Payroll (Affidavit) for Great Lakes Property Logistics
- Copy of Certified Transcript of Payroll (Affidavit) for Logical Electrical Construction

Also, I am requesting copies of Certificates of Insurance for Great Lakes Property Logistics and Logical Electrical Construction per Article 9.2 of AIA Document A101. Lastly I am requesting copies of any progress payments made to Great Lakes Property Logistics and/or Logical Electrical Construction pursuant to the work done over winter break that was noted in a memo dated January 10th and presented at the January 15th Board Meeting.

Again, I thank you for your time on my requests and I look forward to your anticipated cooperation by February 22,2019.

Regards,

Patrick Garrity
I.B.E.W. Local 150
Business Representative
224 931 3530



Lincolnshire-Prairie View School District 103

Laura B. Sprague School

2425 Riverwoods Road • Lincolnshire, IL 60069

847/945-6665 • FAX 847/945-6718

<http://sp.d103.org>

Scott H. Warren, Ed.D.
Superintendent

Ann Hofmeier, Principal
Jennifer Arroyo, Assistant Principal

Dear Dr. Warren and District 103 School Board Members,

I am writing to inform you that I will need to have two separate surgeries in the near future for a herniated disc in my neck and a broken lower back. I am requesting to use my accrued sick leave days, personal days, and if needed, borrow six days from the following year (should not be needed). The start date has not yet been determined as my surgeon is working with insurance at this time to receive approval. Once the approval goes through and the first surgery date is determined, I will take the time off continuing through the end of the school year, May 31, 2019. My accrued sick leave days will compensate for the days that I am absent. This will make it possible for me to have uninterrupted insurance coverage and to continue to be paid at my current salary rate. I anticipate receiving a full year of service credit on the seniority list and salary schedule. Mrs. Hofmeier and I have worked together to create a plan that takes into consideration the continuity of instruction for my students.

It is my intention to return to my teaching position for the 2019-2020 school year. I look forward to remaining a part of the District 103 community.

Thank you for your support and consideration of my request.

Sincerely,

Peter Schreurs

cc: Ann Hofmeier



AM and Midday Routes

Bus #	Capacity	AM School 1	8/27 - 8/31 Avg. Rdrshp	1/14 - 1/18 Avg. Rdrshp	AM School 2	8/27 - 8/31 Avg. Rdrshp	1/14 - 1/18 Avg. Rdrshp	Midday	8/27 - 8/31 Avg. Rdrshp	1/14 - 1/18 Avg. Rdrshp
1	77	56 (SP)	40	36	64 (HD)	48	42			
2	77	34 (SP)	25	24	62 (HD)	45	41			
3	77	76 (SP)	66	57	76 (HD)	60	50			
4	77	69 (SP)	59	51	68 (HD)	54	46			
5	77	44 (SP)	32	33	19 (HD)	26	11			
6	77	15 (SP)	14	11	37 (HD)	25	21			
7	77	45 (SP)	36	36	49 (HD)	41	35	8 (AM KINDER)	5	4
8	77	67 (SP)	47	44	65 (HD)	43	35			
9	77	48 (SP)	35	33	51 (HD)	52	50			
10	77	47 (SP)	30	26	48 (HD)	37	33			
11	77	48 (DW)	25	29						
12	77	53 (DW)	45	47						
13	77	57 (DW)	52	46	28 (HD)	Route not active	14			
14	77	56 (DW)	49	47						
15	77	52 (DW)	47	45						
16	77	68 (DW)	49	47	1 (CCDS)	Route not active	1			
17	77	66 (DW)	59	46						
18	77	64 (DW)	26	27						
19	77	62 (DW)	23	29						
20	77	59 (DW)	35	39						
21	77	58 (DW)	26	27				11 (AM KINDER)	9	10
22 (W/C)	62	5 (SP SPED)	Route not active	5	36 (HD)	24	23			
23 (W/C)	62	3 (GUIDED)	3	3						
24	28	7 (EC)	5	5				7/3 (EC)	2/4	7/3
25	28	10 (EC)	5	7	8 (HD)	Route not active	3	4 (EC)		
26	28	28 (DW)	Route not active	20						
27	28	16 (SP)	9	11	18 (HD)	16	11	8 (EC)	4	6
28	77	SPARE								
29	78	SPARE								
30	78	SPARE								

PM Routes

Bus #	Capacity	PM School 1	8/27 - 8/31	1/14 - 1/18	PM School 2	8/27 - 8/31	1/14 - 1/18
			Avg. Rdrshp	Avg. Rdrshp		Avg. Rdrshp	Avg. Rdrshp
1	77	53 (SP)	33	26	64 (HD)	45	38
2	77	34 (SP)	19	17	66 (HD)	49	45
3	77	63 (SP)	43	41	77 (HD)	57	52
4	77	67 (SP)	46	39	68 (HD)	46	38
5	77	38 (SP)	27	27	56 (HD)	32	31
6	77				39 (HD)	28	24
7	77	45 (SP)	36	35	48 (HD)	38	30
8	77				65 (HD)	42	33
9	77				53 (HD)	50	42
10	77	1 (COVE)	1	1	47 (HD)	29	27
11	77				48 (DW)	20	26
12	77	10 (SP)	7	6	52 (DW)	43	36
13	77				57 (DW)	38	38
14	77				56 (DW)	40	27
15	77				53 (DW)	40	39
16	77	1 (CCDS)	oute not activ	1	70 (DW)	42	35
17	77	64 (SP)	45	42	66 (DW)	39	41
18	77	46 (SP)	23	21	63 (DW)	19	28
19	77	47 (SP)	25	26	63 (DW)	23	29
20	77	15 (SP)	15	12	59 (DW)	31	37
21	77				58 (DW)	21	28
22 (W/C)	62	5 (SP)	oute not activ	3	28 (HD)	25	22
23 (W/C)	62	1 (GUIDED)	1	1			
24	28	3 (GUIDED)	3	3	SP Returns		
25	28						
26	28				28 (DW)	oute not activ	16
27	28	15 (SP)	7	10	22 (HD)	15	10
28	77	SPARE					
29	78	SPARE					
30	78	SPARE					

3 To a Seat		
Bus Capacity	Rows	Seats
28	5	10
62	11	20
71	12	23.5
77	13	25.5
78	13	26
84	14	28
90	15	30

2 to a Seat	
Bus Capacity	Students
28	18
62	40
71	47
77	51
78	52
84	56
90	60

- SP** - Sprague
 - DW** - Daniel Wright
 - HD** - Half Day
 - EC** - Early Childhood
 - CCDS** - Classroom Connections Day School (OOD)
 - Cove** - Cove School (OOD)
 - AM Kinder** - Morning kindergarten class
 - Guided** - Guided/Special Education classroom
 - W/C** - Wheelchair lift equipped bus
 - Spare** - Spare school bus
- OOD** = Out of District

AGENDA:

- 4:45 p.m. Pre-meeting: Briefing for Candidates
5:45 p.m. Registration Table Opens
6:15 p.m. Business Meeting/Dinner Begins
Presiding: Marc Tepper, Chair

Reports of the:

- Board of Directors: Ann Dingman, Director
Resolutions Committee: John Armstrong, Resolutions Chair
Recognition of Delegates
Federal/State Legislative Update
Statewide Officer's Report
Executive Director's Report

Program – Understanding and Leading for Equity

Your Lake Division Officers:

The following dedicated school board members represent you and serve your Association:

- Ann Dingman**, Director, Grayslake CHSD 127
Marc Tepper, Chair, Kildeer-Countryside CCSD 96
Brian Battle, Vice Chair, Barrington CUSD 220
John Armstrong, Resolutions Chair, Wauconda CUSD 118
Kevin Daniels, Director-at-Large, Round Lake CUSD 116
Odie Pahl, Director-at-Large, Gurnee SD 56
Dr. Julie A. Brua, IASA Representative, Gavin SD 37

Special thanks to the Wauconda CUSD 118 Board of Education for hosting this event:

- John Armstrong, Board President
Kathleen Bianco, Vice President
Jonathan Feryance, Board Secretary
Carey McHugh
David Patterson
Sam Stein
Brian Swanson
Dr. Daniel J. Coles, Superintendent

The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

REGISTRATION:

Event date: March 13, 2019

Registration Fee: \$37.00

All registrations must be completed online. You will be using the IASB database management system to register. Please follow these easy steps:

1. Go to www.iasb.com and click on **MY ACCOUNT**.
2. Log in using your email address and password:
 - If you do not know your password or do not have a password, do not create a new account; use the **forgot password** link.
 - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed on the district roster.
3. Click on Events Calendar tab, find and click on the event title, and continue with your registration.

By participating in this Illinois Association of School Boards (hereinafter IASB) event, you are automatically authorizing IASB and its employees, agents, and assigns to use your name, photograph, voice or other likeness for purposes related to the mission of IASB, including but not limited to publicity, marketing, websites, other electronic forms of media, and promotion of IASB and its various programs.

Payment may be made by credit card or the district can request that it be billed if a P.O. number is provided. This is a legitimate school board expense. Registration fees will be refunded only for cancellations received two days prior to the meeting. To cancel, please email registrar@iasb.com.

Attendance at this event earns participants five points in IASB's Master Board Member Program.

Mark Your Calendar:

- February 23, 2019 – Trends in Collective Bargaining, various locations
March 30-April, 2019 – NSBA Conference, Philadelphia
April 2, 2019 – Consolidated Election Day
June-July, 2019 – New Board Member Workshops, various locations
November 22-24, 2019 – IASB/IASA/IASBO Joint Annual Conference, Chicago

Be sure to visit the IASB website for a complete list of events and locations:
www.iasb.com/calendar




Dee Molinare, Ed.D.
Field Services
Director



Field Services

If you have any questions, please contact:

Nancy J. Johnson at
njohnson@iasb.com or
630/629-3776, ext. 1220.

 If you need a special meal or arrangements, please note when registering online or call/email the contact listed above.

Dr. Scott Warren
Lincolnshire-Prairie View SD 103
1370 N Riverwoods Rd
Lincolnshire, IL 60069-2402

6006932402 0001



Field Services

LAKE DIVISION MEETING

Understanding and Leading for Equity

Plus

Pre-meeting: Briefing for Candidates

Wednesday, March 13, 2019 • Wauconda High School • Wauconda

PROGRAM:

4:45 p.m. Pre-meeting: Briefing for Candidates

This session is designed to provide **board candidates** with an overview of the roles and responsibilities of an elected school board member and an idea of what to expect if they are successful in the April elections. Boards are encouraged to bring candidates for the whole evening, as the dinner program will be valuable to candidates as well as to current board members. (The briefing will be held in the auditorium)

While the briefing is free, online registration and payment of \$37.00 is required for candidates attending the dinner. Your district superintendent or district secretary must update the district roster to include candidates prior to registration (see REGISTRATION section.)

This briefing is coordinated by Dee Molinare, Ed.D., Director of Field Services, IASB.

Understanding and Leading for Equity

Presenters: Janice Ollarvia, Consultant; Shelley Taylor, Senior Director for Programs and Services; Consortium for Educational Change

Join us for a brief but in-depth look at improving learning conditions for all students through equity. In this session participants will begin to develop a common understanding of what equity is with a broader lens beyond race. Leaders will then consider how to prioritize equity across the educational community and close the opportunity gaps that can deprive students of an equitable educational experience.



March 13, 2019

**Wauconda High School,
555 N. Main Street,
Wauconda, IL 60084
847/526-6611**

Please use the main entrance and parking lot. Enter through the Main High School Entrance, Door 1. The *Briefing for Candidates* will be held in the auditorium. The Dinner Meeting will be held in the East Cafeteria.