

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
WEDNESDAY, FEBRUARY 13, 2019
GRODSKY ADMINISTRATION CENTER at 6:00 PM**

Create opportunities that inspire all students to grow as learners, individuals, and citizens.

AGENDA

I. CALL TO ORDER

Jeff Bowes, Board President, calls the meeting to order.

II. ROLL CALL

PRESENT: Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters.

ABSENT: No one.

ALSO PRESENT; Dr. Don Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Instruction, and Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.

III. EXECUTIVE SESSION

I move we adjourn to executive session for the purpose of discussing personnel -- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A. Personnel -- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

IV. PLEDGE OF ALLEGIANCE

We will be joined by representatives of the MacArthur Student Senate, sponsored by Bryan Quesa and Athena Kalaras. These students will be discussing their plans for hosting the St. Baldrick's fundraiser on March 22, 2019 at MacArthur Middle School.

V. RECOGNITION OF VISITORS AND PARTICIPATION

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the Board, please complete a Visitor Participation Form and present it to Mrs. O'Donnell, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.

VI. COMMUNICATIONS

A. IASB North Cook Division Dinner Meeting

North Cook IASB Dinner - March 20, 2019 @ Niles West High School. For group registration please contact Michelle O'Donnell, 847-870-5554, or modonnell@d23.org.

B. Newspaper Article on Sullivan Student Ambassadors Program

1. Local Children Raising Funds to Help Orphans in Haiti
Article appeared in the Journal. Printed copy in your folder.

VII. COMMITTEE REPORTS

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
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Achieving excellence in learning through an equitable education for all.

AGENDA

A. BUILDING AND SITES

Pat will report.

B. I.A.S.B.

No report.

C. POLICY

No report. Approval of current policy revisions included in Consent Agenda.

D. SCHOOL/COMMUNITY RELATIONS:

Brian will report.

E. N.S.S.E.O.:

Carol will Report.

F. FINANCE:

Mari-Lynn will report.

G. NEGOTIATIONS:

No Report.

VIII. CONSENT AGENDA

The consent agenda includes the minutes Regular Board Meeting and Executive Session of January 9, 2019, February personnel report, and the Policy second Reads.

I move to approve the Consent Agenda as presented.

A. Approval of Regular Meeting Minutes of January 9, 2019	8
B. Approval of the Executive Meeting Minutes of January 9, 2019	13
C. Personnel Report	15
D. Policy Second Read Adopt as Presented	
1. 2:80 Board Member Oath and Conduct	16
2. 2:120 Board Member Development	18
3. 4:20 Fund Balances	20
4. 4:45 Insufficient Fund Checks and Debt Recovery	21
5. 4:130 E Exhibit - Free and Reduced Price Food Services; Meal Charge Notifications	22
6. 4:170 Safety	24
7. 5:30 Hiring Process and Criteria	26
8. 5:60 Expenses	29
9. 5:100 Staff Development Program	31
10. 5:220 Substitute Teachers	33
11. 6:20 School Year Calendar and Day	35
12. 6:60 Curriculum Content	36

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AGENDA

- | | |
|--|-----------|
| 13. 7:70 Attendance and Truancy | 38 |
| 14. 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students | 40 |
| 15. 7:190 Student Behavior | 43 |
| 16. 7:250 Student Support Services | 48 |
| 17. 7:260 Exemption from Physical Education | 49 |
| 18. 7:270 Administering Medicines to Students | 50 |
| 19. 7:290 Suicide and Depression Awareness and Prevention | 54 |
| 20. 7:305 Student Athlete Concussions and Head Injuries | 56 |
| IX. <u>FINANCIAL REPORT</u> | 58 |
| Attached is the memo recommending payment of the voucher lists for materials, supplies, and services paid since the last BOE meeting. In addition, the District payments for salaries and insurance benefits during the previous month are included for approval. Those documents are all included for your review. | |
| I move to approve the Financial Report as presented. | |
| X. <u>SUPERINTENDENT'S REPORT</u> | |
| A. Update on Bond Sales - INFORMATION | |
| Mr. DeBartolo will provide information from the rating presentation, bond sale, closing, and next steps. | |
| B. Approval of Summer 2019 Bids - ACTION | 117 |
| Mr. DeBartolo and Mr. Rominski, with representatives from ARCON, will present an overview of the Summer 2019 projects and bids received. This work is targeted to address HVAC issues, roofing, windows, and paving work at IKE. The roofing and masonry work at the Administration Center is also scheduled for this summer. | |
| I move to approve the bids as presented. | |
| C. Student Fees Proposal 2019-20 - DISCUSSION | 123 |
| Mr. DeBartolo will present a proposal of student fees for 2019-20. The Administration's recommendation is to maintain student registration and technology fees at current rates. We are suggesting a transportation registration fee for the Board's consideration. This is not an action item this month. We are seeking the Board's discussion and direction to bring a formal motion in March. | |
| D. Hazardous Routes - ACTION | 126 |
| Mr. DeBartolo will seek the Board's approval of the Hazardous Routes to be in compliance with required annual reporting. | |
| I move to approve the Hazardous Routes as presented. | |
| E. Staffing Plan Proposal 2019-20 - DISCUSSION | 130 |
| Dr. Angelaccio will present a proposed staffing plan for the 2019-20 school year, | |

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AGENDA

highlighting impact on class size guidelines, space constraints, and budget.

F. Professional Development Update - INFORMATION 133
Included in the packet will be a summary of the January 22 Teacher Institute Day.

G. District Strategic Plan Goal Update - Trimester II - INFORMATION 137
Included in the packet will be a summary of the updates and Trimester II progress report on the current 2018-2019 Strategic Plan. Administration will not present, but will be available for comment or question from the board.

XI. RECOGNITION OF VISITOR PARTICIPATION

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the Board, please complete a Visitor Participation Form and present it to Mrs. O'Donnell, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.

XII. OLD BUSINESS

A. Semi-Annual Review of Executive Session Minutes - ACTION
Mari-Lynn reviewed the Executive session minutes for the past six months. She is recommending the release of Executive Session Minutes from September 2018, October 2018, November 2018 and December 2018 and for the past 18 months of Executive Session recordings to be destroyed.

I move that the Executive Session Minutes from September 2018 through December 2018 be made available for public inspection, as they no longer require confidential treatment, and that Executive Session recordings over 18 months old be destroyed.

XIII. NEW BUSINESS

XIV. EXECUTIVE SESSION

I move we adjourn to Executive Session for matters regarding litigation. We will return to open session and consider an action item following this closed session.

A. Litigation -- Litigation, when an action against, affecting or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

XV. OPEN SESSION

A. Authorization to file lawsuit against StudioGC for its breach of contract, and any other causes of action, in the design and construction of HVAC systems at District 23 schools - ACTION
Following executive session, should the Board feel it necessary to move forward with the lawsuit, the following motion may be made.

I move to approve to file the lawsuit against Studio GC.

XVI. ADJOURNMENT

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AGENDA

DISTRICT ORGANIZATIONAL GOALS

- **Student Success:** Ensure all students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that emphasizes excellence and retains high-quality staff.
- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.
- **Sustainable Resources:** Advance effective use of resources to support safe, learner ready facilities that maximize student learning.



Field Services

NORTH COOK DIVISION MEETING

Building Resilience in Students Through Trauma Informed Practices

Plus

Pre-meeting: Briefing for Candidates

Wednesday, March 20, 2019 • Niles West High School • Skokie

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 South Lobby.)

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.

Building Resilience in Students Through Trauma Informed Practices

Presenter: Doug Bolton, Ph.D., Principal of North Shore Academy

Research indicates that 66% of children experience at least one traumatic experience before they turn eighteen and that one out of every six students have experienced four or more traumatic experiences. These students who have experienced multiple traumas are 32 times more likely to be identified with learning and behavioral problems in school. These early traumas have a profound impact on students' social, behavioral, and cognitive development and the effect of trauma has been tied to chronic mental and physical illness in adulthood.



The good news is that the impact of childhood trauma can be reversed and schools have a unique opportunity to help students develop resilience and overcome the impact of their traumatic experiences. Dr. Bolton will share current research on the prevalence and impact of trauma on children and describe how to create school communities that promote resilience in students and enhance their engagement and achievement in school.



March 20, 2019

**Niles West High School
5701 Oakton Street
Skokie, IL 60077
847/626-2511**

The school is at the corner of Oakton and Gross Point Road, west of the Edens Expressway. Please use the south parking lot and entrance door 13A. The *Briefing for Candidates* will be held in the South Lobby. The Dinner Meeting will be held in the Student Cafeteria.

AGENDA:

- 4:45 p.m. Pre-meeting: Briefing for Candidates
5:30-6 p.m. Tours of Career Pathways
5:45 p.m. Registration Table Opens
6:15 p.m. Business Meeting/Dinner Begins
Presiding: Charlotte Kegarise, Chair

Reports of the:

- Board of Directors: Barbara Somogyi, Director
Resolutions Committee: Anna Klimkowicz, Resolutions Chair
Recognition of Delegates
Federal/State Legislative Update
Statewide Officer's Report
Executive Director's Report

Program – Building Resilience in Students Through Trauma Informed Practices

Your North Cook Division Officers:

The following dedicated school board members represent you and serve your Association:

- Barbara Somogyi**, Director, Comm. Cons. SD 59
Charlotte Kegarise, Chair, Schaumburg CCSD 54
Alva Kreutzer, Vice Chair, THSD 214
Anna Klimkowicz, Resolutions Chair, Township HSD 211
Dr. Mark Chao, Director-at-Large, Skokie SD 69
Stephanie Duckmann, Director-at-Large, Des Plaines CCSD 62
Frank Fiarito, Director-at-Large, River Trails SD 26
Janet Kaczkowski, Director-at-Large, East Maine SD 63
Dr. Cindy Whittaker, IASA Representative, Fairview SD 72

Special thanks to the Niles THSD 219 Board of Education for hosting this event:

- David Ko, Board President
Joseph Nowik, Vice President
Richard Evonitz, Secretary
Linda Lampert, Secretary Pro Tem
Naema Abraham
Brian Novak
Mark Sproat
Dr. Steven T. Isoye, Superintendent

The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

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

REGISTRATION:

Event date: March 20, 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:

- Go to www.iasb.com and click on **MY ACCOUNT**.
- 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.
- 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.

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.



PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Grodsky Administration Building 7:00 p.m. January 9, 2019

<p><u>Members Present</u> Jeff Bowes, Board President Kevin Novak Mari-Lynn Peters Carol Botwinski (arrived at 8:58 pm) Jim Bednar Pat Chester Brian Greidanus</p>	<p><u>Members Absent</u></p>
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<p><u>CALL TO ORDER</u></p>	<p>Mr. Bowes, Board President, called the meeting to order at 7:02 p.m.</p>
<p><u>PLEDGE OF ALLEGIANCE</u></p>	<p>We were joined by former student Matt Bednar, who earned his Eagle Scout designation by completing a project at MacArthur Middle School. Matt presented an overview of the weather station he installed at MacArthur. He also developed a training video for teachers to become familiar with the website and app. We thanked Matt for his time and work on the project as well as the research and additional components needed for installation.</p>
<p><u>ROLL CALL</u></p>	<p>PRESENT: Mr. Bednar, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters.</p> <p>ABSENT: Mrs. Botwinski (arrived at 8:58 pm)</p> <p>ALSO PRESENT: Dr. Don Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Instruction, and Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.</p>
<p><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></p>	<p>No one addressed the Board.</p>
<p><u>COMMUNICATIONS</u></p>	<p>Thank you note from Mrs. Hehn.</p>

<p><u>COMMITTEE REPORTS</u></p>	<p><u>Building and Sites</u> No report.</p> <p><u>I.A.S.B/ED-RED</u> No report.</p> <p><u>Policy</u> Mr. Greidanus highlighted a few of the policy changes. Policy 1st reading was presented under New Business.</p> <p><u>School/Community Relations</u> No report.</p> <p><u>N.S.S.E.O.</u> No report. Mrs. Botwinski, Dr. Sroka, and Mr. Curtis represented the District at the NSSEO meeting as one of our students was recognized as a Shining Star.</p> <p><u>Finance</u> No report.</p> <p><u>Negotiations</u> Mr. Bowes reported that PHEA and the Board's negotiations team came to a tentative agreement on December 17, 2018. Final language is being drafted for review and ratification by PHEA in late January or early February. We anticipate bringing the agreement to the Board for vote on February 13.</p>
<p><u>CONSENT AGENDA</u></p>	<p>The consent agenda included the minutes from the Regular Board Meeting and Executive Session on December 12, 2018, Special Meeting minutes from December 17, 2018, and the January personnel report.</p> <p>Motioned by Mr. Novak, seconded by Mr. Greidanus to approve the Consent Agenda as presented. The motion passed by a vote of 6 Ayes (Bowes, Chester, Greidanus, Peters, Bednar Novak) 0 Nays.</p>
<p><u>FINANCIAL REPORT</u></p>	<p>Mr. DeBartolo presented the memo recommending payment of the voucher lists for materials, supplies, and services paid since the last BOE meeting. In addition, the District payments for salaries and insurance benefits during the previous month were included for approval.</p> <p>Motioned by Mr. Bowes, seconded by Mrs. Peters to approve the Financial Report as presented. The motion passed by a vote of 6 Ayes (Bowes, Chester, Greidanus, Peters, Bednar Novak) 0 Nays.</p>

SUPERINTENDENT'S REPORT

Transportation Audit

Mr. DeBartolo has been working with consultant, Nelson Gray, to review and analyze our Hazardous Routes and overall transportation needs. An overview of the findings and recommendations was provided for the board's information. The Board will be asked to approve the Hazardous Routes filing at our February meeting.

5 year Financial Projections

Mr. DeBartolo presented the financial projections. The projections demonstrate a more targeted approach to predictions and monitoring of accounts to more accurately forecast the future.

Assessment Overview

Dr. Zaher prepared a memo that outlines the various assessments used by the District.

District Dashboard

Dr. Angelaccio presented the District Dashboard, developed by our District Improvement Team and in consultation with the Board and Superintendent Advisory Committee.

IMPACT Copier Lease

The Tech Department has been preparing for the end of the District's copier and printer lease at the end of the 2019-20 school year. Based upon the Tech Department's review of the current equipment with IMPACT, the District's provider, a proposal for renewal with certain equipment being replaced and a new maintenance contract has been proposed. The Business Office and the Tech Department recommend approval of the 5 year agreement per the terms attached for an overall savings to the District.

Motioned by Mr. Novak, seconded by Mr. Bednar to approve the 5 year IMPACT agreement as presented. The motion passed by a vote of 6 Ayes (Bowes, Chester, Greidanus, Peters, Bednar Novak) 0 Nays.

Zeller and Associates Contract Renewal

The Tech Department and Business Office recommend the renewal of the contract for eRate consulting services. Gerry Zeller and Associates is instrumental in assisting the District in securing funding for projects from the federal government eRate program that aids our technology programs.

Motioned by Mr. Bednar, seconded by Mr. Novak to approve the contract for eRate consulting services and letter of agency

	as presented. The motion passed by a vote of 6 Ayes (Bowes, Chester, Greidanus, Peters, Bednar Novak) 0 Nays.
<u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u>	No one addressed the Board.
<u>OLD BUSINESS</u>	
<u>NEW BUSINESS</u>	<p>Semi-annual Review of Executive Session Minutes According to Board Policy 2:220, the Board must conduct a semi-annual review of Executive Session Minutes, and also review audio recordings of closed meetings to determine whether:</p> <ul style="list-style-type: none"> (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. Additionally, after 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved its destruction. The Board's past practice has been to appoint the Secretary to review these minutes in a meeting with the Superintendent and make a recommendation at the following Board meeting. <p>Motioned by Mr. Novak, seconded by Mr. Bowes to appoint the Secretary to conduct a semi-annual review of Executive Session Minutes and also review audio recordings of closed meetings.</p> <p>A voice vote followed with 7 Ayes and 0 Nays.</p> <p>Policy First Read The following policies were presented to the Board for first reading. The policy committee had reviewed and recommended adoption as detailed in the notes. There were no questions or clarification sought. These policies will be presented at the February meeting for adoption under the consent agenda.</p> <p>2:80 Board Member Oath and Conduct 2:120 Board Member Development 4:20 Fund Balances 4:45 Insufficient Fund Checks and Debt Recovery 4:170 Safety 5:30 Hiring Process and Criteria 5:60 Expenses 5:100 Staff Development Program</p>

	<p>5:220 Substitute Teachers 6:20 School Year Calendar and Day 6:60 Curriculum Content 7:70 Attendance and Truancy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students 7:190 Student Behavior 7:250 Student Support Services 7:260 Exemption from Physical Education 7:270 Administering Medicines to Students 7:290 Suicide and Depression Awareness and Prevention 7:305 Student Athlete Concussions and Head Injuries</p> <p>Candidate Forum The Mount Prospect League of Women's Voters has offered to host a Candidate Forum/debate for all local government entities. As we do not have any contested seats, we will not participate. Dr. Angelaccio presented a suggestion of hosting a formal joint meeting or informal meet and greet after the April election. The intention would be to introduce the board members from local elected boards to one another and the public, as well as provide an avenue for each to share an overview of goals and vision for the future.</p> <p>Moody's Rating Dr. Angelaccio and Mr. DeBartolo participated in the official ratings call with Moody's in advance of the sale of bonds. They reported that the call went well and that pricing should occur on January 22, 2019.</p>
<u>EXECUTIVE SESSION</u>	<p>Motioned by Mr. Novak, seconded by Mr. Chester to adjourn the Board meeting at 9:38 pm and move to Executive Session. The motion passed with 7 Ayes (Bednar, Bowes, Chester, Novak, Greidanus, Peters, and Botwinski) 0 Nays.</p>
<u>ADJOURN</u>	<p>Motioned by Mrs. Botwinski, seconded by Mr. Bednar to adjourn the meeting at 10:33 pm. The motion passed with 7 Ayes (Bednar, Bowes, Chester, Novak, Greidanus, Peters and Botwinski) 0 Nays.</p>

Board President

Board Secretary



PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR BOARD OF EDUCATION MEETING

Executive Session Administration Building 9:50 p.m. – 10:30 p.m. January 9, 2019

Members Present

Jeff Bowes, Board President
Mari-Lynn Peters
Kevin Novak
Carol Botwinski
Jim Bednar
Brian Greidanus
Pat Chester

Members Absent

ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction; Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.

NEGOTIATIONS

Discussed final negotiating session.

PERSONNEL

Curt Schmidt will be retiring. He would like to do hourly work after retirement.

At 10:27 Dr. Angelaccio, Dr. Zaher and Mr. DeBartolo were excused.

The evaluation of Dr. Angelaccio was briefly discussed. More to come next meeting.

ADJOURNMENT

Motion moved by Mr. Novak and Mrs. Botwinski seconded the motion to return to Open Session at 10:30 p.m. Motion carried by a roll call vote of 7 AYES (Mrs. Botwinski, Mr. Bowes, Mr. Greidanus, Mrs. Peters, Mr. Chester, Mr. Bednar, Mr. Novak).

Nays; 0

ABSENT: 0

Board President

Board Secretary

PERSONNEL REPORT 2/13/19

<u>Name</u>	<u>Positon</u>	<u>Replacing</u>	<u>Action</u>	<u>FTE</u>	<u>Number of Positions</u>	<u>Effective</u>	<u>School</u>	<u>PHEA or BOARD</u>	<u>2018-2019 Amount</u>
Joanne Brant	Day Custodian	Wilber Blanco	Change of Status	1	1	1/28/19	Sullivan		\$15.00/hour
Pamela Lilly	Program Assistant-Special Ed		Retirement	1		last day of school	MAC		\$30.80/hour
Debra Samp	Program Assistant-Special Ed		Retirement	1		last day of school	Sullivan		\$28.42/hour
David Alexander	Teacher-Grade 8		Retirement	1		last day of school	MAC		\$70,676/year
Mimi Gember	Teacher-Music		Retirement	1		last day of school	Sullivan		\$105,737/year
Curtis Schmidt	Maintenance Supervisor		Retirement	1		8/1/19	Admin.		\$90,409/year
Kris Brand	Nurse		Retirement	1		8/30/19	MAC		\$58,145/year

Document Status: Draft Update

BOARD OF EDUCATION

2:80 Board Member Oath and Conduct

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

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 Prospect Heights School District 23 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. A copy of the Code shall be displayed in the regular Board meeting room.

LEGAL REF.:

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

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education), 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: February 13, 2013~~

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: Draft Update

BOARD OF EDUCATION

2:120 Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Pertinent educational materials, publications, and notices of training or development received by the District or individual Board members will be made available to all Board members through Board packets, direct mail, or other distribution method.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, **appropriate and available supportive services for the promotion of student attendance and engagement**, [PRESSPlus1](#) and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

~~ADOPTED: January 11, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:20 Fund Balances

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

The School District seeks to maintain an operating fund balance to operating fund expenditure ratio equal to or greater than 33%.

The school board may direct administration to prepare a debt reduction plan should fund balances fall below the designated range.

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

ADOPTED: November 13, 2013

OPERATIONAL SERVICES

4:45 Insufficient Fund Checks and Debt Recovery

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

Delinquent Debt Recovery

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

LEGAL REF.:

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

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

ADOPTED: September 9, 2015

Prospect Heights School District 23

Document Status: Draft Update

Free and Reduced-Price Food Services

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: ~~Students~~, Parents/Guardians, ~~Students~~, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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~~ Dept. of Agriculture, and distributed by the ~~Illinois~~ Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. ~~PRESSPlus1~~ If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 ([P.L. 111-296](#)).

[7 C.F.R. §245.5](#).

[105 ILCS 123/](#), Hunger-Free Students' Bill of Rights Act. [23 Ill.Admin.Code Part 305](#), School Food Service.

~~DATED: May 10, 2017~~

Question 1. 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? Type yes or no. If yes, type the number of meals adopted.

Answer:

PRESSPlus Comments

PRESSPlus 1. The Hunger-Free Students' Bill of Rights Act 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 has been adopted.

If a lower amount is adopted, and if the district's policy 4:45 includes language regarding the Local Debt Recovery Program that may become available through the Illinois Office of the Comptroller in the future, ensure that the number matches the number listed in policy 4:45, *Insufficient Fund Checks and Debt Recovery*. If the Local Debt Recovery Program is included in policy 4:45, see the **Question** listed for 4:45 in **PRESS Plus** Issue 99. (If the Local Debt Recovery Program is not included in the district's policy 4:45, policy 4:45 is not included in Issue 99 for your district.)

Issue 99, October/November 2018

Document Status: Draft Update

OPERATIONAL SERVICES

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.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by [725 ILCS 120/3](#) that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

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)

ADOPTED: February 14, 2018

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

General Personnel

5:30 Hiring Process and Criteria

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

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

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

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. [PRESSPlus1](#)

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. [PRESSPlus2](#) The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center, 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. [PRESSPlus3](#)

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](#) 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 and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. The District does not request of an applicant or employee access in any manner to his or her personal online account, [PRESSPlus4](#) such as social networking websites, including a request for passwords to such sites/accounts.
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

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 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 (Educational Support Personnel - Duties and Qualifications)

~~ADOPTED: December 10, 2014~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/pdf/found_prin.pdf. See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract. **Issue 99, October/November 2018**

PRESSPlus 2. 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 3. 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 4. 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 2018**

Document Status: Draft Update

General Personnel

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.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

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

Employees will be reimbursed for meal costs and tips up to \$60 per day consistent with the maximum reimbursement amount(s) set by the Board 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, Ill. 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: January 11, 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 Ill. Wage Payment and Collection Act exclusions from reimbursable expenses. **Issue 99, October/November 2018**

Document Status: Draft Update

General Personnel

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 for licensed school personnel and administrators who work with students in grades kindergarten⁷ 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.
4. Training for school personnel who work with students in grades 7 through 8 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens 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, Dean of Students 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. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. 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.
10. 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.

11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. 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)

ADOPTED: February 14, 2018

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

Professional Personnel

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 appropriate Intermediate Service Center has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers [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 Intermediate Service Center 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)

~~ADOPTED: February 14, 2018~~

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

INSTRUCTION

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 may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board 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 that 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\(f\).](#)

Metz 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 8, 2015~~

PRESSPlus Comments

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

Document Status: Draft Update

INSTRUCTION

6:60 Curriculum Content

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

1. In kindergarten through grade 8, 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. A unit of cursive instruction will be offered in grade 3.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. 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.
4. 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.
5. 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*. In addition, in all grades, gang resistance education and training must be taught.
6. 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.
7. 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*.
8. 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.
9. 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.
10. 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.
11. 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.

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, 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), 7:190 (Student Discipline); 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: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

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. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. [PRESSPlus1](#)
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor. [PRESSPlus2](#) for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic

or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

[105 ILCS 5/26-1 through 16.](#)

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

[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 \(Student Behavior\)](#), [7:340 \(Student Records\)](#)

ADOPTED: February 14, 2018

PRESSPlus Comments

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

PRESSPlus 2. 105 ILCS 5/26-12, amended by P.A. 100-825. A truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school. **Issue 99, October/November 2018**

Document Status: Draft Update

STUDENTS

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

Title has been updated. Original Title: 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. 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.
 - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
 - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) 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 October 15 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 October 15 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 October 15, the student must present, by October 15, 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 October 15 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 of Education 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), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

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

STUDENTS

7:190 Student Behavior (formerly known as Student Discipline)

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 an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
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 shall 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 shall 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 *lookalikes* 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)

ADOPTED: February 14, 2018

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

STUDENTS

7:250 Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health ~~need/problems~~ [PRESSPlus1](#) that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such ~~need/problems~~.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

LEGAL REF.:

[405 ILCS 49/](#), Children's Mental Health Act of 2003.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

[105 ILCS 5/10-20.58](#).

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

~~ADOPTED: February 14, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 99, October/November 2018**

Document Status: Draft Update

STUDENTS

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 a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

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).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

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 14, 2018~~

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

STUDENTS

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/guardian 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/guardian. 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 [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.

School District Supply of Undesignated Epinephrine ~~Auto~~-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.[PRESSPlus11](#)

The **School District Supply of Undesignated Epinephrine Auto-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 ~~auto~~-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 ~~auto~~-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~~ epinephrine ~~auto~~-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~~ an undesignated epinephrine ~~auto~~-injector. This policy does not guarantee the availability of undesignated medications ~~an epinephrine auto-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, and 5/22-33.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

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

~~ADOPTED: September 14, 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

STUDENTS

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 3.1663 ~~Section 5/2-3.163~~(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 III. 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 III. 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-recommended 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: January 14, 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

STUDENTS

7:305 Student Athlete Concussions and Head Injuries

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

1. Fully implement the Youth Sports Concussion Safety Act, 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 all student athletes to view the Illinois High School Association's video about concussions.
4. 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.
5. 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.

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

~~ADOPTED: February 14, 2018~~

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**



**Prospect Heights School District 23
Board Memorandum
Action/Discussion Item**

Date: February 6, 2019

Subject: Formal payment of bills from January 15, 2019 to February 12, 2019 pursuant to BOE Weekly Bill Payment Resolution Approved 5/9/2018

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

Pursuant to the Bill Payment Resolution for FY 2019 approved at the May 9, 2018 meeting, the Board reviews bills proposed for payment on a weekly basis. Upon review, the Board provides consent to payment of these bills with final, formal Board approval occurring at the next regular, monthly meeting of the Board.

Attached to the Finance Report are the bills that were paid from January 15, 2019, through February 12, 2019.

In addition, the Board approves the salaries and benefits paid during the previous month. Attached to the Finance Report are the hourly and salaried amounts paid for the pay periods in January 2019 AND the insurance benefit payments made for January 2019:

The Business Office recommends approval of this month's Finance Report.



**Prospect Heights School District 23
Board Memorandum
Action/Discussion Item**

Date: February 6, 2019

Subject: Salaries and Benefits Paid January 2019

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for January 2019. Those amounts have been paid as follows:

January 2019 Payroll and Insurance Information

PP1 Hourly	\$12,492.03
PP1 Salary	\$572,333.71
Total	\$584,825.74
PP2 Hourly	\$18,070.49
PP2 Salary	\$552,411.32
Total	\$570,481.81
Total Salaries	\$1,155,307.55
Insurance	\$237,297.22
Total Salary and Insurance	\$1,392,604.77

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1182

01/15/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A-1 Suburban Total Security	00010					
Check Group:						
MISC. KEYING		1	190692	57322 1/9/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$14.45
					Check #: 0	
					PO/InvoiceTotal:	\$14.45
					Vendor Total:	\$14.45
All-Ways Transportation Services, Inc.						
Check Group:						
SpEd Transportation - AC - December 2018		15	0	7370 12/21/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$2,685.00
					Check #: 0	
					PO/InvoiceTotal:	\$2,685.00
					Vendor Total:	\$2,685.00
Amalgamated Bank of Chicago	80650					
Check Group:						
Administrative Fee - Registrar and Paying Agent - Bonds		1	0	1855367003x119 1/1/2019	30.5.0000.5320.319.01.0000 Service Charges - Bonds	\$475.00
					Check #: 0	
					PO/InvoiceTotal:	\$475.00
					Vendor Total:	\$475.00
AssetGenie, Inc						
Check Group:						
iPad 5 Repair - #4283 - LCD/Digitizer all black and white		1	0	1355515 1/2/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$129.00
					Check #: 0	
					PO/InvoiceTotal:	\$129.00
					Vendor Total:	\$129.00
City of Prospect Heights						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1182

01/15/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crossing Guard Salary - December 2018		1	0	CG12-18 12/31/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$3,246.53
Employer Portion of OASDI (Social Security)		1	0	CG12-18 12/31/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$201.29
Employer Portion of Medicare		1	0	CG12-18 12/31/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$47.07
Admin Fee		1	0	CG12-18 12/31/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$324.65
Check Fee		11	0	CG12-18 12/31/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$55.00
Check #: 0						
						PO/InvoiceTotal: <u>\$3,874.54</u>
Check Group: ANNUAL ELEVATOR INSPECTION		1	190687	Initial Insp4. 2019 1/2/2019	20.5.0000.2542.319.01.0000 Professional Services	\$100.00
Check #: 0						
						PO/InvoiceTotal: <u>\$100.00</u>
						Vendor Total: <u>\$3,974.54</u>
Davey Tree Expert Company	81059					
Check Group: TREE BRANCH REMOVAL @ IKE		1	190689	913293535 12/28/2018	20.5.0000.2543.323.01.0000 Repair & Maintenance Services	\$125.00
Check #: 0						
						PO/InvoiceTotal: <u>\$125.00</u>
						Vendor Total: <u>\$125.00</u>
Discovery Benefits						
Check Group: FSA - Monthly December 2018		25	0	958803-IN 12/31/2018	10.5.0000.2520.319.01.0000 Professional Services	\$106.25
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1182

01/15/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$106.25</u>
						Vendor Total: <u>\$106.25</u>
ECube, Inc						
Check Group:						
Commissioning Services Proposal		1	190707	717304 11/30/2018	60.5.0000.2530.319.01.0000 Prof. Services Const.	\$558.00
						PO/InvoiceTotal: <u>\$558.00</u>
						Vendor Total: <u>\$558.00</u>
Edward Don & Company LLC						
Check Group:						
Convection Oven, Gas - Blodgett Oven		1	190627	23204475 1/8/2019	10.5.0000.2560.553.01.0000 Capital Equipment > \$1000	\$7,898.71
						PO/InvoiceTotal: <u>\$7,898.71</u>
						Vendor Total: <u>\$7,898.71</u>
First Point Mechanical Services, LLC						
Check Group:						
PUMP ROOM ELECTRIC HEATER MATERIALS		1	190699	W26409 12/26/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,458.57
PUMP ROOM ELECTRIC HEATER LABOR		1	190699	W26409 12/26/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$770.00
						PO/InvoiceTotal: <u>\$2,228.57</u>
						Vendor Total: <u>\$2,228.57</u>
First Student						
Check Group:						
SpEd Transportation - Ike - Tony's	00406		1 0	091-C-065809 12/19/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1182

01/15/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SpEd Transportation - Sullivan - McDonald's		1	0	091-C-065813 12/19/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
					Check #: 0	
					PO/InvoiceTotal:	\$311.36
					Vendor Total:	\$311.36
Granite Telecommunications, LLC						
Check Group:						
Monthly Phone Charges - December 2018		1	0	443085611 1/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,428.98
					Check #: 0	
					PO/InvoiceTotal:	\$1,428.98
					Vendor Total:	\$1,428.98
Hauser Izzo, LLC	00458					
Check Group:						
School Law - For Professional Services Rendered through 12/31/18		1	0	22611 JMI 1/8/2019	10.5.0000.2369.318.01.0000 Legal Services	\$66.00
					Check #: 0	
					PO/InvoiceTotal:	\$66.00
					Vendor Total:	\$66.00
Home Depot	00063					
Check Group:						
MISC. MAINT. REPAIR SUPPLIES		1	190693	2636794 1/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$76.12
MISC. MAINT. REPAIR SUPPLIES		1	190693	3064095 12/21/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$43.34
MISC. MAINT. REPAIR SUPPLIES		1	190693	3620339 12/11/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$12.23
MISC. MAINT. REPAIR SUPPLIES		1	190693	7070118 12/27/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$66.43

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1182

01/15/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MISC. MAINT. REPAIR SUPPLIES		1	190693	7085035 12/27/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$35.88
CREDIT		1	190693	7170875 12/27/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$31.88)
Check #: 0						
PO/InvoiceTotal:						\$202.12
Vendor Total:						\$202.12
Illinois ASBO						
Check Group:						
Basic B Membership - D Angelaccio - Confirmation #353210		1	190682	353210.DA 12/21/2018	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$340.00
Check #: 0						
PO/InvoiceTotal:						\$340.00
Vendor Total:						\$340.00
Lutheran General Hospital						
Check Group:						
Hospital Tutoring JB - October 2018		12	0	LGH.101118.JB 12/31/2018	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$300.00
Hospital Tutoring JB - November 2018		24	0	LGH.101118.JB 12/31/2018	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$600.00
Check #: 0						
PO/InvoiceTotal:						\$900.00
Vendor Total:						\$900.00
McGraw-Hill School Education						
00596						
Check Group:						
McGraw-Hill My Math, Grade 1, Student Edition, Volume 1		10	190638	106308636001 12/19/2018	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$148.50
Check #: 0						
PO/InvoiceTotal:						\$148.50

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1182

01/15/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$148.50
Menards	05060					
Check Group:						
MISC. MAINT. REPAIR SUPPLIES		1	190695	29103 12/28/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$50.55
Check #: 0						
PO/InvoiceTotal:						\$50.55
Vendor Total:						\$50.55
Michael Wagner & Sons, Inc.	00974					
Check Group:						
SOLENOID VALVE		2	190694	1452260 12/21/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$175.60
Check #: 0						
PO/InvoiceTotal:						\$175.60
Vendor Total:						\$175.60
Milieu Design LLC	80225					
Check Group:						
12/12/18 SALTING SERVICES @ CAMPUS		1	190696	134864 12/21/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
12/12/18 SALTING SERVICES @ IKE		1	190696	134865 12/21/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
12/21/18 SALTING SERVICES @ CAMPUS		1	190696	134954 1/2/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
12/21/18 SALTING SERVICES @IKE		1	190696	134955 1/2/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
1/2/19 SALTING SERVICES @ CAMPUS		1	190696	134988 1/7/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Check #: 0						
PO/InvoiceTotal:						\$775.00
Vendor Total:						\$775.00

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Voucher Detail Listing

Voucher Batch Number: 1182

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Napa Auto Parts	00654					
Check Group:						
MISC AUTO SUPPLIES		1	190683	3563-153470 12/13/2018	20.5.0000.2545.410.01.0000 General Supplies	\$31.36
					Check #: 0	
						PO/InvoiceTotal: <u>\$31.36</u>
						Vendor Total: <u>\$31.36</u>
National Investigations, Inc.	80930					
Check Group:						
Surveillance - DM, DM - 11/28/18		4	0	RI-18-1697S 12/14/2018	10.5.0000.2520.319.01.0000 Professional Services	\$260.00
Surveillance - DM, DM - 12/10/18		4	0	RI-18-1697S 12/14/2018	10.5.0000.2520.319.01.0000 Professional Services	\$260.00
Surveillance - DM, DM - 12/11/18		2.45	0	RI-18-1697S 12/14/2018	10.5.0000.2520.319.01.0000 Professional Services	\$159.25
Surveillance - DM, DM - 12/14/18		1	0	RI-18-1697S 12/14/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Admin Services		2	0	RI-18-1697S 12/14/2018	10.5.0000.2520.319.01.0000 Professional Services	\$50.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$794.25</u>
						Vendor Total: <u>\$794.25</u>
NCS Pearson, Inc.						
Check Group:						
BASC-3 Q-global Digital Administration and Interpretive Summary Report		100	190646	11924314 12/18/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$310.00
WISC-V Q-global Score Report		25	190646	11924314 12/18/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$53.75
WISC-V Record Forms - pkg of 25		1	190646	11925224 12/19/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$148.40

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KTEA-3 Form A Record Forms & Response Booklets - pkg of 25		2	190646	11925224 12/19/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$196.31
					Check #: 0	
						PO/InvoiceTotal: <u>\$708.46</u>
						Vendor Total: <u>\$708.46</u>
Northern Suburban SpEd District NSSD						
Check Group:						
September Tuition - FF - North Shore Academy Elementary		16	0	190151 10/29/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$4,399.84
Non-member tuition		16	0	190151 10/29/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$660.00
August Tuition - FF - North Shore Academy Elementary		9	0	190153 10/29/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$2,474.91
Tuition - Non-member		9	0	190153 10/29/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$371.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$7,906.00</u>
						Vendor Total: <u>\$7,906.00</u>
Performance Chemical & Supply						
Check Group:						
MISC. CUSTODIAL SUPPLIES		1	190698	229036 1/9/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$184.97
					Check #: 0	
						PO/InvoiceTotal: <u>\$184.97</u>
						Vendor Total: <u>\$184.97</u>
Quinlan & Fabish Music	00867					
Check Group:						
score Mantras		3	190648	11036683 12/28/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$24.30

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCORE ONLY Blindsighted		3	190648	11036683 12/28/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$20.25
SCORE ONLY Gaelic Trilogy		3	190648	11036683 12/28/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$24.30
Check #: 0						
PO/InvoiceTotal:						\$68.85
Vendor Total:						\$68.85
Relief Medical Services, Inc.						
Check Group:						
Sub Nurse @ Ross - 12/17/18		4	0	0010076463 12/22/2018	10.5.0000.2134.319.03.0000 Professional Services	\$235.60
Sub Nurse @ Ross - 12/21/18		4	0	0010076463 12/22/2018	10.5.0000.2134.319.03.0000 Professional Services	\$235.60
Check #: 0						
PO/InvoiceTotal:						\$471.20
Vendor Total:						\$471.20
Ross, Sarah						
Check Group:						
Deposited ck#607 for \$300 then became free lunch. Requests refund.		1	0	REF.lunch.2018S R 1/8/2019	10.4.1611.0000.000.00.0000 Food Service Sales to Pupils	\$300.00
Check #: 0						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00
Rubino Engineering						
Check Group:						
Geotechnical Report - Drilling and Report Preparation per Proposal		1	190708	4850 12/10/2018	20.5.0000.2542.553.01.0000 Capital Expenditures	\$1,600.00
Check #: 0						
PO/InvoiceTotal:						\$1,600.00

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$1,600.00
Safe-Way Tuckpointing Co.						
Check Group:						
2018 Masonry Project		1	190058	SAFEx11119Final 12/21/2018	20.5.0000.2542.553.01.0000 Capital Expenditures	\$6,476.90
Check #: 0						
PO/InvoiceTotal:						\$6,476.90
Vendor Total:						\$6,476.90
Scariano Himes & Petrarca						
Check Group:						
Professional Services Rendered - School Law - Through 12/31/2018		13.1	0	41532 1/2/2019	10.5.0000.2369.318.01.0000 Legal Services	\$3,340.50
Cost Allowance		1	0	41532 1/2/2019	10.5.0000.2369.318.01.0000 Legal Services	\$167.03
Check #: 0						
PO/InvoiceTotal:						\$3,507.53
Vendor Total:						\$3,507.53
Sunbelt Staffing, LLC						
Check Group:						
Maternity Sub for Sara Craig - W/E 12/08/18 - Mary Kripner-Rosen		14	0	10144760 12/9/2018	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$1,204.00
Check #: 0						
PO/InvoiceTotal:						\$1,204.00
Vendor Total:						\$1,204.00
Sylvias Flowers, Inc.						
Check Group:						
Dish Garden - Vicki Hehn		1	0	04367359 12/4/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.95

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dish Garden - Marilyn Nelson		1	0	04368695 12/19/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
					Check #: 0	
						PO/InvoiceTotal: <u>\$85.90</u>
						Vendor Total: <u>\$85.90</u>
The Cove School, Inc						
Check Group:						
Private Tuition - SpEd - AC - December 2018		15	0	SD23-1218 12/31/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$3,933.90
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,933.90</u>
						Vendor Total: <u>\$3,933.90</u>
Unique Products & Service Corp						
Check Group:						
SALT SPREADER		1	190700	355888 12/18/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$170.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$170.00</u>
						Vendor Total: <u>\$170.00</u>
Warehouse Direct	80219					
Check Group:						
Sullivan - 6x9 Envelopes		8	0	4137531-0 12/19/2018	10.5.0000.2222.410.02.0000 General Supplies	\$92.72
Sullivan - 3/4" Label		1	0	4137531-0 12/19/2018	10.5.0000.2222.410.02.0000 General Supplies	\$25.58
					Check #: 0	
						PO/InvoiceTotal: <u>\$118.30</u>
						Vendor Total: <u>\$118.30</u>
WOW Business	81068					
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Internet Charges - 12/30/18 - 01/29/19 - Ike		1	0	014047134x119 12/31/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00

Check #: 0

PO/InvoiceTotal:	<u>\$400.00</u>
Vendor Total:	<u>\$400.00</u>
Grand Total:	\$50,554.25

End of Report

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Zones, LLC						
Check Group:						
ARUBA MC-VA-250 US CTRL 250 AP E-LTU		1	190004	K10523530101 7/16/2018	10.5.0000.2225.553.01.5048 Network Infrastructure	\$6,508.66
Aruba Controller Implementation Services		1	190004	W01613600101 11/29/2018	10.5.0000.2225.553.01.5048 Network Infrastructure	\$8,483.80
Check #: 0						
						PO/InvoiceTotal: <u>\$14,992.46</u>
						Vendor Total: <u>\$14,992.46</u>
Ocono DTC aka Genesee Lake School						
Check Group:						
Private Tuition - SpEd - SP - November 2018		20	0	450635 12/3/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$7,676.80
Residential Services - November 2018		30	0	450635 12/3/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$9,766.20
Private Tuition - SpEd - SP - December 2018		15	0	454136 1/2/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$5,757.60
Residential Services - December 2018		31	0	454136 1/2/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$10,091.74
Check #: 0						
						PO/InvoiceTotal: <u>\$33,292.34</u>
						Vendor Total: <u>\$33,292.34</u>
						Grand Total: <u>\$48,284.80</u>

End of Report

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Prospect Heights School District 23

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon.com Corporate Credit Line						
Check Group:						
Refund for taxes paid		1	190240	764377468666 12/17/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	(\$0.92)
Check #: 0						PO/InvoiceTotal: (\$0.92)
Check Group:						
versatemp heavy bodied tempera turquoise		2	190634	449779479968 12/13/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$17.96
souffle cups with lids		2	190634	459547544643 12/11/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$15.98
Gallojn school glue 2 count		1	190634	844583773934 12/10/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$21.77
gallon white tempera		2	190634	934474855549 12/10/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$49.84
Check #: 0						PO/InvoiceTotal: \$105.55
Check Group:						
Adhesive Ceramic Magnets – 0.709 Inch (18mm) Round Disc Magnets – Strong Sticky Back – Circle Magnets Ideal for Craft, DIY, Kitchen, Science, Refrigerator, Fridge – 50 PCs Self Adhesive Tiny Magnets		1	190644	449398963647 12/18/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$15.48
Check #: 0						PO/InvoiceTotal: \$15.48
Check Group:						
The Five Dysfunctions of a Team: A Leadership Fable		7	190645	756793858498 12/17/2018	10.5.0000.2321.410.01.0000 General Supplies	\$93.73
Check #: 0						PO/InvoiceTotal: \$93.73
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sheet Protectors		3	190663	854853795335 12/19/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$22.41
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$22.41
Check Group:						
Get Out! Rubber Play Ball 6-Pack & Inflator, 8.5" Inch – Small Playground Ball Four Square Balls & Hand Pump		2	190664	473773995649 1/8/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$41.68
Wilson Killer Crossover Basketball		2	190664	473773995649 1/8/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$20.06
adidas Performance Glider Soccer Ball (Size 4)		2	190664	473773995649 1/8/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$35.96
hetoo Waterproof Soccer Ball, Most Reasonable Construction technology football for Adult and Kids, Best Outdoor Sports Practice Soccer Ball-Size 4(size 4)		2	190664	473773995649 1/8/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$20.00
US Games Swing-N-Hop Game (Set of 6)		1	190664	474778838845 1/18/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$21.88
Promotional Discount from PO 180859		1	190664	696596536876 1/3/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	(\$2.91)
US Games Standard Hoops, 36-Inch (Pack of 12)		1	190664	864648468776 1/8/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$38.45
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$175.12
Check Group:						
AmazonBasics USB 3.1 Type-A-Port ALuminum Hub, Black		2	190665	643646688337 1/18/2019	10.5.0000.2225.410.01.0000 General Supplies	\$33.98
https://www.amazon.com/Apple-USB-C-VGA-Multiport-Adapter/dp/B00VU2NHVG		2	190665	643646688337 1/18/2019	10.5.0000.2225.410.01.0000 General Supplies	\$128.00
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$161.98

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Epson V13H010L71 Replacement Lamp/Bulb		3	190679	473596395979 1/8/2019	10.5.0000.2225.410.01.0000 General Supplies	\$196.47
					Check #: 0	
					PO/InvoiceTotal:	\$196.47
					Vendor Total:	\$769.82
American Taxi	05741					
Check Group:						
SpEd Transportation (FF) - Decmeber 2018		27	0	181219 1/2/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$918.00
					Check #: 0	
					PO/InvoiceTotal:	\$918.00
					Vendor Total:	\$918.00
Arlington Heights Garibaldis						
Check Group:						
Baked Mostaccioli w/meat sauce		1	190675	121818 12/20/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$41.99
Baked Mostaccioli w/marinara sauce		1	190675	121818 12/20/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$41.99
Chicken Parmesan		2	190675	121818 12/20/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$134.38
Southwest Chopped Salad (cheese on side)		2	190675	121818 12/20/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$103.98
House Salad (croutons on side)		1	190675	121818 12/20/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$31.89
Delivery Charge		1	190675	121818 12/20/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$3.00
					Check #: 0	
					PO/InvoiceTotal:	\$357.23
					Vendor Total:	\$357.23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Phone Charges - December 2018		1	0	834687562x1218 12/13/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$894.15
					Check #: 0	
						PO/InvoiceTotal: \$894.15
						Vendor Total: \$894.15
Authorized Food Equip Services-V Graham						
Check Group:						
MAC - MILK COOLER SERVICE CALL		1	190717	2311 1/8/2019	20.5.0000.2544.319.01.0000 Equipment Repairs	\$234.27
					Check #: 0	
						PO/InvoiceTotal: \$234.27
						Vendor Total: \$234.27
Citi Cards						
Check Group:						
Citi Cards - COSTCO - BPAC Refreshments - M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$81.48
Citi Cards - Level 257 - Admin Holiday Event - M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$208.60
Citi Cards - Lands End Business Logo Set Up- M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.2640.319.01.0000 Professional Services	\$95.00
Citi Cards - Lands End Business Logo Set Up- M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.2640.319.01.0000 Professional Services	\$45.00
Citi Cards - La Zingara - Dinner w/Transpo Consult to prepare for BOE Mtg - M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$128.58
Citi Cards - REFUND INTERCONTINENTAL (Kevin Novak) - M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	(\$200.00)

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Citi Cards - REFUND SHERATON (Pat Chester) - M. DeBartolo		1	0	4145xJan2019 1/10/2019	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	(\$200.00)
Check #: 0						PO/InvoiceTotal: <u> </u>
						\$158.66
						Vendor Total: <u> </u>
						\$158.66
City of Prospect Heights						
Check Group:						
Sanitary Sewer Charges - MAIN - 10/01/18 - 12/31/18		1	0	4501800x10-1218 1/16/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$73.50
Sanitary Sewer Charges - IKE - 10/01/18 - 12/31/18		1	0	4501900x10-1218 1/16/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$73.50
Check #: 0						PO/InvoiceTotal: <u> </u>
						\$147.00
						Vendor Total: <u> </u>
						\$147.00
ECube, Inc						
Check Group:						
Commissioning Services Proposal		1	190707	717382 12/28/2018	60.5.0000.2530.319.01.0000 Prof. Services Const.	\$1,379.42
Check #: 0						PO/InvoiceTotal: <u> </u>
						\$1,379.42
						Vendor Total: <u> </u>
						\$1,379.42
First Student						
00406						
Check Group:						
MAC - Wrestling - River Trails		1	0	091-C-065799 12/18/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
MAC - Wrestling - London		1	0	091-C-065818 12/20/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
Check #: 0						PO/InvoiceTotal: <u> </u>
						\$311.36

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$311.36
Follett School Solutions, Inc						
Check Group:						
38 books (665.38) + processing 64.98	1		190525	340801F 12/17/2018	10.5.0000.2222.430.03.0000 Library Books - Elementary	\$52.54
Check #: 0						
PO/InvoiceTotal:						\$52.54
Vendor Total:						\$52.54
GSF USA, Inc.						
Check Group:						
GSF CUST SUB @ ROSS NIGHTS	1		190714	IN523953 1/11/2019	20.5.0000.2542.125.01.0000 Custodial Substitutes	\$1,540.00
Check #: 0						
PO/InvoiceTotal:						\$1,540.00
Vendor Total:						\$1,540.00
Hersey Instrumental Association						
Check Group:						
Chicagoland Invitational Concert Band Festival Registration	1		190706	CICBF.2019 1/15/2019	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$125.00
Vendor Total:						\$125.00
Internal Revenue Service						
Check Group:						
Paid only ER portion of Social Security for Administrators Group Term Life	1	0		IRS.1.19 1/15/2019	10.5.0000.2310.319.01.0000 BOE Professional/Contracted Services	\$78.19
Check #: 0						
PO/InvoiceTotal:						\$78.19
Vendor Total:						\$78.19

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Itcovici, Bettina Ines	80673					
Check Group:						
SpEd - Contracted Translation Services		1 0		10021 12/17/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$620.00
					Check #: 0	
						PO/InvoiceTotal: \$620.00
						Vendor Total: \$620.00
Joffe, Melissa						
Check Group:						
MAC-Candy prizes for 8th grade Advisory Teambuilding activity		1 0		MAC.AdvTB 1/14/2019	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$17.35
					Check #: 0	
						PO/InvoiceTotal: \$17.35
						Vendor Total: \$17.35
Leja, Maggie						
Check Group:						
MAC-Ziplock Gallon Bags for Science Lab		1 0		MAC.Sci.ML 1/17/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$6.18
					Check #: 0	
						PO/InvoiceTotal: \$6.18
						Vendor Total: \$6.18
National Investigations, Inc.	80930					
Check Group:						
Residency - AT - 11/17/18		0.5 0		RI-18-1097R 12/13/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - AT - 11/25/18		0.5 0		RI-18-1097R 12/13/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - AT - 11/29/18		1 0		RI-18-1097R 12/13/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1184

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Surveillance EC & AC - 12/10/18		5	0	RI-18-1673S 1/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$325.00
Surveillance EC & AC - 12/18/18		2.75	0	RI-18-1673S 1/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$178.75
Administrative Services		1	0	RI-18-1673S 1/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$25.00
Residency - SZ - 11/10/2018		1	0	RI-18-1883R 1/9/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - SZ - 11/24/2018		1.5	0	RI-18-1883R 1/9/2019	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - SZ - 12/11/2018		0.5	0	RI-18-1883R 1/9/2019	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - MK - 11/18/18		0.5	0	RI-18-1900R 12/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - MK - 12/1/18		0.5	0	RI-18-1900R 12/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - MK - 12/8/18		1	0	RI-18-1900R 12/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - BN - 11/18/18		2	0	RI-18-1906R 12/13/2018	10.5.0000.2520.319.01.0000 Professional Services	\$130.00
Residency - BN - 12/7/18		1.5	0	RI-18-1906R 12/13/2018	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - MA - 12/30/18		1.5	0	RI-18-2375 1/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - MA - 1/5/19		2.5	0	RI-18-2375 1/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$162.50
Residency - AD - 12/28/18		0.5	0	RI-18-2376 1/9/2019	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - AD - 12/30/18		0.5	0	RI-18-2376 1/9/2019	10.5.0000.2520.319.01.0000 Professional Services	\$32.50

Check #: 0

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1184

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,536.25</u>
						Vendor Total: <u>\$1,536.25</u>
NCS Pearson, Inc.						
Check Group:						
PPVT-5/EVT-3 Complete Kit		2	190680	11941572 1/9/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$1,677.90
GFTA-3 Record Forms		1	190680	11941572 1/9/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$47.51
PPVT-4 Record Form A		1	190680	11941572 1/9/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$55.13
CELF-P 2 Record Forms		1	190680	11941572 1/9/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$94.50
Check #: 0						
						PO/InvoiceTotal: <u>\$1,875.04</u>
						Vendor Total: <u>\$1,875.04</u>
Northern Illinois Music Conference						
Check Group:						
Art Hildebrand Invitational- Anne Sullivan performance and clinic.		1	190715	NIMC.AHMI2019 1/16/2019	10.5.0000.1118.640.04.0000 Orchestra Dues & Fees	\$65.00
Check #: 0						
						PO/InvoiceTotal: <u>\$65.00</u>
						Vendor Total: <u>\$65.00</u>
Palos Sports Inc						
00718						
Check Group:						
4lb Rhino Gel Filled Medicine Ball		2	190684	307392-00 1/18/2019	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$31.30
7lb Rhino Gel Filled Medicine Ball		2	190684	307392-00 1/18/2019	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$39.41
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1184

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$70.71</u>
						Vendor Total: <u>\$70.71</u>
Performance Chemical & Supply						
Check Group:						
ROSS - JANUARY CUST. SUPPLIES		1	190713	229038 1/9/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$77.71
ADMIN - MISC. CUST. SUPPLIES		1	190713	229039 1/9/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$186.60
						Check #: 0
						PO/InvoiceTotal: <u>\$264.31</u>
						Vendor Total: <u>\$264.31</u>
Quinlan & Fabish Music						
Check Group:						
At Morning's First Light Sheet Music	00867	1	190641	10969346 12/4/2018	10.5.0000.1114.410.04.0000 Band Supplies - District	\$67.50
						Check #: 0
						PO/InvoiceTotal: <u>\$67.50</u>
Check Group:						
1st Recital Series Piano Accompaniment		1	190686	10989561 12/14/2018	10.5.0000.1114.410.01.1929 VIM Desingated Account-SUPPLIES- (former PHIL)	\$11.65
1st Recital Series Mallet Percussion		1	190686	10989561 12/14/2018	10.5.0000.1114.410.01.1929 VIM Desingated Account-SUPPLIES- (former PHIL)	\$8.95
						Check #: 0
						PO/InvoiceTotal: <u>\$20.60</u>
						Vendor Total: <u>\$88.10</u>
Rotary Club of Mt. Prospect/PH						
Check Group:						
Dues for quarter ended 12/31/2018	80179	1	0	514 1/10/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$75.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1184

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Foundation		1 0		514 1/10/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$25.00
Holiday Concert		2 0		514 1/10/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$32.00
Club ticket raffles		1 0		514 1/10/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$50.00
Check #: 0						
PO/InvoiceTotal:						\$182.00
Vendor Total:						\$182.00
School Health Corporation						
Check Group:						
Adapted Battery Operated Scissors		1	190573	3526076-00 12/20/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$96.68
Check #: 0						
PO/InvoiceTotal:						\$96.68
Vendor Total:						\$96.68
South Middle School						
Check Group:						
Payment for 7th and 8th grade girls volleyball teams to participate in the annual Sweetheart Tournament		1 0		MAC.STGVB.201 9 1/14/2019	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$250.00
Check #: 0						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
Sunbelt Staffing, LLC						
Check Group:						
Maternity Leave Sub for Sara Craig - w/e 01/12/2019		28.75 0		102213128 1/13/2019	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$2,472.50
Check #: 0						
PO/InvoiceTotal:						\$2,472.50

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1184

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$2,472.50
Walsworth Publishing Company						
Check Group:						
Second Deposit for 2018-2019 Yearbook		1	0	9-03772-0x1.19 1/8/2019	10.5.0000.1120.413.04.0000 Yearbook	\$4,016.25
Check #: 0						
PO/InvoiceTotal:						\$4,016.25
Vendor Total:						\$4,016.25
Warehouse Direct						
Check Group:						
MAC - Art Supplies - S. Hendricks		1	0	4090807-0 1/6/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$204.82
MAC - Classroom Supplies - B. Quesea		1	0	4138595-0 12/20/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$41.79
Admin Office Supplies - J. Engstrom		1	0	4155116-0 1/9/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$27.30
Admin Supplies - C Schmidt		1	0	4156460-0 1/10/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$7.59
Sullivan - Office Supplies - K. Caffero		1	0	4156461-0 1/10/2019	10.5.0000.2222.410.02.0000 General Supplies	\$11.59
Check #: 0						
PO/InvoiceTotal:						\$293.09
Check Group:						
IKE - JANUARY CUST. SUPPLIES		1	190710	4153376-0 1/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$268.18
MAC - JANUARY CUST. SUPPLIES		1	190710	4153389-0 1/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$371.88
ROSS - JANUARY CUST. SUPPLIES		1	190710	4153416-0 1/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$349.18

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1184

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADMIN-MISC. CUST. SUPPLIES		1	190710	4153435-0 1/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$331.81
SULL - JANUARY CUST. SUPPLIES		1	190710	4153469-0 1/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$181.94
Check #: 0						
PO/InvoiceTotal:						\$1,502.99
Vendor Total:						\$1,796.08
Wheeling/Prospect Chamber of Comm Ind	01032					
Check Group:						
Membership Investment		1	190701	5542 12/13/2018	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$250.00
Check #: 0						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
Grand Total:						\$20,572.09

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1185

01/22/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Forecast 5 Analytics, Inc.						
Check Group:						
5Sight - License Agreement 1/1/2019 - 13/31/2019		1 0		INV05159 1/18/2019	10.5.0000.2520.316.01.0000 Contracted Software/Websites	\$4,750.00
5Cast - License Agreement 1/1/2019 - 12/31/2019		1 0		INV05159 1/18/2019	10.5.0000.2520.316.01.0000 Contracted Software/Websites	\$2,500.00
5Cast Plus 1/1/2019 - 12/31/2019		1 0		INV05159 1/18/2019	10.5.0000.2520.316.01.0000 Contracted Software/Websites	\$2,500.00
5Cast Support Fee 1/1/2019 - 12/31/2019		1 0		INV05159 1/18/2019	10.5.0000.2520.319.01.0000 Professional Services	\$3,500.00

Check #: 0

PO/InvoiceTotal:	\$13,250.00
Vendor Total:	\$13,250.00
Grand Total:	\$13,250.00

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1186

01/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Northwest Community Hosp - Sroka, Chrystyna		1 0		705474-1901 1/26/2019	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$340.00
BMO Harris MC - Bureau Of Education And Resear - Lambatos, Lucas		1 0		705474-1901 1/26/2019	10.5.0000.2410.312.05.0000 Principal Professional Development	\$259.00
BMO Harris MC - Garibaldi's Arl. Hts. - Zaher, Amy		1 0		705474-1901 1/26/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$198.26
BMO Harris MC - Potbelly Sandwich Works Llc - O Donnell, Michelle		1 0		705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$188.00
BMO Harris MC - Malnati Organization Llc - Lebrecht, Kris		1 0		705474-1901 1/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$164.00
BMO Harris MC - Armands Of Arlington Heights L - O Donnell, Michelle		1 0		705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$128.50
BMO Harris MC - Sa Investments Llc - O Donnell, Michelle		1 0		705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$103.77
BMO Harris MC - Sa Investments Llc - O Donnell, Michelle		1 0		705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$93.98
BMO Harris MC - Jo-Ann Stores Inc - Meziere, Traci		1 0		705474-1901 1/26/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$92.06
BMO Harris MC - Wal-Mart Stores, Inc. - Lebrecht, Kris		1 0		705474-1901 1/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$91.79
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1901 1/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$90.41
BMO Harris MC - Gfs Marketplace Llc - Angelaccio, Donald		1 0		705474-1901 1/26/2019	10.5.0000.2210.410.01.0000 General Supplies	\$73.68
BMO Harris MC - Yas Partners 2 Inc - Nystrom, Camron		1 0		705474-1901 1/26/2019	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$71.99

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1186

01/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Paypal - O Donnell, Michelle		1	0	705474-1901 1/26/2019	10.5.0000.2321.312.01.0000 Professional Development	\$60.00
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1901 1/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$54.45
BMO Harris MC - Sa Investments Llc - Nystrom, Camron		1	0	705474-1901 1/26/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$40.49
BMO Harris MC - Toast Inc - Angelaccio, Donald		1	0	705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$34.32
BMO Harris MC - Dollar Tree Stores, Inc. - Lebrecht, Kris		1	0	705474-1901 1/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$34.00
BMO Harris MC - Randhurst Deli - O Donnell, Michelle		1	0	705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$25.27
BMO Harris MC - Tony S Fresh Marke - Lelito, Jessica		1	0	705474-1901 1/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$12.76
BMO Harris MC - Walgreen Co - Lebrecht, Kris		1	0	705474-1901 1/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$9.99
BMO Harris MC - New Albertsons Inc - Lelito, Jessica		1	0	705474-1901 1/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$9.47
BMO Harris MC - New Albertsons Inc - Mariconda, Melissa		1	0	705474-1901 1/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$7.97
BMO Harris MC - Sa Investments Llc - O Donnell, Michelle		1	0	705474-1901 1/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	(\$103.77)
BMO Harris MC - Sheraton Hotels - O Donnell, Michelle		1	0	705474-1901 1/26/2019	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	(\$221.89)

Check #: 0

PO/Invoice Total:	\$1,858.50
Vendor Total:	\$1,858.50
Grand Total:	\$1,858.50

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1187

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arlington Heights School District 25	71838					
Check Group:						
Catering - Admin - Superintendant Meeting - Ordered by: Michelle O'Donnell		1 0		FoodServ.1218 12/31/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$45.97
Catering - MAC -Holiday Concert - Ordered by: Jonathan Boyer		1 0		FoodServ.1218 12/31/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$257.34
Catering - MAC - Principal's Breakfast 12/19/18 - Ordered by: Vicki Hehn		1 0		FoodServ.1218 12/31/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$37.15
EDP		1 0		FoodServ.1218 12/31/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$3,677.37
Contract		1 0		FoodServ.1218 12/31/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$32,503.74
					Check #: 0	
					PO/InvoiceTotal:	\$36,521.57
					Vendor Total:	\$36,521.57
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electric Charges - MAIN - 12/11/18 - 1/14/19		1 0		7287540-1x119 1/16/2019	20.5.0000.2542.466.01.0000 Electricity	\$13,544.89
Monthly Electric Charges - IKE - 12/7/18 - 1/10/19		1 0		7287540-2x119 1/14/2019	20.5.0000.2542.466.01.0000 Electricity	\$2,604.38
					Check #: 0	
					PO/InvoiceTotal:	\$16,149.27
					Vendor Total:	\$16,149.27
Northern Suburban SpEd District NSSD						
Check Group:						
SpEd Private Tuition - FF - 10/1/18 - 12/31/18		55 0		190152 1/17/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$15,124.45

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1187

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NonMember Tution Fee		55	0	190152 1/17/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$2,268.75
Check #: 0						

PO/InvoiceTotal:	\$17,393.20
Vendor Total:	\$17,393.20
Grand Total:	\$70,064.04

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1188

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AssetGenie, Inc						
Check Group:						
iPad Air 2 -Battery 2481, 2938		2	190725	1361037 1/17/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$178.00
iPad Air 2 - Headphone Jack 2673		1	190725	1361037 1/17/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$59.00
iPad 5 - Full Screen 4137		1	190725	1361037 1/17/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$159.00
Check #: 0						
PO/InvoiceTotal:						\$396.00
Vendor Total:						\$396.00
AT & T						
Check Group:						
Monthly Phone Charges - 12/17/18 - 1/16/19		1	0	847R16-0112112 9x119 1/16/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$783.97
Check #: 0						
PO/InvoiceTotal:						\$783.97
Vendor Total:						\$783.97
Casurella, LuAnn						
Check Group:						
MAC - 6th grade Social Studies Flipgrid Winners		1	0	SS6.1.18.19 1/18/2019	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$42.47
Check #: 0						
PO/InvoiceTotal:						\$42.47
Vendor Total:						\$42.47
Dick Blick	01552					
Check Group:						
Watercolor Paper		4	190702	951424 1/18/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.28

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1188

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Airbrush Set		2	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$140.20
Airbrush Propellant		3	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$26.11
Clay		4	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$105.39
Fine Sharpies		4	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$82.73
Ultra Fine Sharpie Markers		4	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$84.91
Flip Top Bottles		2	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$16.64
Flip Top Bottles		1	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$9.97
Pump Lid		6	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$16.08
Pump Lid		6	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$16.08
Transparencies		2	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$27.43
Molds		2	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$34.70
Art Resin		1	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$53.37
Watercolor Paper		15	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$63.23
Plastic Canvas		20	190702	965162 1/21/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.37

Check #: 0

PO/InvoiceTotal: \$715.49

Vendor Total: \$715.49

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1188

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JW Pepper & Son, Inc.						
Check Group:						
MAC - Radetzky March - eprint - Sam Simpson		1	0	11E22783 12/5/2018	10.5.0000.1114.410.04.0000 Band Supplies - District	\$3.00
Check #: 0						
PO/InvoiceTotal:						\$3.00
Vendor Total:						\$3.00
M1E2 Inc, DBA Instant Imprints of IL						
Check Group:						
Wall Sticker		2	190716	1061 11/21/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$80.00
Pride Stickers		1000	190716	1079 12/10/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$300.70
Drawstring Bag		200	190716	1084 12/14/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$380.00
Check #: 0						
PO/InvoiceTotal:						\$760.70
Vendor Total:						\$760.70
Nicor Gas						
Check Group:						
Monthly Gas Charges - 11/21/18 - 12/21/18 - Sullivan		1	0	3203x1218 1/18/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$193.50
Monthly Gas Charges - 11/21/18 - 12/21/18 - IKE		1	0	3204x1218 1/18/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$185.85
Monthly Gas Charges - 11/21/18 - 12/21/18 - MAC		1	0	3205x1218 1/18/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$152.64
Check #: 0						
PO/InvoiceTotal:						\$531.99
Vendor Total:						\$531.99
Oriental Trading Company						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1188

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Mega Rubber Ducky Assortment		1	190688	694362789-01 1/14/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$57.18
					Check #: 0	
						PO/InvoiceTotal: \$57.18
						Vendor Total: \$57.18
School Health Corporation						
Check Group:						
Vinyl powder-free Medium exam gloves		30	190685	3545992-00 1/16/2019	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$214.17
					Check #: 0	
						PO/InvoiceTotal: \$214.17
						Vendor Total: \$214.17
94 SignWarehouse, Inc						
Check Group:						
Application Tape		1	190681	D70613 1/7/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$23.93
Red Heat Transfer vinyl		2	190681	D70613 1/7/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$122.97
Black Heat Transfer Vinyl		2	190681	D70613 1/7/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$133.42
White Heat Transfer Vlnyl		2	190681	D70613 1/7/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$133.42
					Check #: 0	
						PO/InvoiceTotal: \$413.74
						Vendor Total: \$413.74
Tyler Technologies, Inc.	81079					
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1188

01/29/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IVEE Timecard Systems Interface Support - Maintenance Start: 01/Mar/2019 - End: 29/Feb/2020		1	0	025-247563 1/25/2019	10.5.0000.2520.319.01.0000 Professional Services	\$505.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$505.00</u>
						Vendor Total: <u>\$505.00</u>
Village of Arlington Heights	02889					
Check Group:						
Monthly Water Charges - 10/31/18 - 1/02/19 - IKE		1	0	50067-104994x11 9 1/22/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$472.78
Monthly Water Charges - 10/31/18 - 12/31/18 - MAIN		1	0	50069-104998x11 9 1/22/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$2,824.08
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,296.86</u>
						Vendor Total: <u>\$3,296.86</u>
Warehouse Direct	80219					
Check Group:						
ROSS - Office Supplies - Craig Curtis		1	0	4155118-0 1/9/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$49.63
ROSS - Classroom Supplies - T. Polster		1	0	4155119-0 1/9/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$38.89
Ross - Colored Paper		40	0	4158489-0 1/11/2019	10.5.0000.1110.412.01.0000 Copier Paper	\$256.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$344.52</u>
						Vendor Total: <u>\$344.52</u>
						Grand Total: <u>\$8,065.09</u>

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1198

02/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arlington Heights School District 25	71838					
Check Group:						
Thomas Jazz Jamboree Festival Registration		1	190737	MAC.JazzJam201 9 1/26/2019	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$200.00
				Check #: 0		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
AT & T						
Check Group:						
Monthly Phone Charges - 12/17/18 - 1/16/19 - Sullivan		1	0	847-R16-1727303 9x119 1/16/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$888.44
				Check #: 0		
					PO/InvoiceTotal:	\$888.44
					Vendor Total:	\$888.44
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distrance Phone Charges		1	0	834687562x119 1/13/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$655.50
				Check #: 0		
					PO/InvoiceTotal:	\$655.50
					Vendor Total:	\$655.50
Bearwald, Kristen	01164					
Check Group:						
MAC - Reward for the 7th grade Students of the Season		1	0	MAC.SOTS.1241 9KB 1/24/2019	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$27.00
				Check #: 0		
					PO/InvoiceTotal:	\$27.00
					Vendor Total:	\$27.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1198

02/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Brechts Database Solutions	80438					
Check Group:						
EmbraceDS Program: Direct Service - 5%/IL		1 0		4671 1/28/2019	10.5.0000.2910.311.01.0000 Medicaid Claim Processing	\$392.45
Check #: 0						
PO/InvoiceTotal:						\$392.45
Vendor Total:						\$392.45
Chalekian, John						
Check Group:						
MAC - Referee - Wrestling - 1/23/19		1 0		MAC.Ref.W.1231 1/29/2019	10.5.0000.1503.319.04.0000 Professional Services	\$90.00
Check #: 0						
PO/InvoiceTotal:						\$90.00
Vendor Total:						\$90.00
Collins, Carolyn						
Check Group:						
MAC - Supplementary BiLingual Reading/SS - Carolyn Collins		1 0		MAC.BILread.CC 1/25/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$24.88
Check #: 0						
PO/InvoiceTotal:						\$24.88
Vendor Total:						\$24.88
First Student	00406					
Check Group:						
SpEd Transportation - MAC - Target		1 0		091-C-065923 1/18/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
MAC - Wrestling - Cooper		1 0		091-C-065924 1/17/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
Check #: 0						
PO/InvoiceTotal:						\$311.36

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1198

02/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$311.36
Gause, Timothy D.						
Check Group:						
MAC-Referee-Wrestling - 1/23/19		1	0	MAC.Ref.W.119T G 1/29/2019	10.5.0000.1503.319.04.0000 Professional Services	\$90.00
Check #: 0						
PO/InvoiceTotal:						\$90.00
Vendor Total:						\$90.00
Illinois ASBO						
Check Group:						
Support Professionals Half-Day Seminar: Preparing for the Audit & Financial Reporting - L Ellison		1	190739	CONF.361390 2/1/2019	10.5.0000.2520.312.01.0000 Professional Development	\$190.00
Check #: 0						
PO/InvoiceTotal:						\$190.00
Vendor Total:						\$190.00
National Investigations, Inc.						
	80930					
Check Group:						
Residency - AS - 11/16/18		0.5	0	RI-18-1908R 1/25/2019	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - AS - 11/17/18		1	0	RI-18-1908R 1/25/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Check #: 0						
PO/InvoiceTotal:						\$97.50
Vendor Total:						\$97.50
Quinlan & Fabish Music						
	00867					
Check Group:						
Habits of a Successful Middle Level Player- Technique and skill building exercises		34	190709	11062084 1/22/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$304.30

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1198

02/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Habits of a Successful Middle Level Player- score		1	190709	11062084 1/22/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$31.45
Check #: 0						
PO/InvoiceTotal:						\$335.75
Vendor Total:						\$335.75
Relief Medical Services, Inc.						
Check Group:						
IKE - Sub Nurse - K Battsogt - 1/10/19		6.5	0	10076533 1/12/2019	10.5.0000.2134.319.05.0000 Professional Services	\$403.00
IKE - Sub Nurse - M Arancillo - 1/15/19		7	0	10076556 1/19/2019	10.5.0000.2134.319.05.0000 Professional Services	\$434.00
Check #: 0						
PO/InvoiceTotal:						\$837.00
Vendor Total:						\$837.00
Sunbelt Staffing, LLC						
Check Group:						
Maternity Leave Sub for S. Craig - Week ending 1/19/19		28.75	0	10237559 1/20/2019	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$2,472.50
Maternity Leave Sub for S Craig - week ending 1/26/19		21	0	10253104 1/27/2019	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$1,806.00
Check #: 0						
PO/InvoiceTotal:						\$4,278.50
Vendor Total:						\$4,278.50
SuperFleet MasterCard Program						
Check Group:						
Monthly Gasoline Charges - 12/26/18-1/25/19		1	0	FB235x119 1/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$186.06
Refund Late Charge from December Bill		1	0	FB235x119 1/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	(\$75.00)
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1198

02/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$111.06
						Vendor Total: \$111.06
The Center	01192					
Check Group:						
MAC Seminar - Culturally Responsive Writing - Professional Development		1 0		28809 1/23/2019	10.5.0000.1120.319.04.1003 SIG Consultant Services	\$2,500.00
						Check #: 0
						PO/InvoiceTotal: \$2,500.00
						Vendor Total: \$2,500.00
						Grand Total: \$11,029.44

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1199

02/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NSSEO	02336					
Check Group:						
Second Semester Tuition Billing FY 18-19 - Kirk School		1 0		5168 1/23/2019	10.5.0000.4220.671.01.0000 NSSEO Tuition	\$20,572.49
Second Semester Tuition Billing FY 18-19 Timber Ridge		1 0		5226 1/23/2019	10.5.0000.4220.671.01.0000 NSSEO Tuition	\$18,475.17
					Check #: 0	
					PO/InvoiceTotal:	\$39,047.66
					Vendor Total:	\$39,047.66
Suburban School Coop. Insurance Pool						
Check Group:						
2018 - 2019 Insurance Premium		1 0		2019Premium 12/31/2018	80.5.0000.2364.380.01.0000 Property & Liability Insurance	\$58,288.00
					Check #: 0	
					PO/InvoiceTotal:	\$58,288.00
					Vendor Total:	\$58,288.00
					Grand Total:	\$97,335.66

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1200

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
MAC - Girls Volleyball - London		1 0		091-C-065952 1/23/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
SpEd Transportation - Community Based Trips - Sullivan		1 0		091-C-065953 1/23/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$173.52
MAC - Girls Volleyball - South		1 0		091-C-065959 1/24/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
SpEd Transportation - Petsmart - Ross		1 0		091-C-065998 1/29/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
Regular Routes - January 2019		1 0		091-H-004242 2/1/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$65,137.80
Kindergarten Routes - January 2019		1 0		091-H-004242 2/1/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$5,740.00
Pre-K Routes - January 2019		1 0		091-H-004242 2/1/2019	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$18,767.84
SpEd Routes - January 2019		1 0		091-H-004242 2/1/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$13,027.84
Check #: 0						
PO/InvoiceTotal:						\$103,314.04
Vendor Total:						\$103,314.04
Ocono DTC aka Genesee Lake School						
Check Group:						
SpEd Tuition Regular - SP - 1/1/19 - 1/31/19		22 0		456689 2/1/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$8,444.48
SpEd Residential Services - SP - 1/1/19 - 1/31/19		31 0		456689 2/1/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$10,091.74
Check #: 0						
PO/InvoiceTotal:						\$18,536.22
Vendor Total:						\$18,536.22

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1200

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Grand Total: \$121,850.26

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A-Alert Lock And Alarm	02654					
Check Group:						
LOCKSMITH SERVICES		1	190743	11219p13 1/12/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$525.00
				Check #: 0		
					PO/InvoiceTotal:	\$525.00
					Vendor Total:	\$525.00
All-Ways Transportation Services, Inc.						
Check Group:						
SpEd Transportation - AC - Cove School - January 2019		15	0	7478 1/31/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$2,685.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,685.00
					Vendor Total:	\$2,685.00
Amalgamated Bank of Chicago	80650					
Check Group:						
Annual Admin Fee - 2/01/19 - 1/31/2020 - 2013 G.O. School Bond		1	0	1855126005x201 3GO219 2/1/2019	30.5.0000.5320.319.01.0000 Service Charges - Bonds	\$475.00
				Check #: 0		
					PO/InvoiceTotal:	\$475.00
					Vendor Total:	\$475.00
American Taxi	05741					
Check Group:						
SpEd Transportation - FF - 1/1/19 - 1/31/19		1	0	190117 2/4/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$870.00
				Check #: 0		
					PO/InvoiceTotal:	\$870.00
					Vendor Total:	\$870.00
Anderson Pest Solutions						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MONTHLY PEST MANAGEMENT SERVICES		1	190745	5051783 1/4/2019	20.5.0000.2542.319.01.0000 Professional Services	\$220.37
					Check #: 0	
					PO/InvoiceTotal:	\$220.37
					Vendor Total:	\$220.37
AssetGenie, Inc						
Check Group:						
Glass/Digitizer and LCD - 4657		1	190738	1363673 1/25/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$189.00
					Check #: 0	
					PO/InvoiceTotal:	\$189.00
					Vendor Total:	\$189.00
AT & T Mobility						
	71927					
Check Group:						
Monthly Wireless Phone Charges - 12/20/18 - 1/19/19		1	0	B27020302x119 2/7/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$122.15
					Check #: 0	
					PO/InvoiceTotal:	\$122.15
					Vendor Total:	\$122.15
Bielec, Magdalena						
Check Group:						
Student M. Bielec moved out of district and is eligible for 1/3 discount		1	0	Reimb.Reg.219.M B 2/4/2019	10.4.1810.0000.000.00.0000 Registration Income	\$50.00
					Check #: 0	
					PO/InvoiceTotal:	\$50.00
					Vendor Total:	\$50.00
Buffa, Kelsey						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Judge for Solo & Ensemble Contest - in-school competition		1	0	Judge.SEC.2019K B 2/6/2019	10.5.0000.1114.319.01.1929 VIM Designated Account-CONTRACTS (former PHIL)	\$150.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>
Edward Don & Company LLC						
Check Group:						
Uncrate, Prep, Peel, Deliver, Install		1	190627	23316891 1/9/2019	10.5.0000.2560.553.01.0000 Capital Equipment > \$1000	\$695.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$695.25</u>
						Vendor Total: <u>\$695.25</u>
Edward Stauber	00103					
Check Group:						
LCN DOOR CLOSER BODY		1	190740	043602 1/14/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$236.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$236.50</u>
						Vendor Total: <u>\$236.50</u>
First Point Mechanical Services, LLC						
Check Group:						
SERVICE CALL ROSS UNIT 303.1 & 303.2		1	190772	W26721 1/31/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$280.00
SERVICE CALL - MAC COOLER & FREEZER COND. UNITS		1	190772	W26749 1/31/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$280.00
SERVICE CALL - SULLIVAN SERVICE CALL AC		1	190772	W26805 1/31/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$280.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$840.00</u>

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$840.00
Fox Valley Fire & Saftey Co	00315					
Check Group:						
ROSS FIRE ALARM RADIO MONITORING		1	190741	IN00234074 1/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
IKE FIRE ALARM RADIO MONITORING		1	190741	IN00234075 1/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
MAC FIRE ALARM RADIO MONITORING		1	190741	IN00234076 1/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
SULL FIRE ALARM RADIO MONITORING		1	190741	IN00234077 1/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
						Check #: 0
						PO/InvoiceTotal: \$396.00
						Vendor Total: \$396.00
Hahn, Mary Ellen						
Check Group:						
EDP - Crafts Supplies		1	0	Reimb.EDP. MEH.119 1/29/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$19.77
						Check #: 0
						PO/InvoiceTotal: \$19.77
						Vendor Total: \$19.77
Home Depot	00063					
Check Group:						
MISC. PLUMBING PARTS/SUPPLIES		1	190763	6085150 12/28/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$18.36
Refund for returned items		1	190763	6191247 12/28/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$17.39)
ROCK SALT ICE MELT		1	190763	82854 2/8/2019	20.5.0000.2543.410.01.0000 General Supplies	\$242.19
						Check #: 0

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$243.16</u>
						Vendor Total: <u>\$243.16</u>
Kalaras, Athena	05414					
Check Group:						
MAC - PBIS Teacher		1 0		MAC.REIMB.PBIS 2/4/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$26.97
						Check #: 0
						PO/InvoiceTotal: <u>\$26.97</u>
						Vendor Total: <u>\$26.97</u>
Kapakov, Emilia						
Check Group:						
MAC - Reimbursement for postage for sails for Ship of Tolerance - K. Brunner		1 0		MAC.REIMB.Post 2/8/2019	10.5.0000.1120.410.04.0000 General Supplies	\$21.19
						Check #: 0
						PO/InvoiceTotal: <u>\$21.19</u>
						Vendor Total: <u>\$21.19</u>
LaBuda, Mark						
Check Group:						
MAC - Referee Girls Volleyball - 2/7		1 0		MAC.REF.GVML2 2/9/2019	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
						Check #: 0
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>
Lakeshore Recycling System	80968					
Check Group:						
TRASH & RECYCLING SERVICE		1	190750	0004092527 2/6/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$1,648.83
						Check #: 0

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$1,648.83
						Vendor Total: \$1,648.83
Learning Technology Center						
Check Group:						
Workshop Registration - K-12 Data and Security Summit - 1/16/19 - D. Pitts		1	0	LTC2291-AR 1/31/2019	10.5.0000.2225.312.01.0000 Professional Development	\$25.00
						Check #: 0
						PO/InvoiceTotal: \$25.00
						Vendor Total: \$25.00
Lee-Stewart, Jennifer J						
Check Group:						
Judge for Solo & Ensemble Contest - in-school competition		1	0	Judge.SEC.2019J LS 2/6/2019	10.5.0000.1114.319.01.1929 VIM Designated Account-CONTRACTS (former PHIL)	\$150.00
						Check #: 0
						PO/InvoiceTotal: \$150.00
						Vendor Total: \$150.00
Milieu Design LLC 80225						
Check Group:						
SNOW/SALTING SERVICES @ MAIN CAMPUS		1	190759	135018 1/17/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,070.00
SNOW/SALTING SERVICES @ IKE		1	190759	135019 1/17/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$605.00
						Check #: 0
						PO/InvoiceTotal: \$1,675.00
Check Group:						
IKE - 1/25 SALTING SERVICE		1	190760	135263 1/29/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
MAIN CAMPUS - 1/25 SALTING SERVICE		1	190760	135264 1/29/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$310.00
Vendor Total:						\$1,985.00
Napa Auto Parts	00654					
Check Group:						
WASHER BLADES AND FLUID		1	190742	3563-163734 1/25/2019	20.5.0000.2545.410.01.0000 General Supplies	\$36.47
Check #: 0						
PO/InvoiceTotal:						\$36.47
Vendor Total:						\$36.47
Nicor Gas						
Check Group:						
Monthly Gas Charges - Main - 12/21/18 - 1/23/19		1	0	230554x119 2/1/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$185.93
Monthly Gas Charges - Sullivan - 12/31/18 - 1/23/19		1	0	527417x119 2/1/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$225.49
Monthly Gas Charges - MAC - 12/21/18 - 1/23/19		1	0	627417x119 2/1/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$152.88
Monthly Gas Charges - Ross - 12/21/18 - 1/23/19		1	0	727417x119 2/1/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$123.57
Check #: 0						
PO/InvoiceTotal:						\$687.87
Vendor Total:						\$687.87
Nystrom, Camron J						
Check Group:						
6 Calendars for 1 month		6	0	REIMB.CAL.CN 2/7/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$60.00
Account Discount		1	0	REIMB.CAL.CN 2/7/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	(\$18.00)
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$42.00</u>
						Vendor Total: <u>\$42.00</u>
Performance Chemical & Supply						
Check Group:						
CUSTODIAL SUPPLIES @ ROSS		1	190752	229375 1/22/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$93.30
						Check #: 0
						PO/InvoiceTotal: <u>\$93.30</u>
Check Group:						
MAC - MONTHLY CUSTODIAL SUPPLIES		1	190771	229721 2/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$190.72
ROSS - MONTHLY CUSTODIAL SUPPLIES		1	190771	229722 2/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$93.30
						Check #: 0
						PO/InvoiceTotal: <u>\$284.02</u>
						Vendor Total: <u>\$377.32</u>
Playpower LT Farminton INC. 80862						
Check Group:						
REPLACEMENT PLAYGROUND PLASTIC TIMBERS		1	190749	1400229448 1/18/2019	20.5.0000.2543.323.01.0000 Repair & Maintenance Services	\$855.87
						Check #: 0
						PO/InvoiceTotal: <u>\$855.87</u>
						Vendor Total: <u>\$855.87</u>
Processing Point, Inc.						
Check Group:						
3 MONTH SERVICE FOR EMPLOYEE TIME MANAGEMENT SOFTWARE		1	190753	EST001554 1/22/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$415.00
						Check #: 0
						PO/InvoiceTotal: <u>\$415.00</u>

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$415.00
RHL Enterprises LLC						
Check Group:						
Maintenance and Inspection for Operable Partition Panels and Overhead Track @ Ross		22	190762	14028 1/28/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$874.50
Supplies		2	190762	14028 1/28/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$77.90
20% Discount		1	190762	14028 1/28/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	(\$190.48)
Check #: 0						
PO/InvoiceTotal:						\$761.92
Vendor Total:						\$761.92
Robbins Schwartz						
Check Group:						
Current Charges - 8614.17004 HVAC Defects - billed through 12/31/18		1	0	285793 KMF 1/28/2019	10.5.0000.2369.318.01.0000 Legal Services	\$3,930.20
Check #: 0						
PO/InvoiceTotal:						\$3,930.20
Vendor Total:						\$3,930.20
Schultz, Amy						
Check Group:						
Student (Jolie Schulz) graduated. Parent would like refund of lunch balance		1	0	Refund.Lunch.AS 119 1/15/2019	10.4.1611.0000.000.00.0000 Food Service Sales to Pupils	\$10.05
Check #: 0						
PO/InvoiceTotal:						\$10.05
Vendor Total:						\$10.05
Sound Incorporated	02365					
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ROSS - SERVICE CALL TO REPAIR PROGRAMMING ISSUES ON INTERCOM SYSTEM		1	190756	D1336147 1/22/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$375.00
MAC - SERVICE CALL TO REPAIR PROGRAMMING ISSUES ON INTERCOM SYSTEM		1	190756	D1336153 1/30/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$670.00
IKE - SERVICE CALL TO REPAIR PROGRAMMING ISSUES ON INTERCOM SYSTEM		1	190756	D1336302 1/22/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$335.00
Check #: 0						
PO/InvoiceTotal:						\$1,380.00
Check Group:						
INTERCOM REPLACEMENT CALL STATIONS		1	190757	D1336154 1/21/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$633.54
Check #: 0						
PO/InvoiceTotal:						\$633.54
Vendor Total:						\$2,013.54
Suburban Superintendents' Association						
Check Group:						
Rex Miller, CEO GoMindShift		1	190773	SSA.DA.2019 2/8/2019	10.5.0000.2321.312.01.0000 Professional Development	\$50.00
Check #: 0						
PO/InvoiceTotal:						\$50.00
Vendor Total:						\$50.00
Sylvias Flowers, Inc.						
Check Group:						
Planter - Mary Beth McWilliams		1	0	04369987 1/8/2019	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
Planter - Brian Greidanus		1	0	04370705 1/23/2019	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$85.90
						Vendor Total: \$85.90
Thomas, Leslie						
Check Group:						
MAC-Solo & Ensemble Judge for in-school competition		1 0		Judge.SEC.2019L T 2/6/2019	10.5.0000.1114.319.01.1929 VIM Designated Account-CONTRACTS (former PHIL)	\$150.00
						Check #: 0
						PO/InvoiceTotal: \$150.00
						Vendor Total: \$150.00
Walsh, Patricia						
Check Group:						
ROSS - Aspired Valentine Expenses - P. Walsh		1 0		Refund.ASPIRED. PW 2/4/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$25.92
						Check #: 0
						PO/InvoiceTotal: \$25.92
						Vendor Total: \$25.92
Warehouse Direct 80219						
Check Group:						
SULL - Office Supplies - K Caffero		1 0		4176010-0 1/28/2019	10.5.0000.2222.410.02.0000 General Supplies	\$53.45
SULL - 3x3 Post its - RETURNED - CREDIT ON INV# C4176010-0		1 0		4176010-0 1/28/2019	10.5.0000.2222.410.02.0000 General Supplies	\$35.13
SULL - Office Supplies - K Caffero		1 0		4182407-0 2/4/2019	10.5.0000.2222.410.02.0000 General Supplies	\$54.27
SULL - Refund from INV# 417601009		1 0		C4176010-0 2/5/2019	10.5.0000.2222.410.02.0000 General Supplies	(\$35.13)
						Check #: 0
						PO/InvoiceTotal: \$107.72

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MOP BUCKET SYSTEM @ IKE		1	190746	4153850-0 1/16/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$203.94
REPLACEMENT PAPER TOWEL DISPENSERS		1	190746	4157512-0 1/10/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$210.18
ROCK SALT BAGS		1	190746	4172802-0 1/24/2019	20.5.0000.2543.410.01.0000 General Supplies	\$223.25
Check #: 0						
						PO/InvoiceTotal: <u>\$637.37</u>
Check Group:						
WASTEBASKETS FOR MAC		1	190747	4166925-0 1/18/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$121.54
WASTEBASKETS FOR ROSS		1	190747	4166932-0 1/18/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$88.30
Check #: 0						
						PO/InvoiceTotal: <u>\$209.84</u>
Check Group:						
ICE MELT PALLET 49 BAGS		1	190765	4171919-0 1/25/2019	20.5.0000.2543.410.01.0000 General Supplies	\$463.05
ICE MELT PALLET 49 BAGS		1	190765	4173871-0 1/28/2019	20.5.0000.2543.410.01.0000 General Supplies	\$463.05
MAC - MONTHLY CUSTODIAL SUPPLIES		1	190765	4181957-0 2/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$316.01
ROS - MONTHLY CUSTODIAL SUPPLIES		1	190765	4181970-0 2/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$315.95
Check #: 0						
						PO/InvoiceTotal: <u>\$1,558.06</u>
						Vendor Total: <u>\$2,512.99</u>

WOW Business 81068

Check Group:

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1201

02/12/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Internet Charges - Main - 1/31/19 - 2/28/19		1	0	014047166x219 1/31/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00

Check #: 0

PO/InvoiceTotal:	<u>\$3,673.00</u>
Vendor Total:	<u>\$3,673.00</u>
Grand Total:	\$27,272.24

End of Report

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February 6, 2019

Mr. Brian Rominski
Director of Buildings & Grounds
Prospect Heights School District 23
700 N. Schoenbeck Rd.
Prospect Heights, Illinois 60070

RE: **2019 Roof Repairs at Multiple Sites**
Dwight D. Eisenhower Elementary School, Douglas MacArthur Middle School and Grodsky
Administration Center
Project No. 18103

Dear Mr. Rominski:

On Thursday, January 31, 2019 at 10:00 A.M., six (6) sealed bids were opened for the 2019 Roof Repairs at Multiple Sites (Dwight D. Eisenhower Elementary School, Douglas MacArthur Middle School and Grodsky Administration Center). The low qualified Total Bid of \$531,100.00 for both Base Bid No. 1 and Base Bid No. 2 was submitted by Elens & Maichin Roofing and Sheet Metal, Inc., Joliet, Illinois. See attached Bid Tabulation Sheet for a complete summary of the bids.

On Friday, February 1, 2019, we conducted a scope review with Mark Duffy of Elens & Maichin. and they have confirmed their bid and the Scope of the Project. Additionally, Elens & Maichin has successfully completed other school related projects of similar scope and size for ARCON Associates, Inc.

Our office recommends that Prospect Heights School District 23 extend a contract to Elens & Maichin Roofing and Sheet Metal, Inc. of Joliet, Illinois for both Base Bid No. 1 and Base Bid No. 2 for the 2019 Roof Repairs at Multiple Sites, in the amount of \$531,100.00.

Please feel free to contact me if you have any questions regarding this letter.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Brian E. McElmeel".

Brian E. McElmeel, RRC, RCI
Director of Building Envelope Services

C: Donna Demarakis, ARCON Associates, Inc.
Erin Miller, ARCON Associates, Inc.

attachments

BEM
J:\1 D23\18103 2019 Roof Repairs & Masonry Improvements\1 Docs\Corr\18103L001.wpd

Project: 2019 ROOF REPAIRS AT MULTIPLE SITES

Owner: PROSPECT HEIGHTS SCHOOL DISTRICT 23

Project No.: 18103

Bid Date / Time: January 31, 2019 at 10:00 AM



	CONTRACTOR	BID BOND	ADDENDUM	BASE BID NO. 1 (GRODSKY) ROOF AREAS 9.0 & 10.0	BASE BID NO. 2 (EISENHOWER) ROOF AREAS 2.0, 3.0, 4.0, 5.0, 6.0 & 7.0
1	Elens & Maichin Roofing & Sheet Metal, Inc.	Y	1, 2, 3	\$176,500	\$354,600
2	Knickerbocker Roofing and Paving Co., Inc.	Y	1, 2	\$211,000	\$391,000
3	L. Marshall, Inc.	Y	1, 2, 3	\$214,000	\$377,950
4	Bennett & Brosseau Roofing, Inc.	Y	1, 2	\$223,900	\$448,500
5	F&G Roofing Company, LLC	Y	1, 2, 3	\$246,000	\$407,000
6	Riddiford Roofing Company	Y	1, 2, 3	\$249,896	\$427,237
7	A-1 Roofing Company			NO BID	NO BID
8	DCG Roofing Solutions, Inc.			NO BID	NO BID
9	Ridgeworth Roofing Company, Inc.			NO BID	NO BID
10	Sealtight Exteriors, Inc.			NO BID	NO BID



February 5, 2019

Mr. Brian Rominski
Director of Buildings & Grounds
Prospect Heights School District 23
700 N. Schoenbeck Rd.
Prospect Heights, Illinois 60070

RE: **2019 Paving Work at
Dwight D. Eisenhower Elementary School
Project No. 18102**

Dear Mr. Rominski:

On Thursday, January 31, 2019 at 10:30 A.M, five (5) sealed bids were opened for the 2019 Paving Work at Dwight D. Eisenhower Elementary School. The low qualified Total Bid of \$179,300.00 was submitted by Allstar Asphalt, Inc. of Wheeling, Illinois. See attached Bid Tabulation Sheet for a complete summary of the bids.

On Friday, February 1, 2019, we conducted a scope review of the Base Bid, Alternate A-1 and Alternate A-2 with Tom Schatz of Allstar Asphalt, Inc. and they have confirmed their bid and the Scope of the Project. Additionally, Allstar Asphalt, Inc. has successfully completed public school related paving projects of similar scope and size.

Our office recommends that Prospect Heights School District 23 extend a contract to Allstar Asphalt, Inc. of Wheeling, Illinois for the 2019 Paving Work at Dwight D. Eisenhower Elementary School in the amount of \$179,300.00.

Please feel free to contact me if you have any questions regarding this letter.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Erin Miller".

Erin Miller, LEED AP
Associate Principal

c: Donna Demarakis, ARCON Associates, Inc.

attachments

CAK/rac
J:\1 D23\18102 2019 Paving Work\1 Docs\Corr\18102I001.wpd

Project: 2019 PAVING WORK

Owner: PROSPECT HEIGHTS SCHOOL DISTRICT 23

Project No.: 18102

Bid Date/Time: on January 31, 2019 at 10:30 AM



CONTRACTOR		BID BOND	ADDENDUM	BASE BID	ALTERNATE A-1 (Southeast Sidewalk Replacement)	ALTERNATE A-2 (Patch and Sealcoat Pedestrian Walkway)	TOTAL
1	Allstar Asphalt	Y	1, 2	\$168,700.00	\$9,600.00	\$1,000.00	\$179,300.00
2	A Lamp Concrete	Y	1, 2	\$179,809.00	\$11,340.00	\$1,500.00	\$192,649.00
3	Schroeder Asphalt	Y	1, 2	\$178,477.90	\$13,768.00	\$1,650.00	\$193,895.90
4	Briggs Paving	Y	1, 2	\$195,750.00	\$9,835.00	\$650.00	\$206,235.00
5	Murphy Paving	Y	1, 2	\$239,815.00	\$9,600.00	\$900.00	\$250,315.00
6	Abbey Paving			NO BID	NO BID	NO BID	NO BID
7	Accu-Paving			NO BID	NO BID	NO BID	NO BID
8	Arrow Road Construction			NO BID	NO BID	NO BID	NO BID
9	Maneval Construction			NO BID	NO BID	NO BID	NO BID
10	Maul Asphalt			NO BID	NO BID	NO BID	NO BID
11	Orange Crush, LLC			NO BID	NO BID	NO BID	NO BID
12							
13							



February 5, 2019

Mr. Brian Rominski
Director of Buildings & Grounds
Prospect Heights School District 23
700 N. Schoenbeck Rd.
Prospect Heights, Illinois 60070

RE: **2019 Life Safety Work at
Dwight D. Eisenhower Elementary School, Douglas MacArthur Middle School and Grodsky
Administration Center
Project No. 18104**

Dear Mr. Rominski:

On Thursday, January 31, 2019 at 11:00 A.M., seven (7) sealed bids were opened for the 2019 Life Safety Work at Dwight D. Eisenhower Elementary School, Douglas MacArthur Middle School and Grodsky Administration Center. The low qualified Total Bid of \$439,500.00 was submitted by Happ Builders, Inc. of Waukegan, Illinois. See attached Bid Tabulation Sheet for a complete summary of the bids.

On Monday, February 4, 2019, we conducted a scope review of the Base Bid, Alternate A-1, Alternate A-2 and Alternate A-3 with Rod Fox of Happ Builders, Inc. and they have confirmed their bid and the Scope of the Project. Additionally, Happ Builders, Inc. has successfully completed public school related projects of similar scope and size.

Our office recommends that Prospect Heights School District 23 extend a contract to Happ Builders, Inc. of Waukegan, Illinois for the 2019 Life Safety Work at Dwight D. Eisenhower Elementary School, Douglas MacArthur Middle School and Grodsky Administration Center in the amount of \$439,500.00.

Please feel free to contact me if you have any questions regarding this letter.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Erin Miller". The signature is written in a cursive, flowing style.

Erin Miller, LEED AP
Associate Principal

c: Donna Demarakis, ARCON Associates, Inc.

attachments

BEM/rac
J:\1 D23\18104 2019 Life Safety Work\1 Docs\Corr\18104I001.wpd

Project: 2019 LIFE SAFETY WORK

Owner: PROSPECT HEIGHTS SCHOOL DISTRICT 23

Project No.: 18104

Bid Date/Time: on January 31, 2019 at 11:00 AM



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**



CONTRACTOR		BID BOND	ADDENDUM	BASE BID	ALTERNATE A-1 (Window/Door replacement at corr., teacher wkrm and vest.)	ALTERNATE A-2 (MPR flooring and VCT)	ALTERNATE A-3 (Mac Kitchen Ventilation)	TOTAL
1	Happ Builders, Inc.	Y	1, 2, 3	\$230,000.00	\$77,000.00	\$81,000.00	\$51,500.00	\$439,500.00
2	Bergen Construction Corporation	Y	1, 2, 3	\$273,000.00	\$66,000.00	\$95,000.00	\$42,000.00	\$476,000.00
3	D. Kersey Construction Company	Y	1, 2, 3	\$251,260.00	\$91,185.00	\$93,200.00	\$57,658.00	\$493,303.00
4	L.J. Morse Construction Company	Y	1, 2, 3	\$275,600.00	\$68,900.00	\$113,500.00	\$51,400.00	\$509,400.00
5	RB Construction, Inc.	Y	1, 2, 3	\$330,000.00	\$85,000.00	\$90,000.00	\$58,000.00	\$563,000.00
6	Manusos General Contracting, Inc.	Y	1, 2, 3	\$361,703.00	\$95,725.00	\$107,295.00	\$56,560.00	\$621,283.00
7	R.L. Sohol General Contractor	Y	1, 2, 3	\$449,000.00	\$85,000.00	\$85,000.00	\$50,000.00	\$669,000.00
8	Edwin Anderson Construction Company			NO BID	NO BID	NO BID	NO BID	NO BID
9	Frontier Construction Inc.			NO BID	NO BID	NO BID	NO BID	NO BID
10	Monarch Construction Company			NO BID	NO BID	NO BID	NO BID	NO BID
11	Simpson Construction Company			NO BID	NO BID	NO BID	NO BID	NO BID
12								
13								

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**Prospect Heights School District 23
Board Memorandum
Action/Discussion Item**

Date: February 8, 2019

Subject: Recommendation for Registration/Other Fees for 2019-20 School Year

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

The Administration has studied the student fees for the 2018-19 school year and, in looking at the District 23 fees, collections and outstanding fees, the administration believes that no increases in existing fees are necessary at this time for the 2019-20 school year. The Administration has also communicated with the other feeder school districts into District 214 – Districts 21, 25, 26, 57 and 59 in making this recommendation.

When comparing fees, the Administration communicated with these school districts based upon the same discussion points as last year – reviewing student registration, 1:1 protection, lunch fees and fee for transportation service.

The only existing fee that may be changed is lunch prices. The District will have its audit of the food service program in early March (currently scheduled for March 7-8, 11). If any such increase is required based upon the Federal Government’s paid lunch equity rules, such a recommendation will be brought to the Board for approval.

The administration recommends that the split of the registration and payment process continue as well as the incentive for early payment of registration fees (July 1-July 31).

In addition, based upon the Transportation Audit and subsequent discussion, the administration recommends the addition of a transportation registration processing fee.

Fee recommendations:

Student Registration Fees

The Administration and Finance Committee concur in the recommendation on student registration fees.

As such, the following student registration fees are proposed for the 2019-20 school year:

GRADE(S)	AMOUNT
Kindergarten	\$75
Grades 1 – 3	\$150
Grades 4 – 5	\$195
Grades 6 – 8	\$250

Student 1:1 Device Protection Plan Fees

The Administration and Finance Committee concur in the recommendation on 1:1 Device Protection Plan Fees. As such, the 1:1 Device Protection Plan Fee proposed for the 2019-20 school year is \$35 per student.

Student Lunch Fees

To be determined upon completion of food service audit by the Illinois State Board of Education and the Federal Government's paid lunch equity determination.

Split of Registration and Payment

The Administration and Finance Committee concur in the recommendation on splitting the registration and payment process.

Registration by June 1, 2018 for the 2018-19 school year surpassed 90% of all students – a higher total number of registrants by that date than ever before. Additionally, by the first day of school, the District had collected over 80% of total fees due and owing – a higher percentage of fees collected than through the previous 3 school years (extent of existence of data on fees collected). This allowed for planning for staff and allocations of students/personnel to be finalized and budgeted for in a most accurate manner.

As such, the Administration and Finance Committee again recommend asking all families to register their child(ren) between April 1st and May 31st without payment. The Administration and Finance Committee would also recommend invoicing all registered families for payment of registration fees for the next school year beginning July 1st.

Fee Payment Incentive

The Administration and Finance Committee concur on a recommendation for fee payment incentive.

The Administration and Finance Committee recommend that the District would collect the fees from July 1st to July 31st with no increase. Beginning August 1st, the District would charge a 20% fee for late payment. For families who register new to the District beyond the July 31st window, no late charge will be applied if fees are paid within 30 days of registration. We believe this will reduce the total number of non-payment and late payment families, thereby decreasing our costs related to collections and follow up communications.

Transportation Registration Fee

The only new fee recommended this year by the Administration is the Transportation Registration Fee. This was discussed in the report prepared by the District's transportation consultant, Nelson Gray. The registration fee would serve to require families to provide a fee for securing transportation services if eligible and the student(s) will ride a District 23 bus. As stated in the presentation, this fee will hopefully cause those families who answer "yes" to the question of whether their student(s) will ride District 23 transportation to be accurate in their selection as a walker, car rider or bus rider due to the ownership of the decision – a non-refundable registration fee.

By having a more accurate count of students that will utilize the District's free transportation, the administration can work with the District's bus provider, First Student, to determine route efficiencies and possible reductions in routes. If such reductions are secured, the District will be able to save the money of that route(s) – an estimated \$36,000 per route.

The recommendation for the transportation registration fee from the business office is for \$75 per student per year. When presented to the Finance Committee, an option for a reduced charge for additional students per family was discussed and would be acceptable.

Conclusion

A final recommendation consistent with the parameters laid out in each category above will be placed on the March 2019 agenda for approval.



Board Action Item

Date: February 8, 2019

Title: Recommendation for Approval of Certification of Hazardous Transportation Routes

Contact: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

BACKGROUND:

Pursuant to Section 29-3 of the Illinois School Code, the Board of Education must review and certify the conditions and routes for transportation to and from school for its students. The Board must determine whether the routes and any hazardous conditions remain unchanged.

This year, in conjunction with the District's transportation provider, First Student, the Administration has determined that such conditions and routes remain unchanged. The District will be conducting a full review this summer as it considers the transportation and busing options moving forward.

RECOMMENDATION:

The Business Office recommends approval of the resolution certifying the status of the District transportation conditions and routes.

**RESOLUTION
PROVIDING FOR FREE TRANSPORTATION
FOR THE IDENTIFIED POPULATION APPROVED
BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois ("Board"), provides transportation to certain students via school bus; and

WHEREAS, the Board, provides such transportation to students pursuant to Section 29-3 of the Illinois School Code, and all laws amendatory thereof and supplementary thereto;

WHEREAS, the Board at a legally convened meeting held on the 13thth day of April 2011 did adopt a resolution providing for the continuation of the 1980-1981 thru 1998-1999 Illinois Department of Transportation approved status of hazardous routes;

WHEREAS, the Board, has continued to review the transportation routes for students to and from school in order to comply with Section 29-3 of the Illinois School Code;

WHEREAS, pursuant to the Statute above, the Board has reviewed the conditions previously approved and hereby certifies that the conditions remain unchanged.

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois directs free transportation for the identified population listed and approved in the declaration for the 1980-1981 thru 1998-1999 school years and continued at a legally convened meeting held on the 13thth day of April 2011 as well as December 13, 2017 and thereafter.

NOW THEREFORE, BE IT RESOLVED by the Board of Education for Prospect Heights School District 23, Cook County, Illinois as follows:

- Section 1: The recitals above are incorporated herein by reference.
- Section 2: That all prior proceedings in conflict with this resolution be and the same are hereby repealed.
- Section 3: This Resolution shall be in full force and effect upon its passage by the Board of Education.

Section 4: This Resolution shall remain on file in the Business Office as evidence of the District's Annual Review of transportation routes pursuant to Section 29-3 of the Illinois School Code.

ADOPTED this 13th day of February 2019 upon receiving a motion from Member _____, and a second of the motion by Member _____ followed by a roll call vote recorded as follows:

AYES:

NAYS:

ABSENT/ABSTAIN:

President, Board of Education

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION
PROVIDING FOR FREE TRANSPORTATION
FOR THE IDENTIFIED POPULATION APPROVED
BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION**

as adopted by the Board at its meeting held on the 13th day of February, 2019.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of February, 2019.

Secretary, Board of Education



Prospect Heights School District 23
Board Memorandum
Discussion Item

Date: February 13, 2019

Subject: Enrollment/Staffing Plan Overview 2019-20

Prepared by: Don Angelaccio

Utilizing the Forecast5 Cohort Survival rate projections, we anticipate a slight decrease (-1.48%) in total enrollment for the 2019-20 school year. The “bubble” of students who have been moving through the system will be enrolled in 5th and 6th grade next year, and we are projected to see a significant increase in 1st grade.

Cohort Survival Rate Applied - Enrollment Projections										
Grade	History							Current	Projected	
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
K	140	130	161	145	143	130	137	148	139	146
1	174	159	144	187	182	164	153	139	173	162
2	148	181	158	144	191	184	165	157	140	174
3	146	159	183	156	138	196	176	162	155	138
4	150	153	167	188	161	147	187	172	166	159
5	167	155	152	174	185	157	152	183	173	167
6	147	181	169	152	178	196	156	160	189	179
7	172	149	183	171	154	180	201	163	162	192
8	167	177	150	185	173	160	179	200	165	164
Total Enrollment	1411	1444	1467	1502	1505	1514	1506	1484	1462	1481
Annual Change		33.00	23.00	35.00	3.00	9.00	-8.00	-22.00	-22.00	19.00
% Change		2.34%	1.59%	2.39%	0.20%	0.60%	-0.53%	-1.46%	-1.48%	1.30%

Grade Level	Current Enrollment	# of T (Section)	Projected by School	2019-2020 Projected/Incr	# of T (Section)	Net Change
Early Childhood*	108*	4.5 (8)	Eisenhower	92*	5 (9)	.5
Kindergarten	148	5 (8)		139/-7%	5 (8)	0
Grade 1	139	7		173/24%	8	1
Grade 2	157	7	Betsy Ross	140/-11%	7	0
Grade 3	162	8		155/-5%	7	-1

Grade 4	172	8	Anne Sullivan	166/-4%	7	-1
Grade 5	183	8	339	173/-6%	8	0
Grade 6	160	7		189/18%	8	1
Grade 7	163	7	MacArthur	162/-1%	7	0
Grade 8	200	8	516	165/-18%	7	-1
Total In-District Enrollment:	1592	69.5 T	1554		69 T	-5
Students enrolled out of District:	9		7			
Total Enrollment in District 23:	1601		1561			

*Early Childhood counts includes ECDEC sections and projections of end of year and start of year student enrollment.

**Class Size Projections
2019-2020 February 13, 2019**

	FY 2016	FY 2017	FY 2018	FY 2019	Core Teachers	Avg.	FY 2020	Core Teachers	Avg.	Net Section Change
Eisenhower										
Kindergarten	143	130	139	148	5	18.5	139/102	5	17	0
First Grade	182	164	152	139	7	20.5	173/156	8	22	1
Ross										
Second Grade	191	184	166	157	7	23	140/128	7	21	0
Third Grade	138	196	178	162	8	21	155/138	7	23	-1
Sullivan										
Fourth Grade	161	147	187	172	8	21.5	166	7	24	-1
Fifth Grade	185	157	153	183	8	23	173	8	22	0
MacArthur										
Sixth Grade	178	196	160	160	7	23	189	8	23	1
Seventh Grade	154	180	201	163	7	23	162	7	23	0
Eighth Grade	173	160	179	200	8	25	165	7	23.5	-1
					65			63		-1
Total Enrollment	1505	1514	1515	1515	Total core tchrs		1537	Total core tchrs		Net Change
Classroom Guidelines	K	1-2	3-4	5	6-8					
	17-21	18-23	20-25	22-26	24-27					

As in past years, this draft is presented for your consideration and Board discussion. Keep in mind that class size guidelines, available space, teacher certification, and accelerated programming are also factors in the equation for determining the final projection for staffing placement. Retirements, resignations, or other voluntary transfers will be considered this Spring before final teaching assignments are made and communicated to faculty.

Bottom Line:

Total Increase in FTE: .6 FTE

Total Impact to Budget: \$ -53, 089

The following are highlights of the 2019-20 staffing plan:

- Overall staffing for core teachers can be reduced by 1 FTE, with adjustments to placement and assignments for some faculty.
- We continue to see increased demand for Early Childhood services and are seeking an increase of .7 FTE for a Psychologist to coordinate the assessment, placement, and follow-up of services. These tasks have drawn time and attention away from other needed services for the current Ike psychologist and Dr. Sroka.
- Additionally, we are projected to start the school year at our highest enrollment number in history in Early Childhood. With a .5 FTE increase we will be fully staffed in Early Childhood teacher and aide positions instead of adding sections throughout the year.
- Minor increases for Special Education services and student needs continue to influence our planning for support staff and we are seeking a .1 FTE increase for Occupational Therapist.
- In order to facilitate sections at Ike, while minimizing travel and disruption to other faculty, we seek to increase .3 FTE General Music.
- We will have a vacancy due to the retirement of one of our nurses. We believe it is prudent to post that vacancy as a Certified School Nurse and attempt to fill that vacancy with this new position. The expanded responsibilities and oversight required of the CSN would move that position out of the PHEA and into an exempt status.
- We are watching the 1st grade numbers closely as we were under our projection by 20 students this past year. In the event that the enrollment does not reach the level to add an 8th section, we will shift that position to a reading interventionist position to support in class instruction.
- A shuffle of existing faculty will support the needs of increased sections at grade levels as indicated above.
- This staffing plan will allow the Board to begin the year within class guide lines.



**Prospect Heights School District 23
Board Memorandum
Information Item**

Date: February 13, 2019

Subject: Professional Development Update

Prepared by: Dr. Amy Zaher

One of the goals of our strategic plan is to provide job-embedded professional development aligned to 21st Century learning needs.

The Professional Development Committee which is comprised of administrators, teachers and paraprofessionals help to provide input on the direction of offerings for professional development. We meet several times a year to plan future professional development and analyze feedback from past professional development. Members of this committee include: Amy Zaher, Chair, Maria Stavropoulos, Lisa Brusso, Ani Magid, Debbie Gardiner, Kim Basile, Carolyn Collins, and Laura Jaeschke.

Our last Institute Day in January opened with an interactive keynote address from Dr. Angelaccio and Dr. Zaher which was titled Focus on Math in District 23. The purpose of this session was for our staff to become familiar with the Shifts in Math and the changes they represent.

We are continuing the cohort model of professional development that empowers teaching staff to choose a strand that was most meaningful to their practice and interests. The design of the cohort model is such that teachers attend learning sessions within their strand during each of the three Institute Days. This allows teachers to dig deeper into the topic over time as well as to establish a group of colleagues with whom they can share and learn from. The committee and the Administrative team surveyed the entire staff to plan for the following topics for this year’s cohort sessions.

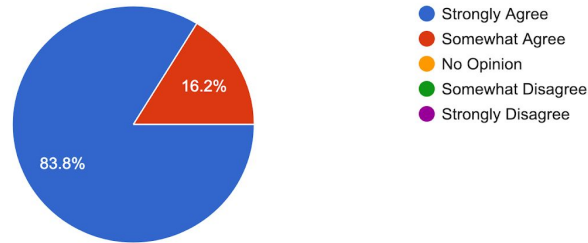
Professional Development Cohort Session	Facilitators
Inquiry Based Learning	Dr. Luke Lambatos
Enhancing Student Engagement	Dr. Amy Zaher Chris Alms
Differentiation - Using Feedback to Differentiate	Dr. Cam Nystrom Traci Meziere
Strategies to Support Students' Social Emotional Learning through PBS	Dr. Don Angelaccio
Strategies to Support Culturally Diverse Students	Craig Curtis
Student-Centered Coaching	Dr. Chrys Sroka Maria Stavropoulos

After the cohort session, staff returned to their schools to continue with a school based agenda.

We survey our staff and analyze the feedback after each Teacher Institute Day. Feedback from the January Institute indicates the following:

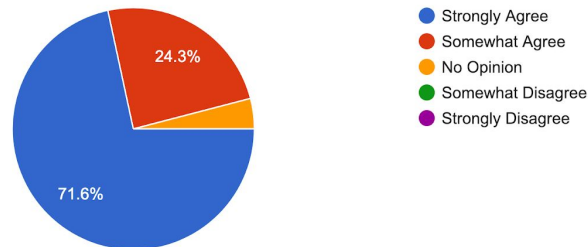
It was clear that the activity was presented by persons with education and experience in the subject matter (ISBE Required)

74 responses



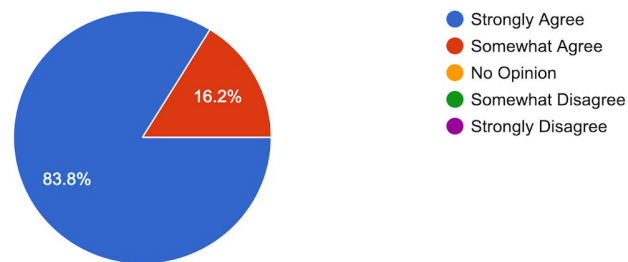
The relevance of this activity to ISBE teaching standards was clear. (ISBE Required)

74 responses



It was clear that the activity was presented by persons with education and experience in the subject matter (ISBE Required)

74 responses



Some of the comments and reactions from our staff include:

- *I really like the cohort format. It's nice to be broken into cross-school groups and focus on a topic that we are interested in. I also really liked the activities during the morning session!*
- *One of the best features was the breakout sessions. I am getting a lot of good ideas to implement in my classroom from the IBL sessions. I also felt that we accomplished a lot during our building meeting today.*
- *I loved the Math Standards activity. It was great to see how the different grade levels represented the standards in their own age-appropriate context. This gave us an overview of the continuum of learning in our district.*
- *I thought the time spent as a building was extremely valuable. We became united as a building with regards to a mission and mindset, while also sticking with our district/building goals and curriculum.*

The Professional Development Committee will analyze the survey results at their next meeting and use the data to inform decision making regarding future professional development.

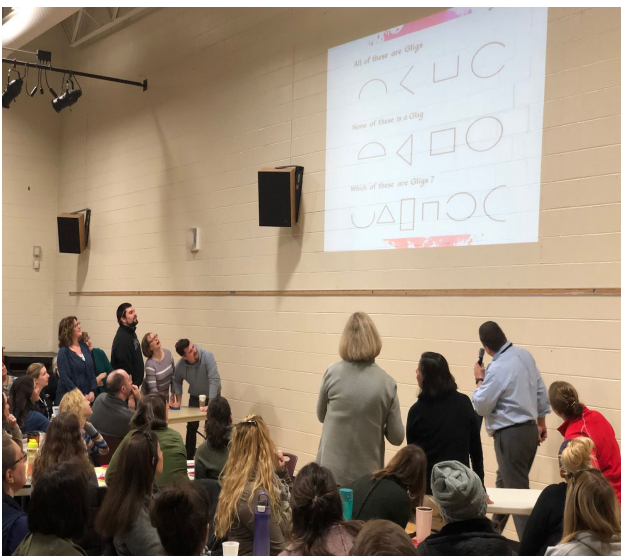
New Professional Development Offerings beginning April 2019

During the April 2nd Teacher Institute we will begin our first Passport to Learning Session in addition to the cohorts. These are professional development sessions *for* D23 staff members *by* D23 staff members. It is a great way to highlight and share the awesome things we are doing across the district. This also provides leadership opportunities for our staff members. Teachers and staff across the district submitted proposals to present their session. Below is a sample of the sessions that will be offered. All sessions are aligned to our District's Strategic Plan.

- 5+ Languages in the Classroom (and How to Use Them)
- Active Learning Strategies: Why, When & How to Use Brain Breaks and Movement in the Classroom
- Differentiating Reading and Writing in the Classroom
- Discipline: It's Not Just Punishment With Better PR
- My Students Don't Always Love Reading From the Basal, But When They Do, They Practice a Reading Strategy!
- On the Hunt with Fliphunt
- PD Overseas
- Standards: Into the Schoology-Verse
- STEAM Toys Aren't Just for Play Time: Using Bots, Droids, Makey Makey, Osmo, and Breakout EDU to meet the Common Core Standards
- Strategies to Flip, not Flop!
- Super Strategies for Students on the Spectrum!
- Teachers Who Code

In summary, we work very hard to provide opportunities for staff to engage in meaningful and relevant topics that can positively impact the teaching and learning occurring in District 23.

Should you have any questions regarding professional development in our district, please contact Dr. Amy Zaher.





Prospect Heights School District 23

1. Student Success: Ensure all students are well rounded and emotionally and academically prepared for success in high school.

40%

1.1 Further develop and examine the effectiveness of core curriculum, interventions, and supports for all student groups.

50%

Facilitate math committee to investigate and adopt a new math curriculum for 2019-20 implementation.



8/2/2018 - 8/2/2018



Amy Zaher

60%

Grow STEM curriculum and offerings.



8/9/2018 - 8/9/2018



Amy Zaher

20%

Plan and develop process to audit the MTSS process in the district.



8/9/2018 - 8/9/2018



Amy Zaher & Chrys Sroka

0%

Share procedures of related services MTSS process with buildings.



8/9/2018 - 8/9/2018



Chrys Sroka

40%

1.2 Ensure all students have access to curriculum and instruction that matches their skills and inspires growth.

40%

Support district improvement team to review district/building data.



8/9/2018 - 8/9/2018



Don Angelaccio

60%

1.3 Support the whole child including the development of social/emotional and life skills.

50%

Conduct pilot of SAEBERS tool to develop formal method of enhancing identification of at-risk students.



8/2/2018 - 8/2/2018



Chrys Sroka

70%

Launch PBIS training and investigation to improve implementation and consistency.



8/2/2018 - 8/2/2018



Amy Zaher



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

1. Student Success: Ensure all students are well rounded and emotionally and academically prepared for success in high school.

40%

1.4 Evaluate program development and innovations including ELL, Special Education, At-Risk students and optimal length and start of the school day.

95%



Complete ISBE compliance audit.



8/2/2018 - 8/2/2018



Don Angelaccio

45%



Facilitate TLT Committee to investigate and develop the Tech Plan 3.0.



8/2/2018 - 8/2/2018



Maria Stavropoulos

30%



Support biliteracy transition and program development for Spanish bilingual students.



8/9/2018 - 8/9/2018



Amy Zaher

10%



Explore Polish bilingual supports and services.



8/9/2018 - 8/9/2018



Amy Zaher

10%



Develop a systematic approach to special education curriculum review.



8/9/2018 - 8/9/2018



Chrys Sroka

40%

1.5 Explore accessibility and expansion of extra-curricular and foreign language experiences.

40%



Expand and Strengthen Special Olympics and Unified Champion Schools program in the district.



8/9/2018 - 8/9/2018



Chrys Sroka





Prospect Heights School District 23

2. Teaching, Learning & Innovation: Encourage a learning environment that emphasizes excellence and retains high-quality staff.

50%


2.1 Continue to seek and retain high quality professional staff and leaders.


50%  Launch induction and mentoring program to support new teachers.


 8/2/2018 - 8/2/2018


 Amy Zaher & Carrie Vergil

75%  Enhance “on-boarding” process to support efficient processes.


 8/9/2018 - 8/9/2018


 Carrie Vergil


30%  Strengthen benefits options and facilitate improved communication to membership.


 8/9/2018 - 8/9/2018


 Micheal DeBartolo & Carrie Vergil


20%  Improve substitute teacher training to retain and maintain a quality list of subs year over year.

 8/9/2018 - 8/9/2018

 Carrie Vergil


60%  Strengthen student teacher process and procedures to find and develop quality candidates for potential positions within the district.


 8/9/2018 - 8/9/2018

 Carrie Vergil


15%


2.2 Identify gaps in student learning and develop instructional approaches to meet the needs of all students.

20%  Review blended learning literacy tools to support intervention programs.

 8/9/2018 - 8/9/2018

 Amy Zaher & Maria Stavropoulos

10%  Identify gaps in student learning (IEP) and determine needs for professional development to improve student learning.

 8/9/2018 - 8/9/2018

 Amy Zaher & Chrys Sroka



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

2. Teaching, Learning & Innovation: Encourage a learning environment that emphasizes excellence and retains high-quality staff.

25%

2.3 Develop and communicate an aligned curricular map of expected learning standards.

25%

Finalize science curriculum maps.

8/9/2018 - 8/9/2018

Amy Zaher

50%

2.4 Provide job-embedded professional development aligned to 21st Century learner needs.

50%

Provide professional development related to math practices and standards.

8/2/2018 - 8/2/2018

Amy Zaher

60%

Strengthen instruction through continued professional development cohort model (Inquiry Based Learning, Differentiation, Instructional Tech).

8/9/2018 - 8/9/2018

Amy Zaher

60%

2.5 Support positive and collaborative culture that enhances professional learning and practice.

60%

Support Growth Mindset to enhance culture of improved learning.

8/9/2018 - 8/9/2018

Don Angelaccio

50%

Continue relationship building and visibility to enhance morale and build culture.

8/9/2018 - 8/9/2018

Don Angelaccio

30%

Explore universal use of Instructional Rounds.

8/9/2018 - 8/9/2018

Amy Zaher

100%

Implement Staff Apple Purchase Program.

8/9/2018 - 8/9/2018

Maria Stavropoulos



Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

75%

3.1 Use relevant, on-going communication tools and methods to engage parents and community.

90%



Launch our new website to engage our community.



8/2/2018 - 8/2/2018



Maria Stavropoulos

90%



Continue to strengthen the use of Constant Contact to increase readership of newsletters.



8/9/2018 - 8/9/2018



Don Angelaccio

50%



Monitor social media use and impact.



8/9/2018 - 8/9/2018

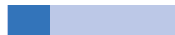


Maria Stavropoulos

50%

3.2 Assist parents with understanding student learning standards, expectations and district priorities.

25%



Develop and pilot alternate spring conference options.



8/9/2018 - 8/9/2018



Don Angelaccio

75%



Develop community dashboard to identify and monitor key performance indicators.



8/9/2018 - 8/9/2018



Don Angelaccio



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

50%

3.3 Expand community partnerships.

50%



Align service learning projects to support community partnerships.



8/9/2018 - 8/9/2018



Amy Zaher

50%



Strengthen relationships with PTO and EPTO.



8/9/2018 - 8/9/2018



Don Angelaccio

50%



Continue partnership with D214 through Educator Prep and internship programs.



8/9/2018 - 8/9/2018



Amy Zaher

30%



Continue supporting families with students with special needs by having parent information and social nights.



8/9/2018 - 8/9/2018



Chrys Sroka

90%



Continue active participation in Link Together coalition.



8/9/2018 - 8/9/2018



Don Angelaccio

0%



Continue Realtor outreach including tours of buildings.



8/9/2018 - 8/9/2018



Don Angelaccio

0%

3.4 Support positive and collaborative community culture that enhances connections between families.

0%



Develop family multicultural nights.



8/9/2018 - 8/9/2018



Amy Zaher



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

40%

3.5 Develop a community relations and engagement plan targeted to future school district needs and priorities.

40%

Implement Superintendent Advisory Council.

8/9/2018 - 8/9/2018

Don Angelaccio



Prospect Heights School District 23

4. Sustainable Resources: Advance effective use of resources to support safe, learner ready facilities and that maximize student learning.

90%

4.1 Develop a long-range financial plan that includes instruction, professional growth, technology, and facilities.

75%

Facilitate negotiations to implement fair and responsible agreement.

8/2/2018 - 8/2/2018

Don Angelaccio

95%

Conduct transportation analysis to review hazardous routes, community needs, and appropriate fee.

8/2/2018 - 8/2/2018

Micheal DeBartolo

95%

Conduct bond issuance to facilitate implementation of life safety and long range facilities plan.

8/9/2018 - 8/9/2018

Micheal DeBartolo

50%

4.2 Provide spaces that support collaborative learning opportunities.

70%

Continue investigation and communication of building/facility needs.

8/9/2018 - 8/9/2018

Brian Rominski

20%

Continue furniture replacement, investigation, and planning.

8/9/2018 - 8/9/2018

Amy Zaher

10%

4.3 Ensure safe and secure learning environments in collaboration with first responders.

10%

Examine safety action plan (ALICE) and develop improved emergency response protocols.

8/9/2018 - 8/9/2018

Don Angelaccio



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

4. Sustainable Resources: Advance effective use of resources to support safe, learner ready facilities and that maximize student learning.

90%

4.4 Engage stakeholders in the development of effective use of resources.

95%



Conduct transportation analysis.

8/9/2018 - 8/9/2018

Micheal DeBartolo

90%



Implement system of reporting on revenues, expenses and fund balances to fully inform stakeholders of District outlook.

8/9/2018 - 8/9/2018

Micheal DeBartolo

50%

4.5 Explore shared service opportunities, cost-saving consortiums and ventures.

70%



Maintain ECDEC/Harper EC classroom/program.

8/9/2018 - 8/9/2018

Chrys Sroka

10%



Explore partnership to expand EC offerings.

8/9/2018 - 8/9/2018

Don Angelaccio

40%



Explore options with Village of Prospect Heights and Prospect Heights Park District for shared use facility and revenue generating opportunities.

8/9/2018 - 8/9/2018

Micheal DeBartolo